HOMESTEADS APPLE FESTIVAL
FOOD VENDOR APPLICATION AND RULES

Saturday, September 24 and Sunday, September 25, 2016
Saturday, 10:00-6:00 and Sunday, 11:00-4:00
Vicki Vaden, Exhibit Director
(931) 456-5699 or vsvaden@gmail.com

Thank you for your interest in participating in the 13th annual Homesteads Apple Festival, to be held on the grounds of the Homesteads Tower Museum and Homestead Elementary School on Saturday, September 24 and Sunday, September 25, 2016. Please complete the attached application and return it, along with your vendor fee, to Vicki Vaden at 371 Highway 68, Crossville, Tennessee 38555 by **Friday, September 9, 2016**. All applications must be approved by the Homesteads Apple Festival Planning Committee. Once a decision has been made concerning your application, you will be contacted by a member of the Committee. If your appliation is denied, your vendor fee will be returned. Please keep this information sheet for reference and contact the exhibit director if questions arise.

- Menu Items – All food and beverage items must be listed on your application and approved by the Committee.

- Festival Promotion – The Homesteads Apple Festival will be promoted in the following ways: local newspaper, local radio, Chamber of Commerce and Tennessee Tourism websites, posters in storefronts, brochures, the Cumberland Homesteads Tower Association fall newsletter, which reaches 400+ members, and signs and banners around Cumberland County. Attendance in recent years has ranged from 8,000 to 10,000 visitors when the weather was good.

- Spaces – Spaces are 12' X 12' on the grassy lawn between the museum and the school. The food vendor fees for spaces are as follows: $350 for 1 space (12' x 12'), $450 for 2 spaces (12' X 24'), and $550 for 3 spaces (12' X 36'). Spaces will be numbered and assigned by the exhibit director. Fireproof dining canopies may be used and require carefully marked stakes and ropes. Please include dimensions and a simple diagram of your operation's layout with your application so we can position your space to take the best advantage of the traffic flow. Vehicles not needed for actual operation of your booth will have to be parked in designated parking areas during festival hours. If a vehicle is required for your operation, include it in your diagram.

- Equipment, Chairs, Tables, etc. – Food vendors must provide all equipment needed. Tables should be draped to within 16 inches of the ground. Please keep a professional appearance for your booth and keep your materials and boxes orderly during festival hours. **A fire extinguisher, 3 to 5 pounds in size, is required if cooking.** Cooking function areas should be a safe distance from public access to prevent accidents and injuries.

- Trash – All empty cardboard boxes and food supply containers must be removed from your booth as soon as possible. Do not put these type items in the festival dumpsters or trash cans. Please take these items to your vehicle and haul away at the end of each day.

- Electricity – Access to electricity is limited to a single heavy duty, grounded, 110 extension cord (provided by you). Do not overload the cord as this may cause power failures. Please use non-electrical means to heat items if possible.

- Water – Water is available at an outside water hose behind the Homesteads Tower Museum and beside the storage building to the left of the stage.

- Name Tags – Four name tags are alotted for each food vendor. Your personnel must wear the name tags during festival hours. The name tags will allow you to enter through the gates without an admission ticket. Additional name tags can be purchased if needed at $4.00 each (see application).

- Prohibited Items – No pets, unattended children, alcoholic beverages, offensive or political items. Any items deemed offensive or of poor taste must be removed from sight at the exhibit director's sole discretion.

- Signs promoting your products must be kept within your assigned space.

- Set-Up – You may begin setting up your operation on Friday after 4:00 p.m. until dark and Saturday from 6:00 a.m.-9:00 a.m. Vehicles must be moved to designated parking areas before 9:00 a.m. on Saturday. Food vendors must be open and ready for business 30 minutes prior to the festival opening both days.

- Parking – A parking pass will be sent to you before the festival along with a site map that will show the location of your space and the designated parking areas nearest your booth. If you park within the festival fence your vehicle will have to stay there during festival hours. Park outside the fence if you need the flexibility to come and go during hours.

- Campers – All campers must be parked in the designated parking areas. Camping is prohibited on-site.

- Restrooms – Restrooms are available in school and port-a-toilets will be set on festival grounds.

- Cancellations – Food vendors must contact the exhibit director to cancel. Food Vendor fee will not be refunded for cancellations after Friday, September 11, 2016.

- Packing Up Early – The closing and dismantling of your booth prior to the end of the festival is prohibited. If you are found to be in violation of this rule, you may be denied participation in future festivals.

- Clean-up – Space must be left clean when you leave. Do not discharge any food or liquids on the ground at any time.

- Rain Date – Sorry, no rain date. You are encouraged to come prepared for rain.

- Vendor Packets – Vendor packets that include a site map, your designated space location, name tags, parking pass, etc. will be mailed to you approximately one week before the festival.

- Food Handling and Health Department Permits – All food vendors are subject to inspection by health department officials. Be prepared to pay, in cash, the $30.00 temporary food service permit. Be familiar with and comply with all state regulations concerning Temporary Food Establishments at Fairs and Special Events.

- Security – Do not leave valuables in your booth after-hours. Security personnel will be on duty at the festival site both Friday and Saturday night, but the Cumberland Homesteads Tower Association is not responsible for any loss, theft or damages.

- Permit Denial or Mandatory Shut-Down – If, for any reason, the health officials or festival directors require you to close down your operation, comply quietly and respectfully and you will be allowed to move off-site after the close of the day. In case of Permit Denial or Mandatory Shut-Down, the food vendor fee will not be refunded.

Please retain these rules and a copy of your application for your records.

HOMESTEADS APPLE FESTIVAL
FOOD VENDOR APPLICATION

Saturday, September 24 and Sunday, September 25, 2016
Saturday, 10:00 a.m.-6:00 p.m. and Sunday, 11:00 a.m.-4:00 p.m.
Vicki Vaden, Exhibit Director (931) 456-5699 or vsvaden@gmail.com

Please submit application and fee before September 9, 2016 to Vicki Vaden at 371 Highway 68, Crossville, TN 38555.

Company Name _____SSN or Fed. ID No. _____

Company Representative_____Title _____

Phone (_____)_____ Cell (_____)_____

Address_____

City _____ST_____Zip_____

Email _____Website_____

Number of 12' X 12' spaces _____ (Please attach diagram of layout of booth.)

I will be operating out of a tent _____ or trailer _____ . If trailer, give size w/tongue _____X_____)

Electricity limited to one heavy-duty 110 cord. I need electricity. ____ I do not need electricity.___

I will set-up Friday after 4 p.m. _____ I will set-up Saturday morning. _____

Names for Name Tags _____ _____

_____ _____

$350 Food Vendor Fee enclosed. _____ $450 Fee enclosed. _____ $550 Fee enclosed. _____

Additional Name Tags (listed on back) @ $4 ea. _____ Total of enclosed check _____

LIST MENU ITEMS - PRICE
(Use back of sheet if needed.)

HOLD HARMLESS AGREEMENT AND AGREEMENT TO TERMS AND CONDITIONS

The undersigned hereby releases and agrees to indemnify and hold harmless the Cumberland Homesteads Tower Association, (C.H.T.A.), Homesteads Elementary School, Cumberland County Schools and Cumberland County and the staff, and workers, volunteers, employees, agents, assigns, board members and the Homesteads Apple Festival Committee members and the volunteers for the same regarding any and all liability for damages or injuries to persons or property which the undersigned, his or her agents or employees may sustain while participating in the Homesteads Apple Festival or any events leading up to or related to the Homesteads Apple Festival except where such damages or injuries result from the gross negligence of the Cumberland Homesteads Tower Association. Such indemnification shall include reasonable attorney's fees and costs.

I understand that the Cumberland Homesteads Tower Association and/or the Homesteads Apple Festival Committee reserves the rights to refuse participation based on the event's guidelines. If these guidelines are not upheld and if I fail to comply timely with any of these rules or regulations I may be barred from participating in the event for both this year and for future festivals. I consent to the photographic, and/or video recording of my image, my food vendor stand, and/or products, and/or and promotional material, whether or not provided by me, and irrevocably grant to Cumberland Homesteads Tower Association and/or Homesteads Apple Festival Committee its assigns, licensees, and successors the right to copy, modify, adapt, reproduce, distribute, and otherwise use for any promotional purpose.

I understand that all promotion of my items must take place within my designated space. I further understand there are no rain checks or alternative dates for the event and no refunds available in the case of inclinment weather, acts of war or natural or man-made disasters. I understand that the duplication or use of the Homesteads Apple Festival copyrighted logo is strictly prohibited unless given written permission.

I further agree that I am solely responsible for and will comply with Tennessee Department of Revenue rules for the collection and reporting of Tennessee State Sales Tax on sales in my booth and I will follow all state regulations on handling food products in my designated area, as well as, pay for temporary food vendor permit if required by Health Department Officials.

I have read and agree to all the regulations stated above and in consideration of applying for the Homesteads Apple Festival I agree to be contractually bound to the same. I understand that if litigation is necessary to enforce the terms of this contract that Cumberland Homesteads Tower Association shall be entitled to recover from me its reasonable attorney fees and litigation costs.

Company Name _____ Date _____

Signature of Company Owner or Operator _____