



HOMESTEADS APPLE FESTIVAL FOOD VENDOR APPLICATION AND RULES

Saturday, September 26 and Sunday, September 27, 2020

Saturday, 10:00-5:00 and Sunday, 11:00-4:00

Shelia and Jim Long, Exhibit Director 931-210-8210

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Thank you for your interest in participating in the 17th annual Homesteads Apple Festival, to be held on the grounds of the Homesteads Tower Museum and Homestead Elementary School on Saturday, September 26 and Sunday, September 27, 2020. Please complete the attached application and return it, along with your vendor fee, to CHTA, 96 Hwy. 68, Crossville, Tennessee 38555 by **Saturday, September 5, 2020**. 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 application 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, the Cumberland Homesteads Tower Association newsletter, 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'), \$550 for 2 spaces (12' X 24'), and \$750 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 allotted 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 – Please do not leave children unattended, 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 1:00 p.m. until dark and Saturday from 6:00 a.m.-8:30 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 – 1 parking pass for each vendor will be included in packet the day of check-in. Parking is free. Vendors who park within the festival fence will not be able to move during festival hours as gates will be closed. You may park outside the fence if you need flexibility to come and go during open hours.
- Campers – All campers must be parked in the designated parking areas. Overnight camping is prohibited on-site.
- Restrooms – 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 Monday, September 7, 2020.
- 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 including 1 parking pass and booth info will be available for pick up on the day of set up only. Vendors must enter at the Hwy. 68 gate to check in and pick up your packets.
- 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.
- Site Map and Further Information: showing where your space will be located will be emailed or sent out about 1 week prior to the festival. All correspondence will be made when possible through email or text messaging.

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

