

DEPOT DAYS



31ST ANNUAL DEPOT DAYS FESTIVAL VENDOR FORM Saturday - September 16, 2023

Contact Name _____
 Company _____
 Address _____
 City _____ State _____ Zip _____
 Day Phone _____ Cell _____
 Email _____

of 10x20 **Nonprofit** Booths _____ @ \$50.00 (electric included) = _____
 # of 10x20 for **Profit** Booths _____ @ \$60.00 (electric included) = _____
Food Booths 10x20 Spot (Electric Included) _____ @ \$75.00 = _____
 Check One: 110V _____ 220V _____

Crafts/Food/Flea Market Items **List Items** to be displayed or **Food Menu** (Be Specific) Only approved items will be allowed. Items not listed will be not be allowed to be sold per the discretion of the coordinator. We try to limit vendors with same items for uniqueness and so every vendor has a good experience.

General Rules

- Returning Vendor Payment must be provided with this form no later than July 1st, 2023 to reserve same space as last year.** It is the exhibitors responsibility to confirm that the application is received by the deadline or space is open to new vendors.
- Once accepted **No Refunds** will be provided. Festival continues Rain or Shine. If cancellation is required, payment will be considered a donation which is tax deductible. This is a One Day Event.
- Set-up will be as follows: **Friday 8:00pm-10:00pm and Saturday 6:00am-8:30am.** Vending opens at 9:00am sharp. All vehicles must be cleared from the street no later than 8:30am. **No Food or Vendor Trailers will be allowed for any reason after 8:30am.** Accommodations are based solely at the decision of the Vending Coordinator without exception.
- Tables, chairs, extension cords, power strips or any electrical devices are the responsibility of the vendor. Extension cords should be no less than 12 gauge. 110V & 220V power will be available within 125 feet. 220V power plug adapters, plug multipliers or other power supply requirements are the responsibility of the vendor.
- Closing or breakdown is NOT ALLOWED before 8:00pm NO EXCEPTIONS** unless prior arrangements have been made. For the safety of our Festival Attendees this will not be tolerated. Not adhering to this rule will result in not being allowed to return to this Festival. Streets must be cleared of all vendor activity prior to 11:00pm.

Waiver and Release In consideration of the foregoing, I for myself, and my executors do hereby release and discharge the City of Newbern, Tennessee, The Newbern Historical and Preservation Society and other sponsors of the event(s) for any and all claims in the said event. I further understand I am responsible for providing liability insurance related to my involvement. I understand that in the event of threatening weather the Depot Days Event Coordinator has the option of canceling the event if participant safety is or could be compromised for any reason. It is also understood that in the event of cancellation, I, nor my team, or those I represent, have any claims for any expenditures in the preparation for this event. The signature below represents that I am over the age of 18 years old and /or I am the responsible party or the legal guardian or parent of the above listed person or persons, organization or company, and/or I have the authority to sign on behalf of the organization or group as the official representative of that group, organization, person or persons. I the undersigned or we (as guardian(s), parent(s), or official representative(s) of a group or organization also agree and acknowledge as the official representative that the City of Newbern, The Newbern Historical Society, other organizations and media representatives will be acquiring photographs, interviews, live broadcasts and other related publicity items and shall release to them the right to point, publish and use any materials obtained in a public setting as promotional materials of this and any other future events related to Depot Days. Furthermore, I have read the above and the information is accurate to the best of my knowledge. All rules and regulations are subject to change without notice. Contact the Coordinator for details.

Vendor Signature _____ **Date** _____
Print Name _____

PAYMENT MUST BE MADE BY CHECK TO:
 Depot Days Festival
 108 Jefferson Street Newbern, TN. 38059
 Event Information: Angela Taylor



Attach payment to this Form – See Reverse side for additional rules 731-676-3091
angelaktaylor71@gmail.com

DEPOT DAYS FESTIVAL VENDOR RULES AND REGULATIONS



The Sponsors of this event wish to provide the best venue possible for all attendees without prejudice to any vendor, exhibition, crafter, attendee or visitor.

Rules and Regulations will be enforced by the City of Newbern to provide a Family oriented function of the highest standards, functionality & morality without bias.

Returning vendors: Returning vendors receive first priority in application acceptance and space locations. Returning vendors payment must be provided by the July 1st deadline to ensure participation and reserve same spot as last year. After this date, all spaces remaining unpaid will open up to new vendors for exception in the order they are received. We try not to duplicate products as the Depot Days Festival intends to provide the largest variety of items to attendees, however some similar common items may be sold with approval from the Event Coordinator. Certain companies allow only one single representative of their product at a single event and we follow these same guidelines for the independent companies as well.

No Vulgar, obscene or Offensive Materials may be displayed. This is a morally based family event. Anyone not in compliance with this rule will be required to remove all articles from sight. If compliance is not met, removal of entire booth may be required. Removal is solely at the decision of the Vending Coordinator without exception.

Declined Applications: Vendors not chosen based on lack of space, duplication of vending items or independent sales companies will receive a full refund of the application fee by mail.

Hours of Operation: Set-up will be as follows: Friday 8:00pm-10:00pm and Saturday 6:00am-8:30am. Vending opens at 9:00am sharp. All vehicles must be cleared from the street no later than 8:30am. No Food or Vendor Trailers will be allowed for any reason after 8:30am. Accommodations are based solely at the decision of the Vending Coordinator without exception.

Closing or breakdown is NOT ALLOWED before 8:00pm NO EXCEPTIONS unless prior arrangements have been made. For the safety of our Festival Attendees this will not be tolerated. Not adhering to this rule will result in not being allowed to return to this Festival. Streets must be cleared of all vendor activity prior to 11:00pm

All vendors and exhibitors are required to collect and pay Tennessee Sales tax. Festival sponsors assume no liability or responsibility for exhibitors' compliance with sales tax requirements. Tennessee sales tax web address is www.tn.gov/revenue.

Entertainment All entertainment will be booked and furnished by the festival sponsors. No other sound equipment will be allowed.

All concession vendors must be in compliance with State of Tennessee Health Department regulations. Failure to comply will result in removal from the Festival with no refund.

Extension cords must be sufficiently covered in order not to provide tripping or electrical shock hazards. No sales will be permitted on festival grounds except by authorized exhibitors. NO travel through sales are permitted.

The only generators allowed within the festival will be the small, quiet ones such as predator 3500 or quiet Hondas. **Loud generators will not be permitted** and is at the discretion of the Vendor Coordinator.

All vendors and exhibitors are required to collect and pay Tennessee Sales tax. Festival sponsors assume no liability or responsibility for exhibitors' compliance with sales tax requirements. Tennessee sales tax web address is www.tn.gov/revenue.

NOTE ADDITIONAL RULES ON THE APPLICATION PAGE These rules and regulations are in accordance to the operational procedures of the Depot Days Festival. **RULES AND REGULATION VIOLATIONS** Vendors who choose to violate the rules and regulations of this festival will be not be allowed to participate in future events.