



# 2020 Covington-Tipton County Heritage Festival

Arts, Crafts, Music and Food Vendor Agreement

*(Previous years application forms are VOID and will not be considered)*

## Dates of Event: Saturday-Sunday, September 26<sup>th</sup>-27<sup>th</sup>, 2020

We are pleased to invite you to apply for a booth space at the 2020 Covington-Tipton County Heritage Festival held on the Historic Square in downtown Covington, Tennessee. We are also excited to announce that this year's festival has been expanded to a two-day event!

**Saturday, September 26th, from 9am until 4pm**

**Sunday, September 27th, from 10am until 4pm**

We always enjoy large crowds from the West Tennessee region and we predict this year's Heritage Festival will be our best ever with the addition of a second day of activities.

*Anyone renting booth space, hereinafter referred to as a "Vendor," by signing this agreement, hereby accepts the following terms and conditions. The 2020 Covington-Tipton County Heritage Festival will be referred to as "Event" and "Heritage Festival".*

**Please read carefully, as there are several changes from previous years' terms and conditions. We make every effort to be accommodating to our Vendors. However, your failure to read or to be aware of the new terms and conditions of the event does not obligate us to make exception for you. Please practice responsible Vendor participation by being well-informed and professional.**

1. The Covington-Tipton County Heritage Festival is a **juried event**. Preference is given to vendor applications whose products are hand-crafted and/or unique in nature and on market trend for customer demand. Along with this new 2020 application, Vendors must submit up to 3 photographs of their booth set-up at previous events or pictures of your product-offerings in order to be considered for a booth space in the 2020 Heritage Festival. Only items listed by Vendor will be allowed to be sold the day of the event, unless other arrangements have been made prior to the date of the event.
2. Applications are accepted from "specialty brand/home-based" company representatives and will be held on a waiting list in the order they are received with space made available after Aug 3<sup>rd</sup>.
3. Vendor agrees that the space being rented will be used for the selling of products or services and that the space will not be left vacant earlier than 4pm on both days of the Event. **No booths will be allowed which offer information-only.** There must be merchandise offered for sale. Free promotional materials may be available, but that must not be the only thing the booth offers.
4. Vendor must set up for both days of the Heritage Festival.
5. Being a previous Heritage Festival vendor does not guarantee booth space in the 2020 Heritage Festival.

6. The Vendor agrees to provide both a **cell phone number** capable of receiving text messages and an **email address** for communications from the Chamber staff regarding your booth and other Festival-related announcements of importance.
7. 110 volt service is available in certain locations only, limited supply. Vendor MUST note the need for electrical booth location on this application at the time it is submitted. Any requests for electrical needs made at a later date will not be honored. It is a must that we know AMPS, NOT VOLTAGE, used. **NO GENERATORS ALLOWED IN VENDOR BOOTHS, OTHER THAN FOOD TRUCKS WHICH WILL BE LOCATED IN THE FOOD TRUCK PARK ON SOUTH MAIN STREET. NO EXTRA AMPS AVAILABLE DAY OF FESTIVAL.**
8. The Covington-Tipton County Chamber of Commerce is the host of the Covington-Tipton County Heritage Festival schedule of events and all decisions regarding booth space assignments lie with the Chamber staff and their assigned designees. Vendors with handcrafted products will receive confirmation of your acceptance into the Heritage Festival within 48 hours of our receipt of your application. **Specific booth number/locations will not be assigned to Vendors before August 14, 2020 and specific booth space requests made with applications will be considered, but are not guaranteed.** The floor plan of the festival will be arranged in such a way to ensure the highest level of attraction, convenience, and enjoyment for our attendees, the shoppers.
9. Collection and reporting of all taxes and permits are the sole responsibility of the Vendor. (David Gwinn - City of Covington Licenses & Permits 901- 476-7191 (Ext 138).
10. The Vendor is solely responsible for obtaining insurance coverage. **This is a requirement for all food vendors and must be provided with your application to the event.**
11. The Vendor agrees to hold Heritage Festival committee/City of Covington Tennessee/Tipton County Government harmless for any/all claims, damages or injuries arising from the vendor's use of booth space.
12. Prohibited items to sell by Vendors include color hairspray, Silly String, firecrackers, toy guns and water balloons.
13. No alcoholic beverages may be sold/consumed within the Heritage Festival boundaries. Violators of this rule will be asked to leave immediately and will not be allowed to return as a Vendor. No refunds will be given.
14. There will be **NO WEAPONS FOR SALE IN ANY BOOTH.** If found, you will be escorted off the premises by law enforcement officials.
15. If the Chamber of Commerce, as sponsor of the Heritage Festival, must cancel the two day event due to inclement weather, a full refund will be issued to all vendors. If only one day is officially cancelled, the vendor will receive a 50% refund. No rain dates are scheduled for the 2020 Heritage Festival.
16. If the Chamber of Commerce, as sponsor of the Heritage Festival, must cancel the event under restrictions put forth by the city of Covington or Tipton County officials due to the pandemic, a full refund will be issued to all vendors. Refunds will only be issued if the Heritage Festival has been mandated to cancel by our governing officials. No future date of the event for 2020 will be scheduled.

**Day of Event Terms and Conditions:**

17. For your convenience, the Ruffin Theatre parking lot has been designated VENDOR ONLY parking. This will allow you to have close access to your vehicle from your booth during the event. You will be issued one VENDOR VIP PARKING hang tag that must be displayed from your vehicle rear-view mirror when parked in the lot after your set-up is complete. (ONLY ONE VEHICLE PER VENDOR IS ALLOWED TO USE VIP PARKING).
18. On Saturday September 26<sup>th</sup>, the Heritage Festival area will be open to Vendor vehicle traffic from 6–8:30AM and from 4:30-5:30pm. On Sunday, September 27<sup>th</sup> Heritage Festival Vendor vehicle traffic is allowed from 7am-9:30am and after 4PM at the end of the festival.
  - a. **ALL Vehicles MUST BE OUTSIDE THE FESTIVAL AREA BY 8:30 A.M. Saturday, September 26<sup>th</sup>.**
  - b. **NO VENDORS ALLOWED TO SET UP AFTER 8:30 A.M. on SATURDAY, SEPTEMBER 26<sup>th</sup> DUE TO SAFETY OF OUR CHILDREN'S PARADE WHICH STARTS LINE-UP AT 8:45 A.M. TO BEGIN PARADE AT 9 A.M. NO VEHICLES WILL BE ALLOWED ON THE SQUARE DURING FESTIVAL HOURS.**
  - c. **Vendor must not block roadway from other vendors being able to pass through during the set-up or take down period. Pull to the side leaving room for vehicles to pass by you. Covington Police Department Officers on-duty for the Festival will monitor the streets and will insist that you move your vehicle from the passage way, if you are found to be hindering traffic flow during set-up or take-down.**
19. Vendor agrees to confine operations to his own assigned space and agrees not to infringe upon neighboring vendor. ALL BOOTHS AROUND THE SQUARE ARE approximately 20'd x 10'w.
20. Vendor may set up tents, umbrellas, or other shelters providing they are structurally sound and securely anchored and pose no threat of injury to the public or another vendor. Vendor will NOT drive stakes, nails, or pins into the pavement for any reason. If your tent or booth shelter is not securely anchored, you will be asked to take it down. For example, placing your tent legs in five gallon buckets filled with sand helps weight the tent against wind. No booths are to be constructed on-site.
21. Booth setup may begin no earlier than 6:00AM and must end no later than 8:30AM on Saturday, September 26<sup>th</sup>. **All vendors must participate both days, and are required to staff and keep booth intact during festival hours.** There is no teardown Saturday evening and **security will be provided overnight by the Covington Police Department.** Vendors must supply protective coverings/equipment needed to protect their work. There will be no refunds for inclement weather unless the Heritage Festival is officially cancelled (see #15). Any Vendor who breaks down or closes their booth before 4PM on Sunday, September 27<sup>th</sup>, 2020, will be banned from future Heritage Festivals.
22. Vendor is responsible for own trash/clean up.

PLEASE RETURN THE NEXT PAGE, WITH PAYMENT, TO:

Covington-Tipton County Chamber of Commerce

106 West Liberty Avenue

Covington, TN 38019

Contact: Lauren Fletcher

Phone: (901) 476-9727 Email: [lauren@covington-tpitoncochamber.com](mailto:lauren@covington-tpitoncochamber.com)

**Payments must accompany application.**



## 2020 Covington-Tipton County Heritage Festival

### Vendor Agreement

**Dates of Event: Saturday-Sunday, September 26<sup>th</sup>-27<sup>th</sup>, 2020**

By signing here, I, \_\_\_\_\_, certify that I **FULLY UNDERSTAND and AGREE** to the terms and conditions listed above in this Vendor application. Furthermore, I certify that I am the authorized representative of this Vendor company/organization for the purposes of participation in the 2020 Covington Tipton County Heritage Festival and I agree to receive text and/or email communications related to the event.

**TYPE of VENDOR:**  Hand-crafted products  Non-hand-crafted home décor or boutique clothing  
 Trademark brand such as Pampered Chef, LipSense, Tupperware, etc  
 Local non-profit organization or Educational vendor  
 \* Food Truck vendor \*please provide a copy of insurance coverage and food permit

**CRAFT or MERCHANDISE DESCRIPTION- don't forget to send photos- new requirement:**

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(Please print) Vendor's name \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_

Mailing address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Best Contact Number: \_\_\_\_\_ Cell Contact Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

2nd Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

**One Vendor space is APPROXIMATELY 20' deep X 10' wide**

**Please write in the number of spaces you would like:**

Non-electrical space: \_\_\_\_\_ \$75.00 each

Electrical space: (ONE plug in, no power strips allowed, available on First come/First served) \_\_\_\_\_ \$85.00 each

**MAX 20 AMPS CAPACITY ALLOWED- if you require greater AMP service, you will not be allowed to plug-in due to electrical overload of our system. Food Truck vendors are the only vendors allowed to bring generators because they will be located in one block together, confining sound to that area.**

\_\_\_\_\_ Food Truck Vendors:

- Rental of 2 booth spaces is required if serving area and/or trailer tongue extends beyond allowed width. If you serve from the ends of your trailer, rather than the side, your customers are forced to stand in adjoining vendor space, therefore a second booth rental will be required of you.
- Likewise, a second booth rental is required if your trailer must remain hitched to a truck during the event.
- **NO FOOD TRUCK VENDOR APPLICATION WILL BE ACCEPTED WITHOUT PHOTOS OF YOUR TRUCK/TRAILER SET UP, UNLESS WE ARE FAMILIAR WITH YOUR TRUCK.**
- **NO OPEN FIRE GRILLS PERMITTED, IF YOU BRING AN OPEN FIRE GRILL, YOU WILL BE ASKED TO LEAVE THE PREMISES.**