

## **Heritage Festival with Arts and Crafts Booth Rental Agreement**

All events will be held on/or around the Historic Downtown Square in Covington, Tennessee. If the festival must be cancelled for inclement weather, there will be **no refunds** and **no rain date** rescheduled.

Anyone renting space hereafter referred to as a Vendor, by signing this agreement, hereby accepts the following terms and conditions.

1. The vendor is solely responsible for obtaining insurance coverage, **if desired**.
2. The vendor agrees to hold Heritage Festival committee/City of Covington, Tennessee **harmless** for any/all claims, damages or injuries arising from the vendor's use of booth space.
3. **No** color hairspray, Silly String, Firecrackers/Water balloons may be sold.
4. **No** alcoholic beverages may be **sold/consumed** within the Heritage Festival boundaries. Vendor will be asked to leave immediately and will not be allowed to return as a vendor. No refunds given.
5. **Taxes and permits** are the sole responsibility of the vendor.
6. **Booth setup will begin no earlier than 6:00 a.m. and will end no later than 8:30 a.m.**

**Vendor agrees TO STAY OPEN 9:00 a.m. – 4:00p.m.**

**Festival area will be open to Vendor traffic only from 6:00 a.m. – 8:30 a.m. ALL Vehicles MUST BE OUTSIDE THE FESTIVAL AREA BY 8:30 A.M. Streets will be closed from 8:30a.m. – 4:00 p.m. Vendor responsible for own trash/clean up. **NO VENDORS ALLOWED TO SET UP AFTER 8:30 A.M. DUE TO SAFETY OF OUR CHILDREN-PARADE STARTS LINE-UP AT 8:45 TO BEGIN PARADE AT 9:00 A.M.****

**NO VEHICLES ON THE SQUARE TILL 4:00 P.M.**

**UNLESS EMERGENCY.**

7. Booths are to be set up on site – no booths are to be constructed on-site.
8. 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, nor pins into the pavement for any reason.
9. 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 10 x 20.**
10. Vendor agrees that the space being rented will be used for the selling or giving away products or services and that the space will not be left vacant.
11. **110 volt service is available in certain locations only. Vendor needs to inquire as to this in advance of festival date. This is a must that we know AMPS NOT VOLTAGE used. **NO GENERATORS ALLOWED IN VENDOR BOOTHS. NO EXTRA AMPS AVAILABLE DAY OF FESTIVAL.****
12. There will be **NO WEAPONS FOR SALE IN ANY BOOTH.** If found, you will be escorted off the premises by law enforcement officials.
13. **EDUCATIONAL GROUPS THAT DO NOT SELL THEIR PRODUCTS CAN SET UP FREE TO DEMONSTRATE, but they must fill out this form and reserve a booth.**

Only items listed by vendor will be allowed to be sold the day of the event unless other arrangements have been made. Please mention type of vendor and/or if you represent a trademark name such as Pampered Chef or Southern Living Home, etc.

**CRAFT or MERCHANDISE  
DESCRIPTION**\_\_\_\_\_

I have read, **FULLY UNDERSTAND/AGREE**, to the above listed terms and conditions.

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

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

E-mail address \_\_\_\_\_  
Cell phone \_\_\_\_\_  
2<sup>nd</sup> Contact Person: \_\_\_\_\_ phone \_\_\_\_\_

Spaces are **APPROXIMATELY 10 X 20**

Please write in the number of spaces you would like, if available \_\_\_\_\_ **10 X 20 \$50.00**

**Booth rental with electricity is ONE plug in, no power strips allowed** \_\_\_\_\_ **10 X 20 \$60.00**

**AMPS NEEDED** \_\_\_\_\_ **LIMITED SPACE- ELECTRICITY.**

**If AMPS is not given, application will be turned down. Watts divided by volts=AMPS**

Food Vendors will need to rent 2 booths if serving area and/or trailer tongue extends beyond allowed width. If serve from side which is 10' wide and your customers are forced to stand in adjoining vendor space, another booth will need to be rented.

**NO OPEN FIRE GRILLS PERMITTED, IF YOU BRING AN OPEN FIRE GRILL, YOU WILL BE ASKED TO LEAVE THE PREMISES.**

**Payments must accompany application.** Mail payments to:

Covington-Tipton County Chamber of Commerce  
P.O. Box 683  
Covington, TN 38019

Contact: Robin Sealy/Lee Johnston (901) 476-9727 fax: (901) 476-0056

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