

# *Vendor Instructions for Setup/Breakdown at the* **New Harvest Farmers' Market (2023)**

## Where:

- The 2023 New Harvest Farmers' Market (NHFM) will be held at New Harvest Park (4775 New Harvest Lane), in the upper parking lot.

## When:

- The 2023 NHFM is open every Thursday from 3:00 – 6:00 PM, April 20<sup>th</sup> through September 28<sup>th</sup>.
- Vendors may arrive to setup between 1:30 – 2:45 PM.
- From 2:45 PM until 6:00 PM, the market area is closed to ALL vehicle traffic.
- Vendors may breakdown and exit the market area no earlier than 6:00 PM.

## Arrival/setup:

- Please arrive to setup between 1:30 – 2:45 PM. Vendors who arrive after 2:45 PM will have to load-in by hand from outside the market area.
- **\*NEW RULE\*** Turn on hazard lights/flashers when approaching the market area and keep them on until you've exited or parked in your parking space.
- Once at New Harvest Park, vendors will enter the market area from the parking lot directly in front of the Community Building.
- Booths & parking spaces are marked #1-30.
  - [Booths #1-17](#) are against the curb, and vendors must unload and park offsite (unless approved to park in an adjacent space).
  - [Booths #18-30](#) have parking spaces directly behind the booth area. Canopies/displays may not extend beyond the dotted line on the pavement.
  - Oversized vehicles may be required to park offsite or rent additional booth spaces.
- Customers will be allowed to enter the market at 2:45 PM or once the last vendor has arrived and parked their vehicle, whichever occurs first.
- Limited electrical access is available by request (110v, booths 1-17). A 50-100ft extension cord may be required.

## During Market:

- Restrooms and water fountains are accessible from the outside of the Community Building, near the Splash Pad.
- The Community Building is not open to vendors or the public during the NHFM, except in the event of specific programming.

## Breakdown:

- At 6:00 PM vendors may begin breaking down their booths.
- If you sell out early, please speak with the market manager for permission to break down your booth earlier than 6:00 PM. With permission, you may pack out your equipment by hand (if you parked offsite), but absolutely no vehicles are allowed to move inside the market until after 6:00 PM.
- Vendor traffic is one-way within the market, please exit toward the Pavilion (booths 17 & 18).
- Please do not linger at the market site after the market has ended.

**\*\*\* Vendor vehicles must not exceed 5mph (brisk walking pace) at any time! \*\*\***

Please consult the [Vendor Handbook](#) for other rules & regulations at the New Harvest Farmers' Market.

### Contacts:

Nourish Knoxville Markets Staff:  
(865) 805-8687 (ext. 1)  
[markets@nourishknoxville.org](mailto:markets@nourishknoxville.org)

Knox County Parks & Recreation  
(865) 215-6600

Knox County Sheriff's Office:  
(865) 215-2243  
(865) 922-1070

