

29<sup>th</sup> Annual Arkansas Hot Air Balloon State Championship  
September 13 – 14, 2024

**Food/Retail Vendor Application for Friday, September 13th and Saturday, September 14th**

Organization Information (Please complete all fields)

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Business name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Space needed: 10 x 10 \_\_\_\_\_ or 10 x 20 \_\_\_\_\_

**Please initial the following statements:**

\_\_\_\_ I understand that I will need to submit my completed application, signed 2024 Booth Regulations and Guidelines and appropriate booth fee before my application can be considered for Arkansas Hot Air Balloon State Championship.

Food vendor booth fee - \$200

Retail vendor booth fee - \$125

\_\_\_\_ I understand that until I am given confirmation by Arkansas Hot Air Balloon State Championship, my application is considered "In Review." If not selected to participate a Full Refund will be issued.

**Please check all that apply:**

LIST OF ALL ITEMS TO BE SOLD \_\_\_\_\_

---

---

---

---

---

I understand and agree to the terms and conditions set forth in **this agreement AND** the attached **2024 Vendor Booth Agreement Rules & Regulations** for my participation in Arkansas Hot Air Balloon State Championship 2023.

Vendor Signature & Date \_\_\_\_\_

Mail to: Harrison Convention and Visitors Bureau, 200 W. Stephenson, Harrison, AR 72601; 870-741-1789

Make Checks Payable To: Harrison Convention and Visitors Bureau

**FOR INTERNAL USE ONLY:** Date received \_\_\_\_\_ Received by \_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_ Credit \_\_\_\_\_

## 2024 Food/Retail Vendor Booth Agreement Rules & Regulations

This agreement made and entered between Arkansas Hot Air Balloon State Championship, an event sponsored by the Harrison Convention and Visitors Bureau and

---

An independent contractor (Operator/Vendor Name) whose mailing address and telephone number are:

---

The purpose of this agreement is to set forth the terms and conditions whereby the Operator is authorized by Arkansas Hot Air Balloon State Championship to operate a booth for the purpose of promoting and/or selling represented products under the following terms and conditions.

### TERMS AND CONDITIONS:

1. **HOURS** – The booths will be open for business:

Friday, September 13th, 2024 – 4:00 pm – 9:00 pm

***MUST be set up by 4:00 pm***

Location: Anstaff Soccer Complex

Saturday, September 14th, 2024 – 9:30 am – 9:00 pm

***MUST be torn down and off premises by 11:00 pm***

Location: Anstaff Soccer Complex

2. **REPRESENTED PRODUCTS** – Only the product (s) specified in the application will be allowed to be represented and/or sold at your booth during the festival. No changes may be made without prior consent of Merchandise Chairman or Event Director.
3. **Termination Rights** – Arkansas Hot Air Balloon State Championship reserves the right to terminate the operation of the Operator at any time during the festival for any of the following reasons:
  - A. A professional manner is not maintained by the Operator and its employees.
  - B. Operator or its employees behave in a manner that could be construed as racist.
  - C. Operator or its employees commit any act detrimental to the purpose of the event.
  - D. Operator or its employees violate any provision of the Health Department.
  - E. Operator or its employees fail to cooperate with event management staff.
  - F. If Operator or its employees breach any of the agreements listed herein.

4. **VENDOR CHARGE** – The operator agrees to pay the Harrison Convention and Visitors Bureau the following fee in exchange for the right to promote and/or sell stated product (s) during the designated vendor hours. The vendor hours are 4:00 to 9:00 pm on Friday and 9:30 am to 9:00 pm on Saturday.

- \$200 if food vendor
- \$125 if retail vendor

5. **PREMISES** – Operator warrants that the premises shall be left in original condition as upon arrival; this includes picking up trash at and around Operator’s premises.

Vendor provides tents, tables, chairs, electrical cords, lights, etc. and must be self-contained. All locations have **limited access to electric and water**. Please communicate with the Harrison Convention and Visitors Bureau regarding availability.

6. **SET-UP AND DEPARTURE** – Operator shall set up its Business Booth in accordance with the rules set by the event director. Set up may begin at 9:00 am and booth should be ready for operation by 4:00 pm on Friday, September 13, 2024. Set up may begin at 9:00 am and booth should be ready for operation by 9:30 am on Saturday, September 14, 2024. Vendors ***MUST be torn down and off premises by 11:00 pm on Saturday, September 14, 2024.***

Vendor vehicles **cannot be parked beside the vendor’s booth** due to space constraints. Vendors will be allowed to drop off merchandise but must move their vehicles to the designated parking areas.

Food vendors will be limited to a 10 x 10 or 10 x 20 space unless a larger space is requested and paid for. Retail vendors will be limited to a 10 X 10 space unless a larger space is requested and paid for.

**Space needed: 10 x 10 \_\_\_\_\_ or 10 x 20\_\_\_\_\_**

**Due to event layout and space requirements, vendor’s vehicles cannot be parked alongside vendor’s booth.**

Vendors will be allowed to drop off merchandise and park in the designated area.

7. **DESIGNATED AREAS and ELECTRICAL NEEDS** – The Anstaff Soccer Complex has **limited access to electric and water**. Please communicate with the Harrison Convention and Visitors Bureau regarding availability. Most operators will be required to provide their own generator if electricity is needed. Location of Booth will be in block specified. The exact location decision is made at the discretion of the event director and will depend on specific needs. Operator must supply own extension cords. Operator agrees to operate all electrical equipment, including but not limited to lights, attachments and all wiring in a safe, intelligent manner. Arkansas Hot Air Balloon State Championship cannot be held responsible for accidents caused by Operator not safely utilizing this system. Operator agrees to use only designated receptacles, if available, in their pre-approved location.

8. **INDEMNIFICATION** - All vendors agree to obtain liability insurance to protect Operator during the event and to provide the Arkansas Hot Air Balloon State Championship a certificate of insurance. Operator agrees to indemnify Arkansas Hot Air Balloon State Championship for any activity of the Operator during the event. In addition, vendors who operate attractions agree to obtain commercial general liability insurance, including products, in an amount no less than \$1,000,000 for bodily injury and property damage from a company acceptable to the organizers.

9. **TAXES** – Operator shall be responsible for the collection and payment of any tax upon the gross receipts as required by Arkansas Law. ARKANSAS SALES TAX – Operator must pay all sales tax to the state of Arkansas in compliance with state and local sales tax laws.

10. **TERMS** – Booth fee is due with application; **the Operator will not be allowed to set up unless vendor is paid in full.** Upon signing this contract, Operator agrees to abide by the Terms and Conditions set forth herein.

11. **TERMS & CONDITIONS:** Exhibits shall not display, sell, or dispense any items with offensive, profane, and/or drug related paraphernalia. The display, sale, or dispensing of these or any other items which in the opinion of the Harrison Convention and Visitors Bureau are inconsistent with the mission of the Harrison Convention and Visitors Bureau will result in the removal of vendor.

12. **BOOTH RULES:** Booth assignments are made by Arkansas Hot Air Balloon State Championship staff based on operational and space requirements of the event. Therefore, Arkansas Hot Air Balloon State Championship reserves the right to refuse any application. Vendors must be checked in and materials placed in the assigned booth space during the designated set up time. Failure to set up during designated times, failure to remove vehicles from event grounds, or changing booth locations will be cause for removal of vendor. Please keep in mind, spaces are limited and are assigned in the order they are received. All merchandise should be clearly marked. Event does not provide table, chairs, tents or electrical cords. Booth spaces are for individual vendors and may not be shared. All vendors are individually responsible for the collection and payment of state and local sales taxes including, all CATPC taxes. No booth fees will be refunded after reservation and payment has been made. However, if your business is not selected to participate at Arkansas Hot Air Balloon State Championship, a full refund will be given.

**Celebration in the Sky In partnership with the Arkansas Hot Air Balloon State Championship reserves the right to remove any vendor not abiding to program rules or failure to follow the instructions of official representatives of the Arkansas Hot Air Balloon State Championship.**

Vendor Signature & Date\_\_\_\_\_

Mail to: Harrison Convention and Visitors Bureau, 200 W. Stephenson, Harrison, AR 72601; 870-741-1789

Make Checks Payable To: Harrison Convention and Visitors Bureau