

# Harvest Homecoming 2019 October 4th, 5th

## Vendor Application/Agreement

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

Business/Organization: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

What type of items/services will you be selling/promoting in your space?

\_\_\_\_\_

Please check desired booth size:

Friday & Saturday booth: (Setup will be 6-8pm Thurs evening or Fri morning by noon)

\_\_\_\_\_ Farmers Market space \$35

\_\_\_\_\_ 10 x 10 \$75

\_\_\_\_\_ 10 x 30 \$200

\_\_\_\_\_ Food Truck/Wagon \$150

\_\_\_\_\_ 10 x 10 Non-Profit space (Limited availability)

Electricity needed: Yes or No (There is limited availability so please be considerate of those who will require it)

Saturday Only Booth: (you will not be allowed to set up until 7am Saturday morning)

\_\_\_\_\_ Farmers Market space \$35

\_\_\_\_\_ 10 x 10 \$50

\_\_\_\_\_ 10 x 30 \$125

\_\_\_\_\_ Food Truck/Wagon \$100

\_\_\_\_\_ 10 x 10 Non-Profit space \$0 (Limited availability)

(Must also include copy of health certificate for Food Truck/Wagon vendor)

We will also have ACTIVITY spaces for non-profits, organizations, clubs, and others that would like to provide a kid friendly activity for a small fee and have a presence at Harvest Homecoming. If this is the type of booth you would like to have please contact the committee for that application.

Total booth fee: \$ \_\_\_\_\_

### Please initial the following statements:

\_\_\_\_ I understand that I will need to submit my completed application, signed 2019 Booth Regulations and Guidelines and booth fee of \$ \_\_\_\_\_ before my application can be considered for Harvest Homecoming.

\_\_\_\_ I understand that until I am given confirmation by the Harvest Homecoming team, my application is considered "In Review." If not selected to participate a Full Refund will be issued and I will be contacted with the status of my application.

\_\_\_\_\_I understand and agree to the terms and conditions set forth in this agreement AND the attached 2019 Booth Regulations and Guidelines for my participation in Harvest Homecoming 2019.

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mail complete application with payment to: Historic Harrison Business Association

P.O. Box 304 Harrison, AR 72602

OR bring to Frenzy of Harrison on the North side of the Square.

Make Checks Payable To: **Harrison Historic Business Association**

FOR INTERNAL USE ONLY: Date received: \_\_\_\_\_ Received by: \_\_\_\_\_

Cash: \_\_\_\_\_ Check: \_\_\_\_\_ Credit: \_\_\_\_\_

### **Harvest Homecoming 2019 BOOTH REGULATIONS AND GUIDELINES**

This agreement made and entered between Harvest Homecoming team, a part of the Historic Harrison Business Association and \_\_\_\_\_.

The purpose of this agreement is to set forth the terms and conditions whereby Operator is authorized by the Festival to operate a Business Vendor Booth for the purpose of promoting and/or selling represented products under the following:

#### **TERMS & CONDITIONS:**

- To be considered for inclusion in the Festival, each vendor must submit a completed application with payment and signed Booth Regulations and Guidelines, received **no later than September 27<sup>th</sup>, 2019**. Applications received after this date cannot be guaranteed a booth space.
- The Festival will review all applications to make sure vendors meet Festival criteria. Applications will be processed on a first come, first serve basis. Before the Festival, you will receive confirmation of acceptance and necessary information.
- The Festival will limit the number of similar vendors within certain areas, but will not guarantee exclusivity to any vendor. The Festival makes every effort to assign booth spaces to benefit all vendors. Vendors may not request specific booth spaces. The Festival reserves the right to make booth space changes at any time, as it deems necessary. Only 1 vendor from any one direct sale company will be allowed.
- All cancellations must be in writing and received before September 27<sup>th</sup>, 2019 to receive refund. NO refunds will be given after September 27<sup>th</sup>, 2019. There will be no refunds given for inclement weather conditions unless event is cancelled by the Festival.
- Vendors are required to provide their own tables, chairs, canopies, tents, hoses, signage, extension cords and anything else needed to operate their booth. If you are not sure of items needed, please contact us.
- Vendor may not sublease space or have a shared booth space with other vendors.

#### **HOURS**

- Vendors agree to operate during ALL Festival hours of operation based on chosen booth space fees.
- Friday hours of operation will be: 12-8pm Saturday hours of operation will be 9-6pm. All vendors are welcome to open earlier and stay later.
- Friday evening will be a big attraction for this event so we strongly encourage you to be open and have some sort of lighting in your booth to draw in shoppers.
- Festival hours are subject to change. You will be notified of any changes.

## **REPRESENTED PRODUCT**

- All vendors must give a complete description of items to be displayed or sold. Vendor acceptance is based on the understanding that the vendor will sell **ONLY** those items listed on their application. Additional items may not be sold without written consent from the Committee prior to the event.
- The following items cannot be sold: non-packaged food items (must be a food vendor). (If pre-packaged food items are to be sold please contact the Arkansas Department of Health for regulations.) No Alcohol or tobacco products. This list is not all-inclusive. The Festival reserves the right to amend this list at any time. IF the Festival informs a vendor that a particular item cannot be sold the item must be removed from the premises immediately.
- Exhibits shall not display, sell or dispense any items with offensive, profane and/or drug related paraphernalia. The sale, or dispensing, of these or any other items which in the opinion of the Festival are inconsistent with the mission of the Harvest Homecoming Festival and the Historic Harrison Business Association will result in the removal of the vendor.

## **SET UP & DEPARTURE**

- Vendors will be allowed to bring their vehicles to a location near the vendor area for set up and take down. (Before and after Festival hours.)
- Operator **must check in** before setting up. Set up times and location will be announced at a later time. Booth shall be ready to begin operation **no later** than the start time of the event each day.
- NO security is represented.
- No vehicle parking alongside vendor's booth. No vehicle operation in vendor area during Festival Vendor hours. There will be designated vendor parking to make room for customer parking.
- Breakdown of booth may begin any time **AFTER 6:00pm** on Saturday. Any vendor who chooses to break down before the end of the event will not be eligible for following events.
- Each vendor is responsible for dismantling and clearing their booth, and disposing of all trash properly after Festival.

## **DESIGNATED AREA & ELECTRICAL NEEDS:**

Access to electricity will not be provided unless indicated in **VENDOR AGREEMENT**.

- Booths exact location is made at the discretion of the Festival.
- Operator agrees to operate all electrical equipment, including all wiring, in a safe, intelligent manner.
- Operator agrees to use only designated receptacles in the pre-approved location.
- Operator is allowed a **maximum of 20 amps**. If more power is needed the vendor is responsible for providing their own power supply.

## **TERMINATION RIGHTS:**

Festival reserves the right to terminate the operation of the Operator at any time during the festival for any of the following reasons:

- Operator and/or employees fail to maintain a professional manner, commit any act detrimental to the purpose of the event, violate any provision of the Arkansas Health Department, fail to cooperate with event management staff and/or any breach of Vendor Agreement, Booth Regulations and Guidelines or any agreements listed herein.
- If Vendor fails to comply with any of these guidelines, they may be dismissed from the Harvest Homecoming Festival and future events.

## **INDEMNIFICATION**

- The Historic Harrison Business Association, as well as any future sponsors, are not responsible for any accidents, damages, or theft taking place on Festival grounds. **ATTRACTION** Operators agrees to

obtain commercial general liability insurance, including products, in an amount of not less than \$1,000,000 for bodily injury and property damage. Attraction Operator agrees to provide insurance to protect Operator during the event and to provide the Festival a certificate of insurance.

- Operator agrees to indemnify the Festival and any activity of the Operator during the event.

**TAXES:**

ALL vendors 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. 9% Breakdown: State of Arkansas – 6.5%; Boone Co – 1.25%, City of Harrison – 1.25%. Tax forms will be provided for each day and **MUST** be turned in at the end of each day with payment. **If you do not collect any money you must fill the form out claiming \$0 sales.**

I understand and agree to the terms and conditions set forth in the 2019 Harvest Homecoming Booth Regulations and Guidelines.

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_