



Crawdad Days Festival

2018 Food Vendor Booth Agreement Rules & Regulations

Event Dates May 18th and 19th, 2018

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

TERMS AND CONDITIONS:

COST – In exchange for the right to promote and/or sell stated product (s) during the Crawdad Days event the Operator agrees to pay Harrison Regional Chamber of Commerce;

Main Stage Location:

2 days location \$450.00 for Food Vendors for Friday and Saturday.

NOTE: 12 Spaces assigned by order of paid registration forms and menus

Park Locations:

2 days location \$450.00 for Food Vendors for Friday and Saturday.

NOTE: Spaces TBD assigned by order of paid registration forms and menus

This price includes standard electrical provision (please see below for electrical detail). Vendor provides tents, tables, chairs, electrical cords, lights, etc. **All Water and Soda Products will be purchased from the Crawdad Days Festival for a designated price and sold for a designated price.** Ice can also be bought from the Festival.

HOURS

Stage Side of Park	Friday, May 18	Food Vendors 11:00 am to 10:00 pm
	Saturday, May 19	Food Vendors 10:00 am to 10:00 pm
All other areas	Friday, May 18	Food Vendors 11:00 am to 10:00 pm
	Saturday, May 19	Food Vendors 10:00 am to 10:00 pm

REPRESENTED PRODUCTS – Only the product (s) and prices 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.

PREMISES/BOOTH LOCATION/ELECTRICALNEEDS

- Vendor's general area must be left in the same condition as arrival; this includes picking up trash at and around booth.
- Location of Booth will be in block specified; exact location decision is made at the discretion of the event director and will depend on specific electrical needs.
- Operator must supply own extension cords.
- Operator agrees to operate all electrical equipment, including but not limited to lights and attachments, including all wiring in a safe, intelligent manner.
- Crawdad Days cannot be held responsible for accidents caused by Operator not accurately utilizing this system
- Operator agrees to use only designated receptacles in their pre-approved location.

ALL VENDORS IN THE STAGE AREA MUST USE A 50 AMP/250 VOLT RV PLUG ADAPTOR

SET-UP AND DEPARTURE –

- Vendor will receive an agreed upon set up time.
 - Thursday After 4:00 pm
 - Friday beginning at 7 am
 - OR by appointment
- Vendors will be prepared to open in accordance with the hours above.
- Vendors will receive an agreed upon departure time.
 - ALL vendors must present a paid receipt from Crawdad Headquarters prior to leaving the area.
- Food booths must be off the premises Sunday, May 20th at 12:00 pm

NOTE: Due to event layout and space requirements, vendor's vehicles cannot be parked along side vendor's booth. Vendors will be allowed to drop off merchandise and park in the designated area.

INDEMNIFICATION-

- Food Vendor and Attraction Operator agrees 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.
- Vendor agrees to obtain liability insurance to protect Operator during the event and to provide Crawdad Days a certificate of insurance.
- Operator agrees to indemnify Crawdad Days and any activity of the Operator during the event.

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.
- **Food items – Any prepared food items sold are subject to a 1% A&P Tax. This tax will be collected at the end of the event.**

POP and ICE-

ALL pop and ice must be purchased from the Chamber at a set price and sold at a set price. At the end of the event the Chamber will collect for all the pop and ice used by the vendor.

TERMINATION RIGHTS – Crawdad Days reserves the right to terminate the operation of the Operator at any time during the festival for any of the following reasons:

- A professional manner is not maintained by the Operator and its employees.
- Operator or its employees behave in a manner that could be construed as racist.
- Operator or its employees commit any act detrimental to the purpose of the event.
- Operator or its employees violate any provision of the Health Department.
- Operator or its employees fail to cooperate with event management staff.
- If Operator or its employees breach any of the agreements listed herein.
- **Vendor booth fees are non-refundable for vendor initiated cancellations or “no-shows.”**

Per City Fire Marshal - all food vendors must have a fire extinguisher on hand.

Crawdad Days Festival reserves the right to remove any vendor not abiding to program rules or failure to follow the instructions of official representatives of Crawdad Days Festival.



Crawdad Days Festival

2018 Food Vendor Booth Application

Exhibitor Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Attach a DETAILED menu of items you will be serving at this event.

2 days location \$450.00 for Food Vendors for Friday and Saturday

Main Stage Area-12 slots

Park location-TBD slots

NOTE: Spaces will be assigned by order of paid registration forms and menus

Food Booth/Trailer Size _____ **Electrical Request** 110 _____ 220 _____

Requested set up time: Date _____ Time: _____

These items **MUST** be received **PRIOR** to be considered:

- Copy of vendor insurance
- Health Form complete, sign, and send in page 7
 - <http://www.healthy.arkansas.gov/programsServices/environmentalHealth/Documents/Guidelines/temporaryfoodserviceguidelines.pdf>

MY contact Information:

Crawdad Days Music Festival
Cherie Conner, Food Vendor Representative
Email: cconner@northark.edu
Phone: 870-688-5866 (please leave a message)

Harrison Regional Chamber of Commerce
Kayla Tougaw-Event Coordinator
621 E Rush, Harrison, AR 72601
Phone: 870-741-2659

Office use only: Application Number: _____ Date received: _____

Paid YES NO Insurance included YES NO Health Form YES NO