



Fall Fest 2022

18th Annual

Saturday, October 1st, 2022, 9 a.m. - 5 p.m.

Bell Park, Greenwood, Arkansas

Sponsored by: Greenwood Parks and Recreation & the Greenwood A & P Commission

2022 Vendor Booth Agreement Rules & Regulations

The purpose of this agreement is to set forth the terms and conditions whereby the vendor is authorized by the Fall Fest Committee to operate a business, for the purpose of promoting and/or selling represented products under the following terms and conditions:

Terms and Conditions:

1. **Hours-** Vendor booths will be open for business: **Saturday Oct. 1, 2022, 9 a.m. – 5 p.m.**
2. **Represented Products** - Product (s) must be approved by the Event/Parks Director, before being sold at your booth during the festival. No changes may be made without prior consent of Event/Parks Director.
3. **Termination Rights-**The Fall Fest Committee reserves the right to terminate the operation of the vendor at any time during the festival for any of the following reasons:
 - a. A professional manner is not maintained by the vendor and its employees.
 - b. Vendor behaves in a manner that could be construed as offensive.
 - c. Vendor commits any act detrimental to the purpose of the event.
 - d. Vendor violates any provision of the Health Department.
 - e. Vendor fails to cooperate with event management staff.
 - f. Vendor breaches any of the agreements listed herein.
 - g. Vendor refuses to operate in assigned location.
4. **Premises-** Vendor assures that premises shall be left in original condition as upon arrival (this includes removing all personal property and debris from the area).
5. **Set-up and Departure-** Vendor shall set up its booth in accordance with the rules set by the Event/Parks Director. **Set up will be on Oct. 1 between 6-8 a.m.** Arrangements can be made for earlier set-up after 5 on Friday Sept. 30. Vendors will be allotted 10'x10', unless approved in advance by the Event/Parks Director on a case-by-case basis.

Due to event layout and space requirements, vendor's vehicles cannot be parked alongside vendor's booth. Vendors will be responsible for transporting their merchandise to/from their parking spaces. Break-down for booths may begin NO earlier than 5 p.m., on Oct. 1.

6. Designated Areas/Utility Requirements- Vendor must identify **ESSENTIAL** utility services (i.e. electricity) at the time of registration. The Fall Fest Committee will make an attempt to provide, but is under no obligation to furnish such utilities.

- a. Vendor booth location will be determined by the Event/Parks Director.
- b. Vendor is responsible for its **own 100'extension cord** (One cord per booth).
- c. Vendor agrees to operate all electrical equipment in a safe manner.
- d. Vendor agrees to use only assigned receptacles.

7. Taxes- Vendor shall be responsible for the collection and payment of any tax upon the gross receipts as required by Arkansas Law. Vendor is responsible for collection and payment of all applicable taxes. Tax Forms will be provided at check-in. Please turn your tax payments to Event/Parks Director at the end of festival.

8. Terms- Registration deadline is **Monday Sept. 26, 2022**. Upon **signing** this contract, vendor agrees to abide by the Terms and Conditions set forth herein.

9. Vendor must check in with the Fall Fest Event/Parks Director **BEFORE** setting up.

10. Vendor shall not transfer or sublet the space or any part thereof or permit the same to be used by any other person without the consent of the Event/Parks Director.

11. Event staff shall have the right to terminate the contract granted hereunder at any time without liability.

BOOTH RULES: Booth assignments are made by Fall Fest Event Director based on operational and space requirements of the event. Therefore, Fall Fest reserved the right to refuse any application. Vendor must be check in and material placed in the assigned booth spaced during the designated set up time. Failure to set up during designated times or changing booth locations will be cause for removal of vendor. **Event will provide a table, 2 chairs, and 10x10 tent to the first 50 exhibitors who turn in contracts.**

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Vendor / Business Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Vehicle LIC# _____ Phone: _____

Email: _____

Description of Products Sold:

***ALL Food Vendors must have a generator (No Electrical Outlets Available)**

Booth Size: 10x10 _____ Additional space: _____

Limited Electric is available; **ONLY** if needed: **Yes / No**

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I hereby agree to guidelines outlined above and forever discharge, release and hold harmless the festival coordinators and their agents from any and all manner of action, suits, damages or claims whatsoever in arising from any loss or damage to person or property while participating in this event and hereby to the enforcement if all rules and regulations of the event.

Entered into this _____ day of _____, 2022

Vendor Signature

Parks Director/Event Coordinator