

SAMPLE EVENT VENDOR APPLICATION

<< EVENT NAME OR BRANDED GRAPHIC >>

EVENT DESCRIPTION

Date – Time - Location

Describe Theme / Cause if any

If applicable, List any:

Vendor Fees for Booth Space (and booth size), Power Availability and Price, Items for Rent such as Tables, Tents, Chairs, etc.

VENDOR APPLICATION

First Name: _____ Last Name: _____

Address: _____

Phone: _____ Email: _____

Your Cell Phone and Correct Email are CRITICAL – that’s how we send event information to you!

Booth OR Business Type – Please Select ONE

__ Arts & Crafts / Homemade Items bbb__ Art __ Homemade Food Goods __ Food Truck

__ Retail / Commercial __ Non Profit __ Service

Product Description _____

Select Number of Booths (X size each) Required ____ (If Applicable)

Select Vendor Options for Purchase (If any): Examples include tables, chairs, power, tents, etc.

Vendor Agrees to Abide By All Event Regulation (See Next Page for Event Regulations)

DEADLINES

Space for vendors is limited. Vendor Applications are due No Later Than Noon on XXX.

Application does not guarantee a spot.

Vendors will be notified of acceptance No later than XXX. There is no fee to participate.

Vendor confirmations with Load In Instructions will be provided by email on XXX.

Sample Vendor Event Rules

XYZ EVENT VENDOR RULES

1. **Vendor Setup:** Vendor Setup is Xam-Xam. FIRM
Vendor Tear Down is Xpm – Xpm. FIRM
2. **Vehicles:** All vehicles must be cleared by Xam, no exceptions. Hand Carry Only after Xam.
3. **Parking:** Vendor Parking Instructions Here
4. **Booths:** Vendors Booths must be occupied at all times during the event and vendors must stay for the duration of the event. Vendor setup must fit within the assigned space and vendors must sell within the boundaries of their rented space.
5. **Health Department Guidelines:** Vendors must abide by all Department of Health Guidelines
6. **Items Not Allowed:**

Example Items:

*Alcohol (unless allowable under ABC guidelines)*Weapons of any nature *Items with obscenities, written or implied
*Animals *Counterfeit or “knock-off” items *Raw Milk or Homemade Cheeses (Per Department of Health)
*Wild Harvested Mushrooms (Per Department of Health)

Vendors whose booths / products do not reflect those described in the application or who have items for sale that are not allowed at the event will not be allowed to remain set up at the event.

7. **Vendor Conduct:** (Sample List)
 - Vendors may not use the EVENT NAME for engaging in any unlawful or improper activity.
 - Incidents involving property damage, theft, or injury to vendor employees or EVENT NAME customers must be reported immediately to Management.
 - Vendors should adequately insure their own employees and any personal property. Any damage, destruction, or injury to vendors’ personal property or employees or to EVENT NAME customers caused by a vendor or its employees is the sole responsibility of the vendor.
 - Inappropriate conduct or language towards other participants, customers, or management will not be tolerated and can be grounds for immediate dismissal from the EVENT NAME.
 - Vendors who choose to bring children to the EVENT NAME are asked to ensure that the conduct of the minors is appropriate and not disruptive to customers or other vendors.
 - The use of profanity in and around booths is not acceptable and violators may be asked to vacate the premises.
8. **Clean Up:** Vendors are responsible for clean-up of their assigned booth area. State any recycling and trash instructions here and applicable fees for leaving space unclean.
9. **Taxes:** The State of Arkansas requires all vendors report and pay sales tax. Due to this, vendors will be given a sales tax form upon arrival / setup. At the end of the event, vendors are required to complete the form, seal it in the accompanied envelope and return to event organizers. A list of attending vendors is provided to the AR DF&A as required.
 - Onsite event tax payment exemption qualifications:
 - Locally grown produce
 - Vendor sells at less than 10 events per year (Special form required. Ask event organizer.)
 - Vendor business is registered with the State of Arkansas DF&A, and reports and pays taxes monthly (vendor to note this on tax form presented at event).
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TIP

Google Forms is a free, easy to setup vendor registration or other forms online. If your event or organization has a website or social media, links to the forms can be easily added there.

For more information: <https://www.google.com/forms/about/>

*Links to your payment processor can easily be added to the google form if your organization requires payment upon registration.

TIP

When sending vendor confirmations, it is helpful to attach another copy of the Event Rules in addition to Site Map and Vendor Load In Map.