

VENDOR REGISTRATION FORM



REGISTRATION DEADLINE IS SEPTEMBER 1, 2017

*** NO EXCEPTIONS ***

EXACT BUSINESS NAME _____

CONTACT PERSON _____

MAILING ADDRESS _____

CITY STATE ZIP _____

PHONE _____

EMAIL _____

WEB SITE _____

DETAILED DESCRIPTION OF PRODUCT/SERVICE _____

MAKE CHECKS
PAYABLE TO
"HarvestFest"

**ONLY
FULLY COMPLETED
APPLICATIONS
WILL BE ACCEPTED**

MAIL TO:
**HarvestFest
PO BOX 251372
Little Rock, AR 72225**

NO RAIN DATE
NO REFUNDS

ALL BOOTH SPACES 10' X 10'	PRICE	QUANTITY	TOTAL
VENDOR SPACE	\$150	_____	\$ _____
NON-PROFIT SPACE (IRS Determination Letter Required)	\$40	_____	\$ _____
CANOPY (limited number available)	\$ 25	_____	\$ _____
8' TABLE & 2 CHAIRS	\$ 25	_____	\$ _____
ELECTRICITY (1 single 110v outlet) (Limited number available)	\$ 15	_____	\$ _____
TOTAL AMOUNT ENCLOSED			\$ _____

CHECK # (HMA USE ONLY)

DATE RECEIVED (HMA USE ONLY)

VENDOR INSTRUCTIONS

FOOD TRUCKS ARE REQUIRED TO SUBMIT A FOOD TRUCK APPLICATION TO PARTICIPATE IN HARVESTFEST

Food Truck registration deadline is May 19, 2017.

HARVESTFEST 2017 • OCTOBER 14 • 11:00 AM TO 9:30 PM REGISTRATION DEADLINE IS SEPTEMBER 1, 2017

SETUP: MUST BE COMPLETED BY 10:30 AM

- Vendors should arrive at your entrance location to set up no earlier than 9:00 a.m. and no later than 10:00 a.m. Your entrance location will be sent by e-mail to you the week before HarvestFest.
IF YOU HAVE SPECIAL REQUESTS PLEASE DO NOT CALL BUT ADDRESS THEM IN WRITING AND SUBMIT WITH VENDOR REGISTRATION FORM.
- Vendors need to unload their booth contents and remove their vehicle from the area as soon as possible. Bring extra help. Use hand carts/rolling carts.
PARKING IS NOT ALLOWED IN THE KROGER PARKING LOT.
- Tables are 8 feet long. Spaces and canopies are 10' X 10'.
- All booths or vendors must be set up in the street, NOT on the sidewalk.
- Sidewalks must stay clear.

SHOPPING HOURS: 11 AM TO 7:00 PM

TEAR-DOWN: STARTS AT 7:00 PM

- Vendors need to bring extra help for unloading their booth. Use hand carts/rolling carts.
- Vendors must be gone by 10:00 PM.
EARLY TEAR-DOWN IS NOT PERMITTED. IF YOU TEAR-DOWN EARLY, YOU WILL NOT BE ASKED BACK NEXT YEAR.
NO VEHICLES ARE PERMITTED ON KAVANAUGH UNTIL 10:00 PM.

GENERAL INFORMATION

- Vendors are responsible for disposing of all trash in the nearest trash receptacle. We ask that you leave your assigned area in the same or better condition than when you arrived for set-up.
- For additional information, leave a message at **501-607-0796** or e-mail your request to: **hillcrestharvestfest@gmail.com**

I assume responsibility for the property I will bring to HarvestFest and will not hold HarvestFest or Hillcrest Merchants Association liable for any damages, theft or personal injury that may occur. I agree to carry liability insurance. I agree for my name/business name and photos to be used to promote HarvestFest.

Signature _____

Date _____

Print Name _____
