

# VENDOR REGISTRATION FORM



## REGISTRATION DEADLINE IS AUGUST 23, 2019

\*\*\* LATE FEE OF \$50 ASSESSED AFTER AUGUST 23 \*\*\*

EXACT BUSINESS NAME \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY STATE ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

WEB SITE \_\_\_\_\_

EXACT DESCRIPTION OF PRODUCT/SERVICE (ONLY ITEMS LISTED MAY BE SOLD)

\_\_\_\_\_

\_\_\_\_\_

MAKE CHECKS  
PAYABLE TO  
"HarvestFest"

**ONLY  
FULLY COMPLETED  
REGISTRATION  
FORMS  
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
<b>VENDOR SPACE</b>	\$200	_____	\$ _____
<b>NON-PROFIT SPACE</b> (IRS Determination Letter Required)	\$50	_____	\$ _____
<b>CANOPY</b> (limited number available)	\$ 25	_____	\$ _____
<b>8' TABLE &amp; 2 CHAIRS</b>	\$ 25	_____	\$ _____
<b>ELECTRICITY</b> (1 single 110v outlet) (limited number available)	\$ 50	_____	\$ _____
LATE FEE (assessed Sept 2. through Oct.8)			
<b>TOTAL AMOUNT ENCLOSED</b>			\$ _____

\_\_\_\_\_  
CHECK # (HMA USE ONLY)

\_\_\_\_\_  
DATE RECEIVED (HMA USE ONLY)

# VENDOR INSTRUCTIONS

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**FOOD TRUCKS ARE REQUIRED TO SUBMIT A FOOD TRUCK REGISTRATION FORM TO PARTICIPATE IN HARVESTFEST**

**HARVESTFEST 2019 • OCTOBER 12 • 11:00 AM TO 9:30 PM  
REGISTRATION DEADLINE IS AUGUST 23, 2019**

## **SETUP: MUST BE COMPLETED BY 10:30 AM**

- Vendors should arrive at the entrance location to set up no later than 10:00 a.m.  
IF YOU HAVE SPECIAL REQUESTS PLEASE DO NOT CALL BUT ADDRESS THEM IN WRITING AND SUBMIT WITH VENDOR REGISTRATION FORM.
- There is a limit to the number of vendor spaces offered at HarvestFest. Spaces are assigned first come, first served.
- 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.

VENDORS WHO PREPARE FOOD ON SITE WILL BE SUBJECT TO A SPOT INSPECTION BY AN INSPECTOR WITH THE ARKANSAS DEPARTMENT OF HEALTH. THESE VENDORS MUST BE ABLE TO DEMONSTRATE THEY HAVE HOT WATER, SANITIZATION, PROPER FOOD TEMPERATURE CONTROL, AND A THREE-COMPARTMENT SINK FOR WASHING DISHES. PLEASE ENSURE THAT YOUR VENDOR SPACE IS FULLY COMPLIANT WITH ALL ADH RULES AND REGULATIONS. ADH MAY TAKE ACTION AGAINST FOOD TRUCKS THAT ARE NOT COMPLIANT, UP TO AND INCLUDING REMOVAL FROM THE FESTIVAL.

## **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.  
EARLY TEAR-DOWN IS ONLY PERMITTED FOR EMERGENCIES OR OTHER EXTREME SITUATIONS.  
TALK TO YOUR BLOCK CAPTAIN IF YOU MUST LEAVE EARLY.

## **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 email 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 \_\_\_\_\_