

# Fall Fest 2023

## 19<sup>th</sup> Annual

Saturday, November 4<sup>nd</sup>, 2023, 9 a.m. - 5 p.m.

1050 Bell Park, Greenwood, Arkansas

## 2023 Vendor Booth Agreement

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

1. **Hours-** Vendor booths will be open for business: **Saturday, November 4<sup>th</sup> - 9 a.m. – 5:00 p.m.**
2. **Represented Products** – These types of 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 Parks Director reserves the right to terminate the operation of ANY vendor at any time during the festival at the discretion of the director of the Fall Fest Committee.
4. You're in a park! Leave it the way you found it. Anyone is welcome to help our team by improving the area, as well. If you see a piece of trash, throw it away. If something appears out of order, let us know.
5. **Set-up and Departure** - Vendors are welcome to start setting up between the hours of 6:00AM to 9:00AM the day of the event. We can certainly make arrangements for you to set up early, if needed.
  - a. **Parking** – Due to the incredible amount of vendors participating in Fall Fest, we ask that vehicles are not parked next to booths. Please make arrangements to load your items from a distance.
  - b. We ask that you do not start tearing down your vendor space until 5:00PM the day of the event.
6. **Designated Areas/Utility Requirements** – When you complete your registration, let us know if you need power. If you request it, we will do our absolute best to get you super close to an outlet.
  - a. **Booth Location** – You are assigned a spot. Please help us out by using your assigned spot.
  - b. If you request power, bring an extension cable, we prefer 100' cables.
  - c. Please use electricity in a responsible manner.
  - d. A 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.
  - e. Please check-in at the registration tent first thing in the morning. We need to know you have arrived and you need to pick-up an awesome registration packet!
7. **Taxes** – The 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. All Taxes collected by Vendors must be turned in by the end of Festival Day. Due to internal controls, the Fall Fest Committee is only able to accept payment in check for taxes.

# 2023 Fall Fest Vendor Application

**This is a Rain or Shine Event. Registration deadline is October 2, 2023.**

**DO NOT remove tables, chairs or tents from the Festival Area; that are provided by the Parks Department;**  
**A fee will be charged to the corresponding vendor to replace any tents, tables or chairs that are missing.**

Vendor / Business Name: _____		
Contact Person: _____		
Address: _____		
City: _____	State: _____	Zip: _____
Vehicle LIC# _____	Phone: _____	
Email: _____		

<b>Description of Products Sold:</b> _____ _____
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<b>Booth Size Need:</b> 10x10 _____ <b>Additional space:</b> _____ <i>(must be approved)</i> <b>Electric Required:</b> Yes / No
<b>*Food Vendors: Trailer size:</b> _____ <i>(Limited Electricity Available) Please have a quiet generator available. Water is available ON SITE, but not for hook-up.)</i>

<b>Event Contacts:</b>	
Casey Craig Parks Director <a href="mailto:wcraig@gwark.com">wcraig@gwark.com</a> 479-322-8531	Danielle Smith Executive Assistant – Mayor’s Office <a href="mailto:dsmith@gwark.com">dsmith@gwark.com</a> 479-996-2742

**Mail Completed Forms to:** Bell Park, 30 Bell Rd., P.O. Box 1450, Greenwood, AR 72936  
**Phone:** 479-996-2742 | **Fax:** 479-996-2743 | **Email:** [www.greenwoodar.org](http://www.greenwoodar.org)

*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 of all rules and regulations of the event.*

Entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Parks Director Signature

\_\_\_\_\_  
Vendor Name (Printed)

\_\_\_\_\_  
Parks Director Name (Printed)

