

Freedom Fest 2024

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

2024 Vendor Booth Agreement

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

1. **Hours-** Craft/Artisan Vendor booths will be open for business: **Thursday, July 4th - 9 a.m. – 3 p.m.**
Food Vendors will be open from business from **9AM – Until the close of the event.**
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 Freedom Fest Committee reserves the right to terminate the operation of ANY vendor at any time during the festival at the discretion of the director of the Freedom 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. If you are an over-achiever, we can make arrangements for you to set up early. But it will have to be after 3:00PM the day before the event.
 - a. **Parking** – Due to the amount of vendors participating in the event, 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 tear down your vendor space until 3:00PM 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. 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.
 - d. 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 a 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 Freedom Fest Committee is only able to accept payment in check for taxes.
8. **Attendance** – If you register for the event, and choose to no call/no show the day of the event, you are jeopardizing your opportunity to participate in future City events.
9. **Registration deadline** is June 12, 2024.