

BRIDGE BASH 2015

2015 Vendor Agreement for September 26th (10am to 7pm)

Business Name _____ Contact Name _____
Address _____ City _____
State _____ Zip _____ E-mail address _____
Phone _____ Cell Phone _____

FOOD VENDOR

____ **Food Vendor** (*This section is for food vendors only*)

Complete list of menu items and prices in \$1.00 increment: _____

Please initial the following four statements if you are a food vendor.

- ____ I agree to pay a fee of 10% of total sales on the day of the event instead of a flat booth fee
____ I agree not to accept any cash on the day of the event, instead I will use the tickets provided by the event staff.
____ I understand I will need to submit my completed application, signed 2015 Booth Regulations & Guidelines and proof of insurance before my application can be considered for Bridge Bash.
____ I understand that until I am given confirmation by the Bridge Bash team my application is considered "in review".

NON-FOOD VENDOR

____ **Merchandise/Arts and Crafts Vendor** (*This section is for non-food vendors only*)

Complete list of items to be sold: _____

- ____ Merchant/Vendor - \$50 for a 10'x10' booth ____ Merchant/Vendor - \$100 for a 10'x20' booth
____ Non-Business/Handmade Craft \$25 (10X10) booth ____ Non-Business/Handmade Craft \$50 (10X20) booth

**Non-food vendors please make check or money order payable to:
The Food Bank of North Central Arkansas – Write "Vendor" in your memo.**

Please initial the following two statements if you are a non-food vendor.

- ____ I understand I will need to submit my completed application, signed 2015 Booth Regulations & Guidelines and booth fee of \$ _____ before my application can be considered for Bridge Bash.
____ I understand that until I am given confirmation by the Bridge Bash team my application is considered "in review".

____ I can provide my own 10'x10' canopy for my booth.

____ I understand and agree to the terms and conditions set forth in this agreement and on the attached **2015 Booth Regulations & Guidelines** for my participation in Bridge Bash 2015.

Vendor Signature _____ Date _____

Bridge Bash Task Force member _____ Date _____

Mail items to: The Food Bank of North Central Arkansas - PO Box 128 Norfolk AR 72658

Any questions concerning insurance, electricity, or other items, please contact:

Vendor Coordinator: Tom Kiley at tkiley@live.com - 870-736-0022

Booth Regulations & Guidelines

- **Non-Food Vendor/Merchant Booth Fees for Bridge Bash are:**
 - 10' x 10' Booth Space for a charge of \$50.00 (Non-Business - Handmade Crafts - \$25)
 - 10' X 20' Booth Space for a charge of \$100.00 (Non-Business - Handmade Crafts - \$50)
 - Access to electricity will not be provided unless arrangements have been made with Vendor Coordinator.
- To be considered for inclusion in the Festival, each **Non-Food vendor/merchant** must submit a completed application with payment and signed Booth Regulations & Guidelines, received no later than **August 14th 2015**. Applications received after this date cannot be guaranteed a booth space. *(In rare cases even a non-food vendor/merchant may need to provide proof of Insurances. If proof of insurance for a non-food vendors/merchants is needed the Bridge Bash team will contact you.)*
- **Food Vendors** agree to split their income with the festival. The vendor will keep 90% and the festival will receive the remaining 10%. The Bridge Bash will be providing Bridge Bucks that will be used for payment at the food vendor's booths.
- To be considered for inclusion in the Festival, each **Food vendor** must submit a completed application with proof of insurance and signed Booth Regulations & Guidelines, received no later than **August 14th 2015**. Applications received after this date cannot be guaranteed a booth space.
- All vendors/merchants must give a complete description of items to be displayed or sold.
- **Food Vendors** (and in rare cases non-food vendors/merchants) must supply proof of a current, \$1,000,000 liability insurance policy with their application by **August 14th 2015**. This applies to **all food vendors and some non-food vendors** please contact vendor coordinator with any questions.
- The **Bridge Bash Task Force** will review all applications to make sure vendors meet Festival criteria. Applications will be processed on a first come, first serve basis. When approval is given, you will be informed by mail. Before the Festival, you will receive your assigned booth space number, a map, set up and take down times and other necessary information.
- The Committee will limit the number of similar food vendors within a certain area, but will not guarantee exclusivity to any vendor. The Committee makes every effort to assign booth spaces to benefit all vendors. Vendors may not request specific booth spaces. The Committee reserves the right to make booth space changes at any time, as it deems necessary.
- All cancellations must be in writing and received before **September 1st 2015** to receive a refund. No refunds will be given after **September 1st 2015**. There will be no refunds given for inclement weather conditions.
- Vendor acceptance is based on the understanding that the vendor will sell only those items listed on their application. Additional items may not be sold without written consent from the Committee.
- The following items **cannot be sold or distributed**: drinks (soda, water or any beverage), anything bearing the **Bridge Bash logo** or the words "**Bridge Bash**" "**Food Bank of North Central Arkansas**", weapons of any kind (toys or real), alcohol or tobacco products. This list is not all-inclusive. The **Bridge Bash Task Force** reserves the right to amend this list at any time. If the Committee informs a vendor that a particular item cannot be sold, the item must be removed from the premises immediately.
- Vendors need to provide their own tables, chairs, canopies, tents, hoses, signage, extension cords, and anything else needed to operate their booth.
- Vendors may not sublet booth space.
- Vendors agree to operate during Festival hours of operation. Festival hours are currently set for:
 - **10:00am–7:00pm on Saturday September 26th 2015**
 - Festival hours are subject to change. If changes are made, you will be notified in advance. If you are unable to operate your booth during the amended hours, you may cancel by **September 1st 2015** for a full refund. No refunds will be given after **September 1st 2015**.
- Vendors will be allowed to bring their vehicles to a location near the vendor area for set up and take down (**before and after festival hours only**). However, vendors will be required to park all their motorized vehicles away from this area during Festival operation. Further Vendors will not operate any motorized vehicles on Festival grounds during the Festival hours without direct approval from the Vendor Coordinator or the Event Coordinator.
- Each vendor is responsible for dismantling and cleaning their booth area, and disposing of all trash properly after the Festival.
- The **Bridge Bash, Bridge Bash Task Force, Food Bank of North Central Arkansas** and its sponsors: **City of Cotter** and the **Cotter/Gassville Chamber of Commerce**, as well as any future sponsors are not responsible for any accidents, damages, or theft taking place on Festival grounds.
- If a vendor fails to comply with any of these guidelines, they may be dismissed from the **Bridge Bash and future Bridge Bash events**.

I understand and agree to the terms and conditions set forth in the **2015 Booth Regulations & Guidelines**.

Vendor Signature _____ date _____

Bridge Bash Task Force member _____ date _____

If you have questions concerning the above regulations and guidelines, please contact:

Vendor Coordinator: Tom Kiley at tkiley@live.com - 870-736-0022