



April 27, 28 and 29 2012 Dogwood Festival Rules

1. Application for space and its acceptance constitutes a contract to use the space assigned. The Festival Committee retains the privilege of changing assigned locations of exhibitors for logistical reasons at any time during the festival. When possible, booths will first be assigned by seniority, previous occupancy and timely return of applications. We cannot always honor requests for a specific booth number; however, we will do the best we can and will consider each exhibitor's needs in a relationship to availability, other booth assignments, and needs of The Festival.
2. **Applications must be postmarked by Monday, April 16, 2012 to be considered.** The Committee will have the final decision on any exceptions. **Letters/e-mail will be sent only to those exhibitors/vendors NOT allowed into The Festival.**
3. Although we do consider the type of merchandise, it is the last consideration in acceptance of applications and in making booth assignments. You might be next to someone who uses the same media as you do. There may be other exhibitors selling the same items that you do. Price, quality, salesmanship, and "buyer desire" will prevail when sales are made.
4. The Festival Committee will decide what is an acceptable booth and what media are acceptable for sale at The Festival. This does not rule out commercial displays of items that are not traditionally considered an art or craft as long as the committee desires to accept and keep them in The Festival. Anyone who is unacceptable to The Festival Committee, for any reason that is not arbitrary or capricious, will either have their application denied or be asked to leave The Festival without a refund.
5. In keeping with the spirit of The Festival, information only booths are not allowed.
6. Any exhibitor who has a complaint must make it in writing to The Festival Committee for their consideration. Continued verbal complaints will result in the exhibitor being asked to leave The Festival without a refund.
7. Exhibitors may NOT share space without specific and prior approval of The Festival Committee. Shared space will cost an additional \$20.00 per booth.
8. Exhibitors who wish to trade their assigned space with another vendor may do so if mutual agreement is made with the person in the desired booth space. Both vendors must come to The Committee to make the request. If consent is mutual, the trade may be made.
9. Each exhibitor will arrange his or her own display.
10. **SETUP: The exhibit area will be open to the Exhibitors from 9:00 am to 5:00 pm on Thursday, April 26 and after 7:00 am on Friday, April 27. The Dogwood Festival Committee will only be available for questions from 9:00 am – 5:00 pm but may extend these hours at their own discretion. Do NOT begin setting up without checking in with The Festival Committee – You might not have the space you had the previous year and will be required to move if it is not the correct space. The Chamber office does NOT have booth space information, only a vendor's acceptance into The Festival.**
 - a. The Festival is held in the downtown area of Siloam Springs, through two city parks. City Park is located at the corner of N Mt Olive Street and W University Street. The booths continue across the bridge on University Street. The exhibit area then continues into Bob Henry Park, which runs along Benton Street. Both parks are on the banks of Sager Creek, which flows through the town.
 - b. The Chamber of Commerce building is located a block away from City Park at 108 E University.
11. All displays must be set up prior to 9:00 a.m. on Friday, April 27, unless the exhibitor specifically contacts The Festival Committee and is approved for a variance due to an emergency or unavoidable delay. Booth spaces for those exhibitors who do not either set up or contact The Festival Committee for approval of a variance by noon on Friday will be re-sold after noon on Friday, with no refund to that exhibitor.
12. ALL BOOTHS MUST REMAIN UNTIL THE END OF THE SHOW UNLESS SPECIFICALLY APPROVED FOR A VARIANCE DUE TO AN EMERGENCY. Entrance into the following year's Festival will not be granted to anyone vacating the Festival early without good cause/notification.
13. All indoor exhibitors should make a strong effort to **vacate The Festival no later than 7:00 pm on Sunday.**
14. Exhibitors who tie up customer parking spaces near The Festival will be asked to move their vehicles. If this is not done, the exhibitor will be asked to leave The Festival without a refund. Handicap parking is available at the corner of Mt Olive and University. **If you park in a designated handicap parking area without a permit, your vehicle will be towed at your expense.** For more information on parking, please contact The Chamber at 479-524-6466.
15. **Refunds for cancellations will be made with notice prior to April 1, 2012, with no exceptions.** No "roll-overs" will be made to the next year. Refunds will be issued within 30 days of the end of The Festival.

16. The Festival Committee has no responsibility for any arrangements that exhibitors might make with outside jobbers to provide, set up, or take down tents.
17. Do not publicly advertise "1/2 price sales," "going out of business sales," "clearance sales" or any other sales ploys that would cheapen The Festival.
18. Each exhibitor acknowledges, by submission of an application, that any artisan whose exhibits are judged not to meet the aforementioned rules and regulations, in spite of prior acceptance of application and fees, may be excluded from The Festival at any time during the course of The Festival WITHOUT a REFUND.
- 19. The Dogwood Festival Committee is the only entity that interprets the rules. The Committee reserves the right to interpret, modify, delete or add to the rules as is necessary for the smooth, sound, safe and efficient operation of The Dogwood Festival.**
20. By making application, you agree to abide by any applicable tax laws.

General Regulations & Information

I. Booth Fees:

- a. Indoor Spaces = \$145.00 (\$135.00 if paid before February 1, 2012 (no exceptions))
- b. Outdoor Spaces = \$125.00 (\$115.00 if paid before February 1, 2012 (no exceptions))
- c. All Booth Spaces = ½ price for Chamber Members
- d. KidZone & Food/Concession Vendors by contract
- e. **Fees paid the week of or at check-in at the Festival MUST be CASH, MONEY ORDER, or CREDIT CARD ONLY.**
Exhibitors/Vendors whose checks are returned for Insufficient Funds must pay their booth fee with cash or a money order and will be assessed an additional \$25 processing fee.
- f. **ALL ENTRY FEE CHECKS WILL BE DEPOSITED UPON RECEIPT. If an application is rejected, a refund check will be issued as soon as possible within 30 days.**

II. Space Size:

- a. Outdoor Spaces have 12' frontage and are 10' deep.
- b. Indoor Spaces are 8' x 10'. Some have 8' frontage and some have 10' frontage. Some are corner booths with 8' and 10' frontage. All indoor booth spaces have access to electrical outlets. **Indoor spaces are very limited.**

III. Festival Operating Hours

9:00 am - 7:00 pm Friday and Saturday
10:00am – 5:00pm Sunday

This may be adjusted in accordance with weather conditions..

IV. Security

Security will be provided from the hours of closing until 7:00 am. A security foot patrol will be on duty throughout the night. But despite this precaution, The Siloam Springs Chamber of Commerce will not be responsible for accidents or damage to exhibits, loss or theft.

V. Electrical Service

Please be aware that outside electrical service is limited. Because of the unpredictable nature of exhibitors' electrical needs, this is one of the most difficult areas to plan for and provide. The 110 electrical are **15 amps split between 2 duplex receptacles**. Exhibitors may not run electric cords across walkways unless local authorities give specific approval.

VI. Spaces

Some booths will be set up on concrete. Please let us know if you will be **unable** to set up on the concrete by noting that on your application. Please be aware that the land in the park is uneven. Plan accordingly for your setup.

VII. Taxes

Exhibitors and vendors are responsible for any and all applicable taxes. We will provide tax forms and information in the vendor packet provided to vendors at check-in.

VIII. Parking

Handicap parking is available on the east side of the park. The Festival Committee will address all other parking questions.

IX. Weather

The Dogwood Festival NEVER CANCELS due to weather. If it rains, all exhibitors/vendors will have to deal with that issue. Understand that the Festival Committee will move booths, as it is able, to a more dry location. There will be times, however, when a better location will not be found. (See Rule #12 above)