



April 27, 28 & 29, 2012

Food Vendor Rules

1. There are two classifications of Food Vendors eligible to be in the Festival. These classifications are identified as **Food Court Vendor** and **Park Food Vendor**.
2. **Food Court Vendor** is defined as one who is located in an area designated as a Food Court by the Dogwood Festival Committee. This Food Vendor requires special/large amperage electrical needs and has a trailer or approved portable stand for conducting business.
3. **Park Food Vendor** is defined as one who is located somewhere other than a Food Court. This Food Vendor does not require special electrical needs and normally does not set up a trailer. Park Food Vendor is limited to occupying Outdoor Booth Space(s) only.
4. **ALL FOOD VENDORS ARE REQUIRED TO HAVE HEALTH PERMITS. ALL FOOD VENDORS WILL BE INSPECTED BY THE LOCAL HEALTH DEPARTMENT. IF YOU DO NOT HAVE A CURRENT, VALID HEALTH PERMIT, YOU WILL BE REQUESTED TO LEAVE THE FESTIVAL WITHOUT A REFUND OF THE VENDOR FEE OR BOOTH SPACE FEE. PLEASE BE SURE TO BRING YOUR CURRENT HEALTH PERMIT WITH YOU TO THE FESTIVAL FOR REVIEW BY OFFICIALS OF THE LOCAL HEALTH DEPARTMENT.**
5. **Food Vendor Fees:**
 - Food Court Vendor**
 - a. Vendor Fee \$200
 - b. Commission 15% of Daily Gross Sales
 - Park Food Vendor**
 - a. Outdoor Booth Space \$125*
 - b. Commission 15% of Daily Gross Sales

*Booth Space Fee(s) paid on or before February 1, 2012 = \$115 each
Outdoor booth space size - 12' frontage and 10' deep
6. Payment of applicable **Vendor Fee or Booth Space fee** must be paid prior to any Food Vendor being allowed to set up in the Festival.
7. **Festival Operating Hours are 9:00 am to 7:00 pm on Friday and Saturday and 10:00 am to 5:00 pm on Sunday.**
8. **Payment of Commission of Daily Gross Sales** will be required of all Food Vendors as follows:
 - a. Friday sales commission paid Saturday morning, April 28, between 8:00 and 10:00 am, at the Dogwood Festival Committee Booth.
 - b. Saturday sales commission paid Sunday morning, April 29, between 10:00 and 11:00 am, at the Dogwood Festival Committee Booth.
 - c. Sunday sales commission paid Sunday evening, April 29, by 6:00 pm, at the Dogwood Festival Committee Booth.
9. **Commissions of Daily Gross Sales not paid by the time limits specified in item seven (7) above will subject the Food Vendor to an additional 5% commission for a total of 20%.**
10. **Food Vendors are responsible for any and all applicable taxes. By submitting a Food Vendor application, you agree to abide by any applicable tax laws. The Dogwood Festival Committee will provide tax forms and information in the Food Vendor packet provided at check in time.**
11. Application for Food Vendor status and its acceptance constitutes a contract. The Dogwood Festival Committee retains the privilege of assigning locations for Food Vendors and changing those locations for logistical reasons at any time during the Festival. When possible, locations may be assigned by previous occurrences and the timing of receipt of Food Vendor Applications. Requests for specific

locations may not be honored; however, the Dogwood Festival Committee will give consideration using reasonable judgment in considering each Food Vendors needs in relationship to availability, other assigned locations, and the need for the operational efficiency of the Festival.

12. **All applications for Food Vendors must be in the Chamber of Commerce office on or before February 1, 2012 to be considered.** The Dogwood Festival Committee will have the final decision on any exceptions. **Food Vendors not accepted into the Festival will be notified via letter or email.**
13. **The Dogwood Festival Committee will decide what types of food sales are acceptable for the Festival.** There may be other Food Vendors selling the same or similar food items as yours. Quality, price, salesmanship, and "buyer preference" will prevail when sales are made. The Dogwood Festival Committee will screen all Food Vendors and their products to minimize duplication of food items allowed in the Festival. **Some items on your menu may be rejected by the Dogwood Festival Committee to avoid duplication while others may not.**
14. **The Dogwood Festival Committee will decide which Food Vendors are acceptable and allowed into the Festival. Any Food Vendor who is unacceptable to the Dogwood Festival Committee, for any reason that is not arbitrary or capricious, will either have their application denied or will be asked to leave the Festival without a refund.**
15. Any Food Vendor who has a complaint must make it in writing to the Dogwood Festival Committee for their consideration. Continued verbal complaints will result in the Food Vendor being asked to leave the Festival without refund of fees or commissions.
16. **Setup: Food Vendors are not to set up prior to checking in with the Dogwood Festival Committee. If you are a returning vendor, you may not have the location you occupied the previous year and will be required to relocate if set up in a location assigned and to be occupied by another Food Vendor. The Chamber of Commerce office does not have location assignments. The Chamber will only confirm Food Vendors approved or rejected for participation in the Festival.**
17. Food Vendors must be set up prior to 9:00 a.m. on Friday, April 27, unless the Food Vendor contacts the Dogwood Festival Committee and is approved a variance due to an emergency or unavoidable delay.
18. **All Food Vendors must remain until the end of the Festival unless specifically approved a variance by the Dogwood Festival Committee. Applications from Food Vendors vacating the Festival early without good cause and proper notification of the Dogwood Festival Committee will not be accepted for the following year's Festival.**
19. All Food Vendors are expected to vacate the Festival no later than 7:00 p.m. on Sunday.
20. Food Vendors who occupy customer parking spaces near the Festival will be requested to move their vehicle. **If this is not done, these vehicles will be towed at the Food Vendor's expense.** Handicap parking is available at the corner of Mt. Olive and University streets. For more information regarding parking, please contact the Chamber of Commerce at 479-524-6466.
21. **Refunds of Vendor Fee or outdoor booth space fees for Food Vendor cancellations will be made with notice to the Chamber of Commerce prior to April 1, 2012. If Cancellation notice from Food Vendor is received April 1 or later, there will not be a refund, no exceptions.**
22. The Dogwood Festival **never CANCELS** due to weather. **Food Vendors are to come prepared to deal with this issue.**
23. **The Dogwood Festival Committee is the only entity that interprets the Festival Rules. The Dogwood Festival Committee reserves the right to interpret, modify, delete or add to the rules as necessary for the smooth, sound, safe and efficient operations of the Festival.**

By placing my signature below, I acknowledge that I have read, understand, and agree to abide by these rules. I further agree to return a copy of this signed document to the Chamber of Commerce along with my completed Food Vendor Application and applicable fee.

Vendor Signature

Date