



April 27, 28, 29 2018 EXHIBITOR APPLICATION

OFFICE USE ONLY	
DATE RECEIVED:	_____
BOOTH QTY:	_____
CK#:	_____ AMT: _____
DATE PD:	_____ INVOICE #: _____
BALANCE DUE:	_____
ENTERED IN SPREADSHEET:	_____
INSIDE:	<input type="checkbox"/>
OUTSIDE:	<input type="checkbox"/>

Business Name _____

Last Name _____ First Name _____

Address _____ Email _____

City, State, Zip _____ Website _____

Primary Phone _____ Secondary Phone _____

What do you sell? _____

No. Years in our Festival _____ The **LAST YEAR** you participated _____ **OR** This is my **FIRST YEAR** _____

Would you like **same booth** space as last year? YES _____ NO _____ (Applications received by March 1 will receive first priority.)
SAME BOOTH SPACE IS NOT GUARANTEED. YOU WILL NOT GET YOUR BOOTH ASSIGNMENT PRIOR TO CHECK-IN DAY.

No. of **INDOOR*** spaces (8'x10') _____ x **\$195** each.....Line Total _____
 _____ x **\$175** each, if paid before 2/1/18-**no exceptions**Line Total _____

No. of **OUTDOOR**** spaces (10'x12') _____ x **\$175** each.....Line Total _____
 _____ x **\$155** each, if paid before 2/1/18-**no exceptions**.....Line Total _____

IF YOU EXCEED THE PROVIDED BOOTH SPACE LIMITS, AN ADDITIONAL BOOTH SPACE FEE WILL BE REQUIRED.

*Indoor spaces are limited and available on a first come, first-served basis. Please return this form by **March 1**, as booths will start being assigned on that date. If an indoor space is unavailable, will you accept an outdoor space? _____

**If you have an outdoor space, can you set up on concrete? _____

Do you have electrical needs? _____ 120 VOLT @ 20 amps max is available at no extra charge. **GENERATORS ARE NOT ALLOWED.**

Size of your tent, including your full setup _____

Size of your trailer, with tongue and awnings open _____

Please sign to acknowledge that you have read and understand the general information, that you agree to abide by the rules and regulations, and that you are hereby making application for the Annual Siloam Springs Chamber of Commerce Dogwood Festival. To view all rules, please see <http://www.siloamchamber.com/dogwood-festival.html>

Signature _____

Confirmation/rejection emails will be sent within one month of us receiving your application.

Please see reverse side.

Payment MUST accompany application. All checks will be deposited. Refund checks will be issued if application is rejected.

Please make checks payable and mail application to:
 SILOAM SPRINGS CHAMBER OF COMMERCE

108 E UNIVERSITY STREET
 SILOAM SPRINGS, AR 72761

Phone: 479-524-6466
 Fax: 479-549-3032
 Katelyn@siloamchamber.com



PLEASE EMAIL PHOTOS OF YOUR PRODUCTS AND YOUR BOOTH.

By providing photos you are giving permission for the Siloam Springs Chamber of Commerce to use your photos in promotional and advertising items.

THIS SECTION IS FOR NEW EXHIBITORS: If you were **NOT** in our Festival **last year**, please complete this section.

List all items you want to sell at the Festival. Please include an estimated price range: _____

Please list all experience and/or events, with references, in which you have been involved, i.e., large festivals, state fairs, etc. _____



APRIL 27, 28, 29

2018 DOGWOOD FESTIVAL

1. Application for space and its acceptance constitutes a contract to use the space assigned by the Dogwood Festival Committee. The Dogwood Festival Committee retains the privilege of changing locations of vendors for logistical reasons at any time during the Festival. When possible, locations may be assigned by previous occurrences and the timing of receipt of applications. Requests for specific locations cannot always be honored; however, the Dogwood Festival Committee will give consideration using reasonable judgment in considering each vendor's needs in relationship to availability, other assigned locations, and the need for the operational efficiency of the Festival.
2. In keeping with the spirit of The Festival, information only booths are not allowed.
3. The Festival Committee will decide what is an acceptable exhibitor booth, KidZone game, ride, entertainment sale and what media are acceptable 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.
4. **Location** – The Festival is held in two city parks in the downtown area of Siloam Springs, AR. Vendors will be located in: The Community Building-indoor booths (110 N. Mt. Olive St.), City Park (Corner of N. Mt. Olive St and W. University St.), Bob Henry Park (located at N. Maple between W. University St. & Benton St.), and on the street on W. University St. Which connects City Park and Bob Henry Park. Both parks are on the banks of Sager Creek, which flows through town.
5. **The Chamber of Commerce office** is located a block away from City Park at 108 E. University St.
6. **SET UP/CHECK-IN: Do NOT begin setting up without checking in at The Festival Committee tent. You may or may Not have the same space you had last year. You will be required to move if you are not in the correct space.** Check-In will be open to Vendors from 9:00am–5:00pm on Thursday, and after 7:00am on Friday. The Dogwood Festival Committee will only be available for questions from 9:00am–5:00pm but may extend these hours at their own Discretion. **BOOTHS MUST BE SET UP AND OPEN FOR BUSINESS AT 9am FRIDAY. Please plan accordingly.**
7. Each exhibitor is responsible for the set up and take down of their own display.
8. The Festival Committee has no responsibility for any arrangements that exhibitors might make with outside jobbers to provide, set up, or take down tents.
9. All vendors must be set up **prior to 9:00 a.m. on Friday**, 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 vendors 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 vendor.
10. **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. All booths **MUST BE MANNED** during all hours of the Festival.
11. All vendors should make a strong effort to **vacate The Festival no later than 7:00pm on Sunday.**
12. 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. **If you park in a designated handicap parking area without a permit, your vehicle will be towed at your expense.** For more information about parking, please contact the Chamber at 479-524-6466.

13. **Refunds for cancellations will be made with notice prior to April 1**, with no exceptions. No "roll-overs" will be made to the next year. Refunds will be issued promptly after the end of The Festival.
14. **Complaints**— Any vendor who has a complaint must make it in writing to The Festival Committee for their consideration. Continued verbal complaints will result in the vendor being asked to leave The Festival without a refund.
15. 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.
16. 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.
17. **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.**
18. **Taxes**—By making application, you agree to abide by any applicable tax laws. 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, and these can be turned in at the Festival Committee tent on Sunday, if needed.
19. **Vendor space fees** are listed on the application and must be paid prior to setup. Booth fees are half price for Chamber members.
20. **ALL ENTRY FEE CHECKS WILL BE DEPOSITED UPON RECEIPT**. If an application is rejected, a refund check will be issued as soon as possible.
21. **Festival Operating Hours:** Friday and Saturday 9:00am–7:30pm
Sunday 10:00am–5:00pm
Hours may be adjusted in accordance with weather conditions.
22. **Security** will be provided from the hours of closing until 7:00am. A security foot patrol will be on duty throughout The night. Despite this precaution, The Siloam Spring Chamber of Commerce will not be responsible for loss, theft, accidents or damage to exhibits, booths, trailers, etc.
23. **Electrical Service** is limited outdoors. Because of the unpredictable nature of exhibitor's electrical needs, this is a difficult area to plan for and provide. The 120 volt @ 20-amp max is split between 2 duplex receptacles. Electric cords are not to be placed across walkways unless local authorities give specific approval. THIS DOES NOT APPLY TO CONCESSION VENDORS. CONCESSION VENDORS SHOULD INDICATE THEIR ELECTRICAL NEEDS CLEARLY ON THE APPLICATION.
24. **Spaces** - Some booths will be set up on concrete. Please indicate on the application if you are unable to set up on concrete. Please understand that the land in the park is not level. Plan accordingly for your set up.
25. **Weather** - The Dogwood Festival NEVER CANCELS due to weather - any weather decisions will be made by our Public Safety Official. Please plan ahead in case of rain and/or wind as all vendors are required to remain for the duration of the Festival. The Festival Committee may move booth assignments, as it is able, to a drier location. However, there may not always be a better location. (See Rule #10 above). Please anchor tents and displays accordingly.
26. **Handicap Parking** for vendors is available. Please inquire at check-in.

EXHIBITORS

1. **Applications must be postmarked or received by April 15 to be considered.** The Committee will have the final decision on any exceptions. **Letters/e-mails will be sent only to those exhibitors/vendors NOT allowed into The Festival.**
2. Although the type of merchandise is considered, 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 sell. Price, quality, salesmanship and “buyer preference” will prevail when sales are made.
3. Exhibitors may NOT share space without specific and prior approval of The Festival Committee. Shared space will cost an additional \$20.00 per booth.
4. Exhibitors who wish to trade their assigned space with another vendor may do so if there is mutual agreement between both vendors. Both vendors must come to The Committee to make the request. The trade may be made if there is mutual consent from both vendors and The Committee.
5. **Payment/Return Checks: 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.