



# April 27, 28, 29 2018 CONCESSION APPLICATION

<b>OFFICE USE ONLY</b>	
DATE RECEIVED:	_____
CK#:	_____ AMT: _____
DATE PD:	_____ INVOICE #: _____
BALANCE DUE:	_____
ENTERED IN SPREADSHEET:	_____
LIABILITY INSURANCE:	Y N
PHOTO INCLUDED:	Y N

**This application must be returned by 2/1/18. One vendor space per application.**

Business Name \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Website \_\_\_\_\_

Primary Phone \_\_\_\_\_ Secondary Phone \_\_\_\_\_

**Vendor Space Fee: \$225 . Payment must accompany this signed application.**

**Commission Fees: 15% of your daily gross sales** is payable per the Food Vendor rules provided to you at time of receipt of application and upon Check-in. The commission fee and collection process is the same for all Park Food vendors. The Dogwood Festival Committee will collect **15% commission** from all vendors during The Festival. All payments are deposited upon receipt.

Vendor Space Fee: **\$225**..... Line Total **\$225**

**TOTAL AMOUNT DUE** \_\_\_\_\_

**ELECTRICAL NEEDS** (please check one): **GENERATORS ARE NOT ALLOWED.**

- \_\_\_\_\_ None
- \_\_\_\_\_ 120 volt @ 20 amps max
- \_\_\_\_\_ 240 volt @ 20 amps
- \_\_\_\_\_ 240 volt @ 30 amps
- \_\_\_\_\_ Other \_\_\_\_\_

What is the size of your trailer? \_\_\_\_\_ **(WITH TONGUE & AWNINGS OPEN)**

Do you have a water backflow preventer on your trailer or a portable one? YES NO

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 \_\_\_\_\_ 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 attach the following to the application:**

1. A copy of current liability insurance coverage ( \$1 million minimum)
2. Photo of your trailer unit.
3. A complete menu\* with the price of each item. **Prices shall include sales tax, which is 9.5% in the city of Siloam Springs. (6.5% state, 1% county, 2% city).** Sales tax rates are subject to change. The vendor shall be responsible for the collection and the payment of any sales upon the gross receipts as required by Arkansas State Law.

**\*Some items on your menu may be rejected by the Committee to avoid duplication.**

**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 BOOTH SPACE FEE.**

- ELECTRICITY:**
1. Electricity will be provided per City guidelines if necessary.
  2. Vendors must supply their own extension cords and adaptors.
  3. Only a few 220 outlets are available. They will be given on a first-come, first-served basis.
  4. Your set-up is subject to an electrical inspection by the City Electrical Inspector to assure the safety of the system.
  5. **An electrical/grease fire extinguisher is MANDATORY in each set-up and MUST be provided by the vendor.**

Please list all experience and references in which you have been involved, i.e., large festivals, state fairs, etc. \_\_\_\_\_

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**Ice should be available for purchase on premises. Confirm with the Chamber before the Festival.**



APRIL 27, 28, 29

**2018 DOGWOOD FESTIVAL  
GENERAL INFORMATION & RULES -  
CONCESSION, PARK FOOD & KIDZONE SPECIFIC**

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, Food, 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.

## CONCESSIONS, PARK FOOD & KIDZONE

1. There are two classifications of Food Vendors eligible to be in the Festival. **Please be sure you use the correct application.** They are:
  - A. **Concession Vendor** is defined as one who is located in an area designated as a Food Court by the Dogwood Festival Committee. Concession Vendors require special/large amperage electrical needs and has a trailer or approved portable stand for conducting business.
  - B. **Park Food Vendor** is defined as one who is located somewhere other than a Food Court in an outdoor craft vendor type booth. Park Food vendors do not require special electrical needs, do not set up a trailer and do not have more than three menu items.

**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 BOOTHSAPCE FEE. PLEASE BE SURE TO BRING YOUR CURRENT HEALTH PERMIT WITH YOU TO THE FESTIVAL FOR REVIEW BY OFFICIALS OF THE LOCAL HEALTH DEPARTMENT.**
2. **Application deadline-** All applications for **Concessions, Park Food and KidZone must be in the Chamber of Commerce office on or before February 1 to be considered.** The Dogwood Festival Committee will have the final decision on any exceptions. **Vendors not accepted into the Festival will be notified via letter or email.**
3. **Commissions- 15% Commission of Daily Gross Sales will be required of all Concession, Park Food and KidZone vendors. These will be paid at the Dogwood Festival Committee Tent as follows:**
  - A. **Friday sales commission** should be paid Saturday morning between 8:00am and 10:00am.
  - B. **Saturday sales commission** should be paid Sunday morning between 8:00am and 10:00 am.
  - C. **Sunday sales commission** should be paid before 6:00pm on Sunday evening.

**COMMISSIONS OF DAILY GROSS SALES NOT PAID BY THE TIME LIMITS SPECIFIED ABOVE WILL BE SUBJECT TO AN ADDITIONAL 5% COMMISSION FOR A TOTAL OF 20%**
4. Concession, Park Food, and KidZone vendors may have special electrical needs. Please be sure those needs are clearly indicated on your application.
5. A copy of **current liability insurance coverage** (minimum of \$1 million) must be turned in with the application. If the policy Expires before the Festival, the renewed policy must be given to the Chamber before the vendor will be allowed to set up.
6. **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. **Some items on your menu may be rejected by the Festival Committee and other may not.**