



EXHIBITOR APPLICATION
APRIL 23, 24 & 25, 2021

For Office Use Only:
Received On: _____
Spreadsheet: _____
Ck #: _____ Amt: _____
Inside: _____ Outside: _____

Contact Info (Please print.)

Business Name: _____

Last Name: _____ First Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____ Email: _____

Website: _____

What product will you sell?: _____

I am a New Vendor _____

I am a Returning Vendor _____ # of Years in the DWF: _____ Most Recent Year: _____

Would you like the same booth space as last year? YES or NO

Booth Fees and Details-NO CHECKS ACCEPTED AFTER APRIL 1st

Are you a member of the Siloam Springs Chamber of Commerce? YES or NO

#of **INDOOR** booth spaces needed (8' x 10")* - _____ x \$175.....Total_____

After Feb. 1 - _____ x \$200.....Total_____

Indoor spaces are available on a first come, first serve basis.

If indoor space is unavailable, will you take an outdoor space? YES or NO

of **OUTDOOR** booth spaces needed (10' x 12")* - _____ x \$155.....Total_____

After Feb. 1 - _____ x \$180.....Total_____

Total due upon application _____

Please call me for credit/debit payment

If outdoors, can you set up on concrete? YES or NO

***If you exceed the booth space, you will be charged for an additional booth.**

Electrical Needs - Generators are NOT allowed.

_____ None

_____ 120 volts @ 20 amps (Limited availability. No additional fee.)

- Electricity will be provided according to City of Siloam Springs guidelines.
- Vendors must supply extension cords and adaptors.

Please See Reverse Side





Photos

Please email photos of your products and booth. By submitting these photos you release them to be used for advertising and promotion of the Dogwood Festival and your vendor booth.

Ice

Ice will be available for purchase from the Chamber of Commerce @ \$5 per bag.

Application checklist:

- Complete application
- Payment enclosed (If payment will be with a credit card, please check the box on front of application.)
- Signature for acknowledgement of rules and regulations.
- Digital photos of booth/product emailed to info@siloamchamber.com

Acknowledgement of Rules and Regulations

I have read and agree to abide by the rules and regulations of the Dogwood Festival.

Vendor signature

Date

*COVID19 Disclaimer

The Dogwood Festival Committee will continue to monitor the situation with COVID-19 and refer to the Arkansas Department of Health's guidelines for hosting large scale events. The Committee continues to reserve the right to change the rules, adjust the date, or cancel the festival based on those recommendations.

Please complete and mail/email to:

Siloam Springs Chamber of Commerce

P.O. Box 476, Siloam Springs, AR 72761

479-524-6466

info@siloamchamber.com



Dogwood Festival Info, Rules & Application

The Dogwood Festival is a family friendly, arts and crafts based festival held in downtown Siloam Springs, AR each year. The Dogwood Festival is hosted by the Siloam Springs Chamber of Commerce and is organized and directed by a volunteer committee made up of local citizens. This event is a fundraiser for the Chamber which helps them support the local business economy in the Siloam Springs area.

Located in City Park and Bob Henry Park, with beautiful Sager Creek as a backdrop, it's easy to see why the Dogwood Festival's hometown atmosphere brings an estimated 30,000 attendees! We're glad that you are considering being a part of our festival. We know you will fall in love with Siloam Springs!

Operating Hours

Friday and Saturday 9:00 a.m. to 7:30 p.m.

Sunday 10:00 a.m. to 5:00 p.m.

Hours may be adjusted due to weather conditions.

The Dogwood Festival Committee

- Applications will be approved, or denied, at the discretion of the Dogwood Festival Committee. It is the committee's responsibility to monitor merchandise, food, games and activities, entertainment, advertisement materials and displayed items. If something is deemed inappropriate the committee may request that it be removed from the festival.
- The Dogwood Festival Committee is the sole entity responsible for interpreting the rules and regulations of the Dogwood Festival. The Committee also reserves the right to modify, add to or subtract from these rules and regulations as necessary. A copy of the current rules and regulations will be available at www.siloamchamber.com/dogwoodfestival after a revision is approved by the committee.
- A completed vendor application and acceptance by the Dogwood Festival Committee constitutes a contract between the two parties for use of the space assigned.
- An acceptance email will be sent upon approval of application.

Prices, Fees, Refunds & Taxes

- Vendor fees are listed on the application and should be enclosed with your completed application.
- Payment is due in full before check-in, the Dogwood Festival does not accept payment at or during check-in.
- Multiple exhibitors may not share a booth space without specific prior approval from the Dogwood Festival Committee. If approved, a shared booth space will be an additional \$20 per booth. Booth fees are half price with a current Chamber Membership.
- If an application is submitted and rejected before April 1, the Dogwood Festival will refund the vendor fee in the form of a check by mail.
- Refunds will be given for cancellation notices received before April 1. After April 1, no refunds will be given for any reason. The Dogwood Festival does not credit accounts for a following year. Refunds will be issued in the form of a check by mail following the end of the festival.
- By submitting an application, vendors acknowledge responsibility for any and all applicable taxes. The Dogwood Festival will provide tax forms and information in each vendor packet received during check-in. Taxes must be turned in at the close of festival unless you report sales tax each month to the state of Arkansas. There will be a box to turn in forms at the Chamber Information Tent during festival hours. You may turn them in each day, if desired.

Weather Policy

Refunds are not issued due to weather. The Dogwood Festival does not cancel in advance due to weather. In the event of heavy rain and/or wind conditions during the festival, a Public Safety Official will advise. Please be prepared by anchoring tents and displays in case of unexpected wind gusts.

Parking

We ask that you refrain from parking in customer spaces near the festival. At check-in you will receive a Vendor ID to put on the front dashboard of your vehicle. Please make sure this sign is visible and the phone number to reach you is correct. If your vehicle needs to be moved, festival staff will attempt to reach you by phone before towing your vehicle.

Handicap Parking

Handicap Parking is available but limited. Please inquire at check-in where these designated areas are located. In order to park in a designated handicap parking area, you must have a valid handicap permit displayed in your vehicle, otherwise the vehicle will be towed at the owner's expense. If you have additional questions about parking, please visit the Chamber Information Tent.

Filing a Complaint

Formal complaints shall be submitted in writing to the Dogwood Festival. Continued verbal complaints or public scenes will result in the individual being asked to leave the Dogwood Festival. Our festival is a family friendly environment and the use of obscenities or vulgar language will not be tolerated.

Set-up/Check In

- You MUST check in at the Chamber Information Tent before setting up your booth.
- Check in hours are Thursday 9:00 a.m. to 5:00 p.m. and Friday 7:00 a.m. to 9:00 a.m.
- All booths must be set up and open for business by Friday at 9:00 a.m.
- Payment is due in full BEFORE CHECK-IN; the Dogwood Festival does not accept payment at or during check-in.
- Vendors who are not able to check in during regular hours must request an exception from the Dogwood Festival Committee no later than Friday at 9:00 a.m. Vendors who have failed to set up or contact the Dogwood Festival for an exception by Friday at 9:00 a.m. will forfeit their booth space and fee. No refunds will be issued.
- Dogwood Festival Officials will be available for questions Thursday from 9:00 a.m. to 5:00 p.m. and throughout regular festival hours.
- Each vendor is responsible for the set-up and take down of their booth space. The Dogwood Festival takes no responsibility for outside arrangements to rent, provide, set up or take down tents.
- All booths must be occupied at all times during operating hours of the festival.
- No vendor will be allowed to pull onto the grass. Failure to comply with this will result in a fine.
- You must supply your own tent, tables, chairs, etc.
- A Vendor Booth ID will be given at check-in and must be displayed in the booth at all times.

Take Down

- All vendors must remain open until Sunday at 5:00 p.m. unless prior approval has been received due to an extenuating circumstance or emergency.
- Early departure of the Dogwood Festival without approval will result in a rejection of application the following year.
- All vendors should plan to depart the festival grounds no later than Sunday at 7:00 p.m.
- No vendor will be allowed to pull onto the grass. Failure to comply with this will result in a fine.

Booth Space & Content

- Information only booths are not allowed; some form of merchandise must be sold. Commercial displays of items that are not considered Arts & Crafts may be allowed upon approval of the Dogwood Festival Committee.
- Nothing deemed obscene, profane or vulgar by the Dogwood Festival Committee is allowed. It is also the right of Dogwood Festival Officials to ask that anything deemed in violation of these terms be removed from the festival.
- The Dogwood Festival Committee reserves the right to request that a vendor comply with the previously stated rules and regulations or they will be asked to leave the festival.
- Please note that the Dogwood Festival reserves the right to allow multiple like items into the festival. While we try to take merchandise into consideration, please know that your booth space may be in close proximity to a similar vendor.
- Booth spaces will be located on both grass and concrete, please make a note on your application and give reason if you are unable to set up on one or the other. Please be aware that spaces located on grass may not be level. You are responsible for securing your booth.
- No publicly advertised "1/2 price sale", "going out of business sale", "clearance sale" or other similar marketing techniques are allowed.
- Electrical availability outdoors is limited. Electrical cords are not to be placed across walkways unless given specific approval from festival officials. Concession vendors must make note of their electrical needs on the application.
- Any vendor that sells food will be contacted by the Health Department prior to the festival. Failure to comply with Health Department regulations will result in removal from the festival with no fault to the Chamber.
- Security will be provided each evening from 7:00 p.m. until 7:00 a.m. with a patrol on duty throughout the night. The Dogwood Festival and the Siloam Springs Chamber of Commerce are not responsible for loss, theft, or damage to exhibits, booths, trailers or merchandise.
- Vendors shall not have orders of products shipped to the Chamber of Commerce building during the festival.

Booth Location

Booth location requests are not guaranteed but will be considered based upon: vendor location precedence, application submission date and logistical needs. Indoor spaces are available on a first come first serve basis. Booth spaces are not provided prior to check-in.

Festival officials retain the right to change vendor locations at any time during the festival for reasons related to logistics or safety. Vendors who wish to trade a booth space with another vendor may do so with the consent of both vendors and a Dogwood Festival Official. Both vendors must be present when making the request.

Vendors will be located in these areas:

- City Park (intersection of N. Mt. Olive St. & W. University St.)
- Bob Henry Park (on N. Maple between W. University St. & Benton St.)
- W. University St. (Between Mt. Olive St. and Maple St.)
- The Masonic Lodge property, which connects the two parks
- Indoor vendors will be located in the Community Building (110 N. Mt. Olive St.)

Additional Information For Concession, Park Food & FunZone Vendors

Application Deadlines

Applications must be received by the deadline indicated below, any exceptions must be approved by the Dogwood Festival Committee. If you are not accepted into the Dogwood Festival, you will be notified via letter.

- **Concession, Park Food & FunZone Application Deadline: February 1**

Insurance

A copy of current liability insurance coverage (\$1 million minimum) must be submitted with the application. If the policy expiration date is prior to the festival, an updated policy must be provided at check-in before set up.

Electricity

Please make sure to clearly indicate all electrical needs on the application. Failure to do so will represent an incomplete application, which may not be processed.

Commission

All Concession, Park Food and FunZone vendors are required to pay a 15% commission of daily total sales. Commissions are to be paid each day at the Chamber Information tent during the following times:

Friday Commission - Saturday 8:00 a.m. to 10:00 a.m.

Saturday Commission - Sunday 8:00 a.m. to 10:00 a.m.

Sunday Commission - Sunday by 6:00 p.m.

** Late commission payments are subject to an additional 5% penalty fee for a total of 20%.*

Health Requirements

- All food vendors are required to have a health permit and will be inspected by the local Health Department. Please bring your current health permit to the Dogwood Festival for review by local Health Department officials. If you do not have a current and valid health permit, you will be asked to leave the Dogwood Festival and no refund will be given.
- All concession trailers are required to have a backflow prevention device. Trailers will be inspected the day of set-up by the Health Department. If there is not one on the trailer or it is incorrectly installed, you will be responsible for the cost to have it fixed.

Menu

- A menu, with prices, must be submitted with your application.
- The Dogwood Festival Committee is responsible for making food selections for the festival. Please note that certain menu items may be accepted while others may not. While we try to minimize duplicate or similar items, there may be other food vendors selling similar products to yours.
- Menu pricing should include sales tax.

Differences in Concession & Park Food Vendors

Please be sure to use the correct application for your type of food vendor outlined below:

- Concession Vendor - located in a designated food court area. Concession vendors require additional electrical needs and have a trailer or other approved stand.
- Park Food Vendor - located somewhere other than the food court in an outdoor craft vendor booth. Park Food vendors do not require special electrical, do not have trailer and do not have more than three menu items.