

FRIDAY 5th

APRIL 5 & 6 TWO FESTIVALS, ONE PRICE

SATURDAY 6th



DOWNTOWN DE QUEEN ♦ De Queen Ave & 2nd Street
Friday, April 05, 2024, from 5 pm to 9 pm



SEVIER COUNTY FAIRGROUNDS ♦ 903 S. Rockefeller Avenue, De Queen
Saturday, April 06, 2024, from 7 am to 5 pm

Vendor Application for BOTH FESTIVALS

Registration Deadline: March 25th, 2024

Return form & payment to:

Mail: PO Box 67, De Queen, AR 71832 ♦ In person: 913 W 13th Street, De Queen
870-Credit card by phone: 870-584-3225 ♦ For more info: dachamber@gmail.com

1. The Sevierly Dark Fest Committee will not provide tables or chairs.
2. Informational booths may bring a generator if electricity is desired. Limited electricity available.
3. Set-up Friday 5:00 pm-8:00 pm; Saturday 7:00 am-8:00 am. Please come to the ticket table to sign in. Staff will be on hand to help with your booth assignment.
4. You are responsible for your own set-up, and clean-up, including trash removal. Volunteers will be on hand to assist you if needed - just ask.
5. Booth fees must be paid in full with this completed form by the registration deadline of MARCH 25, 2024 to secure your booth space. Booth spaces are non-refundable unless the committee rejects your application.
6. Please read and follow the Behavior Policy: Our staff are expected to treat individuals with courtesy, respect, and fairness. Similarly, we expect our staff to be treated in the same way. We have a duty to protect the welfare and safety of staff. When individuals behave unacceptably or unreasonably, or exhibit aggressive or abusive behavior, they will be asked to leave and will forfeit any vendor fees.

Informational/Vendor Information

- \$50.00- 6x12 Informational Booth w/ Electricity (Non-Food)
- \$100.00- 6x12 Sale Booth w/ Electricity (Non-Food)
- \$150.00- 12x12 Food Vendor (Limited Space Available- Pre-Approval Required)

INCLUDE ME AS A FIESTA FEST VENDOR AT NO EXTRA CHARGE FOR BOTH FESTIVALS
*Please read, sign and return the Fiesta Fest 2024 Informational Table/Vendor Guidelines form.

Please describe the items you plan to sell; I will be selling (check as applicable):

Informational Booth Crafts Jewelry Food (type) _____ Other _____

Name: _____ **Date:** _____

Sales Tax No. (if applicable): _____

Name of Business (if applicable): _____

Full Address: _____ **City/State/Zip:** _____

Home Phone: _____ **Cell Phone:** _____ **Email:** _____

Please read the following guidelines and disclosure statement: All vendors will be required to set up by **8AM, SATURDAY, APRIL 6, 2024**. For the safety of our guests, all vehicles **MUST BE** off the designated area by **8:00 AM**. All vendors will be responsible for his/her own sales tax reporting. The Sevierly Dark Fest Committee wants to provide the best service to our vendors and guests with a wide variety of crafts and informational booth options. Therefore, we reserve the right to turn away vendor requests if we feel there is too much duplication of craft and food booths. Booth spaces are assigned on a first-come-first-served basis. However, this IS NOT a guarantee of placement in the celebration. Your application will be reviewed by the committee and you, the vendor will be notified of acceptance or denial. **We reserve the right to refuse any application for any reason.** We will not be held responsible for any products stolen, damaged, or misplaced. I also certify that the information I have given is true and correct. I also agree with any guidelines provided. I have read and agree to the above guidelines and statement as well as the attached food safety documents.

I have read and agree with the above guidelines and disclosure for the Sevierly Dark Festival vendors.

(Signature) _____ Date: _____

(Print Name) _____



2024 Informational Table/Vendor Guidelines

FRIDAY

APRIL 05, 2024

**DOWNTOWN DE QUEEN
5PM TO 9 PM**

1. UA Cossatot will not provide canopies or tables.
2. Informational booths may bring a generator if electricity is desired. **No electricity will be provided.**
3. Set-up between 3:30-5:00pm; Please come to the ticket table to sign in. We will have staff to help you with your booth assignment and set-up.
4. You will need to do your own set-up, and clean-up, including trash removal, but volunteers will be on hand to assist you if needed.
5. You will need to pay your booth fee in full and return the completed form by the registration deadline, March 25th to secure your booth space. Booth spaces are nonrefundable unless Fiesta Fest Organizer rejects your application.
6. We expect everyone to read, sign and follow the behavior policy described below. If you choose to not follow it, you will NOT be allowed back and/or be asked to leave.
7. Our staff are expected to treat individuals with courtesy, respect, and fairness. Similarly, we expect our staff to be treated in the same way. We have a duty to protect the welfare and safety of staff. When individuals behave unacceptably or unreasonably, they will be asked to leave and not be invited back. Aggressive or abusive behavior may include:
 - Behavior or negative remarks/language that may cause staff, volunteers, attendees, or other booth owners offended, afraid, threatened or abused including threats of physical harm or actual physical harm.
 - Personal grudges toward certain staff
 - Making serious allegations/remarks against staff/volunteers
8. This is an outside, weather permitting event. In the event that the festival is cancelled due to rain, registration fees are non-refundable.

Please read the following guidelines and disclosure statement All vendors will be required to set up on Friday, April 5th. For the safety of our guests, all vehicles **MUST BE** off the designated area by 5:00pm. All vendors will be responsible for his/her own sales tax reporting. UA Cossatot wants to provide the best service to our vendors and guests with a wide variety of crafts and informational booth options. Therefore, we reserve the right to turn away vendor requests if we feel there is too much duplication of craft and food booths. Booth space is assigned on a first-come-first-served basis. However, this IS NOT a guarantee of placement in the celebration. Your application will be reviewed by the Fiesta Fest committee and you, the vendor will be notified of acceptance or denial. We reserve the right to refuse any application for any reason. UA Cossatot will not be held responsible for any products stolen, damaged, or misplaced. I also certify that the information I have given is true and correct. I also agree with any guidelines provided. I have read and agree to the above guideline and statement as well as the attached food safety documents.

I HAVE READ AND AGREE WITH THE ABOVE GUIDELINE AND STATEMENT.

Signature _____ Date: _____

Printed Name: _____