



# Crawdad Days Festival

## 2018 Food Vendor Booth Agreement Rules & Regulations

**Event Dates May 18<sup>th</sup> and 19<sup>th</sup>, 2018**

The purpose of this agreement is to set forth the terms and conditions whereby the Operator is authorized by Crawdad Days to operate a Business Booth for the purpose of promoting and/or selling represented products under the following terms and conditions.

### TERMS AND CONDITIONS:

**COST** – In exchange for the right to promote and/or sell stated product (s) during the Crawdad Days event the Operator agrees to pay Harrison Regional Chamber of Commerce;

#### **Main Stage Location:**

2 days location \$450.00 for Food Vendors for Friday and Saturday.

#### **Park Locations:**

2 days location \$450.00 for Food Vendors for Friday and Saturday.

This price includes standard electrical provision (please see below for electrical detail). Vendor provides tents, tables, chairs, electrical cords, lights, etc. **All Water and Soda Products will be purchased from the Crawdad Days Festival for a designated price and sold for a designated price.** Ice can also be bought from the Festival.

### HOURS

Stage Side of Park	Friday, May 18	Food Vendors 11:00 am to 10:00 pm
	Saturday, May 19	Food Vendors 10:00 am to 10:00 pm
All other areas	Friday, May 18	Food Vendors 11:00 am to 10:00 pm
	Saturday, May 19	Food Vendors 10:00 am to 10:00 pm

**REPRESENTED PRODUCTS** – Only the product (s) and prices specified in the application will be allowed to be represented and/or sold at your booth during the festival. No changes may be made without prior consent of Merchandise Chairman or Event Director.

### PREMISES/BOOTH LOCATION/ELECTRICALNEEDS

- Vendor's general area must be left in the same condition as arrival; this includes picking up trash at and around booth.
- Location of Booth will be in block specified; exact location decision is made at the discretion of the event director and will depend on specific electrical needs.
- Operator must supply own extension cords.
- Operator agrees to operate all electrical equipment, including but not limited to lights and attachments, including all wiring in a safe, intelligent manner.
- Crawdad Days cannot be held responsible for accidents caused by Operator not accurately utilizing this system
- Operator agrees to use only designated receptacles in their pre-approved location.

## **ALL VENDORS IN THE STAGE AREA MUST USE A 50 AMP/250 VOLT RV PLUG ADAPTOR**

### **SET-UP AND DEPARTURE –**

- Vendor will receive an agreed upon set up time.
  - Thursday After 4:00 pm
  - Friday beginning at 7 am
  - OR by appointment
- Vendors will be prepared to open in accordance with the hours above.
- Vendors will receive an agreed upon departure time.
  - ALL vendors must present a paid receipt from Crawdad Headquarters prior to leaving the area.
- Food booths must be off the premises Sunday, May 20<sup>th</sup> at 12:00 pm

NOTE: Due to event layout and space requirements, vendor's vehicles cannot be parked along side vendor's booth. Vendors will be allowed to drop off merchandise and park in the designated area.

### **INDEMNIFICATION-**

- Food Vendor and Attraction Operator agrees to obtain commercial general liability insurance, including products, in an amount no less than \$1,000,000 for bodily injury and property damage from a company acceptable to the organizers.
- Vendor agrees to obtain liability insurance to protect Operator during the event and to provide Crawdad Days a certificate of insurance.
- Operator agrees to indemnify Crawdad Days and any activity of the Operator during the event.

### **TAXES –**

- Operator shall be responsible for the collection and payment of any tax upon the gross receipts as required by Arkansas Law.
- ARKANSAS SALES TAX – Operator must pay all sales tax to the state of Arkansas in compliance with state and local sales tax laws.
- **Food items – Any prepared food items sold are subject to a 1% A&P Tax. This tax will be collected at the end of the event.**

### **POP and ICE-**

ALL pop and ice must be purchased from the Chamber at a set price and sold at a set price. At the end of the event the Chamber will collect for all the pop and ice used by the vendor.

**TERMINATION RIGHTS** – Crawdad Days reserves the right to terminate the operation of the Operator at any time during the festival for any of the following reasons:

- A professional manner is not maintained by the Operator and its employees.
- Operator or its employees behave in a manner that could be construed as racist.
- Operator or its employees commit any act detrimental to the purpose of the event.
- Operator or its employees violate any provision of the Health Department.
- Operator or its employees fail to cooperate with event management staff.
- If Operator or its employees breach any of the agreements listed herein.
- **Vendor booth fees are non-refundable for vendor initiated cancellations or “no-shows.”**

**Per City Fire Marshal - all food vendors must have a fire extinguisher on hand.**

**Crawdad Days Festival reserves the right to remove any vendor not abiding to program rules or failure to follow the instructions of official representatives of Crawdad Days Festival.**



## Crawdad Days Festival

### 2018 Food Vendor Booth Application

Exhibitor Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Attach a DETAILED menu of items you will be serving at this event.**

2 days location \$450.00 for Food Vendors for Friday and Saturday

**Main Stage Area-12 slots**

**Park location-TBD slots**

**Food Booth/Trailer Size** \_\_\_\_\_ **Electrical Request** 110 \_\_\_\_\_ 220 \_\_\_\_\_

Requested set up time: Date \_\_\_\_\_ Time: \_\_\_\_\_

These items **MUST** be received **PRIOR** to be considered:

- Copy of vendor insurance
- Health Form complete, sign, and send in

MY contact Information:

Crawdad Days Music Festival  
Cherie Conner, Food Vendor Representative  
Email: [cconner@northark.edu](mailto:cconner@northark.edu)  
Phone: 870-688-5866 (please leave a message)

Harrison Regional Chamber of Commerce  
Kayla Tougaw- Events Coordinator  
621 E Rush, Harrison, AR 72601  
Phone: 870-741-2659

**Office use only: Application Number:** \_\_\_\_\_ **Date received:** \_\_\_\_\_

**Paid YES NO Insurance included YES NO Health Form YES NO**

[www.healthvarkansas.com](http://www.healthvarkansas.com)  
Pre-Operational Temporary Food Service Checklist

Event: \_\_\_\_\_ Date: \_\_\_\_\_

Event Contact Person: \_\_\_\_\_

Name of Temporary Food Unit: \_\_\_\_\_

I as the food vendor have the following available and am ready to operate (any item checked NO will require correction prior to serving food).

	Yes	No	Comments
<b>Facilities:</b>			
Water from Approved Source (public water)			
Sewage disposed of in approved manner			
Solid waste handled and disposed in approved manner			
Hand Wash Sink located onsite in the food preparation area and accessible at all times			
Hot (100°F) & Cold Water			
Soap			
Paper Towels			
Separate Sink with 3 compartments located onsite			
Sanitizer: <input type="checkbox"/> Bleach/Chlorine			
<input type="checkbox"/> Quaternary Ammonia			
Appropriate test strips available onsite			
Adequate on-site storage to maintain foods requiring refrigeration at 41°F or below			
Adequate on-site facilities to cook/re-heat foods to required temperatures before serving.			
Adequate on-site facilities to maintain hot foods at 135°F or above			
<b>Construction:</b>			
Walls and ceiling provide protection from entry of insects, weather, rodents, or other animals			
Overhead protection in place			
Walls: <input type="checkbox"/> screens <input type="checkbox"/> air curtain			
<input type="checkbox"/> other effective means to prevent insects			
If screens are not provided are they available?			
Floors are all-weather and effective to control dust and mud			
<b>Food Protection:</b>			
Workers are wearing hair restraints and clean clothes			
Food on display/storage covered or protected			
Food stored a minimum of 6 inches off floor/ground			
Food not stored in water, in un-drained ice, or in contact with ice to be used as food or drinks.			

I certify that the above information is correct, \_\_\_\_\_, (name) \_\_\_\_\_, (date)