



Riverfest 2018 - May 25 – 27
Food Vendor Application

Complete and sign the application and return it with a \$25.00 non-refundable application fee to Riverfest by March 15, 2018. **Complete one application per booth.**

A few important changes for the 2018 Riverfest.

Process: This is not a contract, this is an application and implies no authorization to work said event. RiverFest retains the exclusive right to determine those concessions which may operate at our events. Once RiverFest has received your application, you will be notified of acceptance. At that point, you will need to pay the deposit and other fees (detailed in this application) before the deadline (April 15th.) To hold a space – you are required to submit COMPLETE payment of fees.

Soft drinks and water: Vendors will be allowed to sell soft drinks and water. The soft drinks must be purchased through out preferred vendor (To be chosen). All soft drinks will be at the same sale prices for all vendors.

Payment: Vendors will be able to take payment at their location. The ‘River Bucks’ program will no longer be in use. Riverfest will have ATMS scattered through the event site.

Tents: No pop-up tents are allowed. All private tents must be properly anchored and able to pass the inspection of the City of Little Rock Fire Marshall and RiverFest staff. Permits from the City of Little Rock Fire Marshall must be pulled for any private tent. Vendors wishing to rent a tent at RiverFest’s volume pricing must do so on their entrance form. The tent provider will pull the City of Little Rock Fire Marshall permit on your behalf.

Insurance: All exhibitors/vendors must have commercial exhibitor/vendor insurance with liability limits of 1 million, listing [RiverFest, LLC, Universal Fairs LLC, Little Rock Convention and Visitors Bureau, The Clinton Presidential Center] as additional insured - NO EXCEPTIONS

Company Name: _____

Contact Person: _____

Booth Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Booth Name: _____

Menu Items - Detailed with Prices (excluding soft drinks and water)

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

Booth Name: _____

In the area below, please provide a detailed layout/footprint of your booth. Include dimensions, sales, prep, cooking, and storage areas. Also attach pictures of your area to this application.

FEES – These Fees will be due after your acceptance into the event.

Daily Sales Fees: 35% of Gross Sales due to RiverFest - Daily. Note – for 2018, vendors will be able to sell soft drinks and water. Sales forms will be disputed by RiverFest Staff and are due at the Show Office EVERY following morning. i.e.: settle for Friday (5/25) on Saturday (5/26) between 10AM- noon. Details on the process will be given during your application acceptance letter.

TENT RENTAL – Mark the Quantity (if needed)

- ___ 10' x 10' tent - \$150.00 EACH
- ___ 10' x 20' tent - \$225.00 EACH
- ___ 10' x 30' tent - \$285.00 EACH

SERVICES & AMENITIES (Check all that apply)

- ___ \$120 - Fresh water connection and gray water tank service.
- ___ \$50 - Re-supply vehicle pass – (restricted site access: 7AM-9:30 AM Saturday & Sunday)
- ___ \$40 - Parking pass at vendor lot - price per vehicle, (good for entire event)
- ___ \$75 - Golf cart permit – restricted to cart paths only.
- ___ Garbage pickup is included in the \$200 deposit. (Please keep your area clean or forfeit deposit)
- ___ \$30 - Additional Vendor Pass (Vendors will be issued a specific quantity based on booth size).

ELECTRICAL SERVICE FEES – Vendors have the responsibility for properly grounded service and panel.

- ___ \$250 - 20 - 99 Amps
- ___ \$500 - 100 – 150 Amps
- ___ \$200 - for 24 Hour Power (Availability based on location)

Notes and Offers

Menu Item Exclusivity – If you are interested in holding a menu item or category exclusivity – please email the RiverFest staff (jack@riverfestarkansas.com) to negotiate price.

Vendor Tickets Deal – Vendors have access to special pricing for RiverFest weekend passes. A \$30.00 reduced pass will be available for sale to vendors until April 1st. Sales are limited to 10 per vendor. Contact the RiverFest office for the coupon code.

Load-in Times and Event hours - Load-in will be based on booth location and size. Inform RiverFest if you require any special load-in accommodations or timing. All booths must be fully installed for the Health Department inspection. All vendors are required to be open during public festival hours. All locations must be removed by the end of the day on Monday, May 28th.

Questions?

Call RiverFest at 866-99FAIRS. Or email jack@riverfestarkansas.com. We are happy to answer whatever questions you may have.

**Return this fully completed application and \$25.00 fee to:
RiverFest - Attention - Exhibitor Services P.O. Box 1327, Cordova TN, 38088-1327**

RiverFest Toll Free: 866-99FAIRS - Fax (901) 867-7121 - Web: riverfestarkansas.com



Food Vendor Application 2018 Credit Card Authorization Form

Booth Name: _____

Contact: _____

Required items

- Completed Application
- Detailed footprint/layout
- Menu Items
- Photo of Set-up

Fees

\$____25.00_____ Application Fee

Credit Card Information

Card Type: _____ Card Number: _____

Expiration Date: _____ Security Code on back: _____

Billing Address and Zip: _____

Official Representative Signature: _____ Date: _____

Title: _____

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