



SpringFest Exhibitor Application
Saturday, April 15, 2017
10:00am to 5:00pm
 Dickson Street, Fayetteville, AR 72701
479-883-7394

Thank you for your interest in becoming a 2017 SpringFest vendor!

Circle the appropriate Category:

- Arts & Crafts**
- Business**
- Education**
- Non-Profit**
- Food**

- NAME: _____
- COMPANY NAME: _____
- ADDRESS: _____
- CITY: _____
- STATE: _____
- ZIP: _____
- CONTACT PHONE #: _____
- EMAIL: _____
- WEBSITE: _____
- Other image locations: _____
 i.e. Facebook, Instagram, Twitter

DESCRIPTION OF MERCHANDISE/BUSINESS:
 (7 words or less to be listed on event map)

Fees

Arts & Crafts/ Business/ Education _____ #booths
\$75-10x10

Non-Profit _____ #booths
\$25 - 10x10
 (w/ Non-profit requirements)

Food _____ #booths
\$100 - 10x10

You will need to provide your own table/ chairs/ electricity.

TOTAL \$ _____

\$20.00 non-refundable application fee for each category request will apply. The application fee will be applied to the booth fee, if accepted.

Balance due by Sat. April 8th
 Absolutely no refunds will be given.

By signing below, I verify that I have read the Exhibitor Application, Agreement, Rules and Requirements for SpringFest 2017 to be held on Saturday, April 15, 2017 in Fayetteville, AR. Further, I understand and agree to abide by the limitations and requirements of said applications. I acknowledge the authority of SpringFest to accept or reject any applications.

Signature: _____

Date: _____



SpringFest 2017 Agreement

PLEASE READ CAREFULLY:

1. Exhibitor agrees to indemnify, defend, protect, and hold harmless the sponsors, proprietors of location, and all its associates for any personal injury, loss, or damages to him/herself or any property loss or damages of any nature suffered by any person caused by the exhibitor. Exhibitor may not assign their contract for exhibit space or permit any other person to use part of said space.
2. Exhibitor agrees to hold harmless the sponsors, proprietors of the location, and its associates for any merchandise lost, stolen, or broken.
3. Exhibitor agrees that, should an accident occur within the exhibitor's space caused by the exhibitor's displays, products, or unsafe conditions, the exhibitor will be held liable. The exhibitor agrees to save and hold harmless sponsors, proprietors, and all said associates from liability resulting in such accidents.
4. Exhibitor agrees to read and be responsible for compliance with all the rules and regulations in this contract.
5. Exhibitor is responsible for product liability and accurate representation of products offered for sale.
6. SpringFest reserves the right to formulate additional rules and regulations if necessary for the betterment of the show.
7. Exhibitor is responsible for collecting sales tax according to Arkansas Gross Receipts Rules pertaining to special events (GR49.1). SpringFest will provide the appropriate form for reporting the sales and the exhibitor will complete the form and submit the collected sales tax to SpringFest at the conclusion of the event. An exhibitor that is exempt from collecting sales tax must include in its application a copy of the letter issued from the Department of Finance and Administration recognizing its exemption. An exhibitor that has its own sales tax permit issued by the State of Arkansas must include a copy of said permit with its application and will be responsible for reporting sales and submitting collected sales tax directly to the Department of Finance and Administration.

SpringFest 2017 Rules & Requirements

1. This is a rain or shine event.

2. There will be a \$25 per space rented late fee added for payments received after Sat. April 8, 2017. You will forfeit your space and deposit if payment is not received by Wed. April 12, 2017. If you are unable to attend, please notify SpringFest as soon as possible.
3. Exhibitor placements are based on several items including, but not limited to, date contract received, overall product mix, and number of booths rented.
4. Event date is Sat. April 15, 2017.
5. Exhibitor set up is Saturday, April 15th from 6:00am-9:30am. Regular event hours are 10:00am-5:00pm. Please unload and immediately remove your vehicle from the loading area. All vehicles must be removed from loading area 60 minutes prior to the start of the event.
6. Take down your display immediately following the show on Saturday by 6:00pm. **The street must be clear to reopen by 6:00pm.**
7. Be aware of and take action to prevent shoplifting from occurring in your booth. Be in your space during the entire event.
8. Keep your spaces neat in appearance, restocked, and staged in accordance with SpringFest standards (see rule 11). Assist your customers with loading merchandise and provide customer service. Checkout, merchandise, and all display must be kept within your designated space.
9. Remove and take all trash belonging to you.
10. All back stock, moving equipment, and packing products (boxes, tubs) must be stored out of sight.
11. No selling of any offensive/dangerous merchandise, as this is a family event. Merchandise must be clean, in good condition, clearly priced, and in keeping with the season, price range, and image of SpringFest. SpringFest reserves the right to refuse any merchandise deemed unsuitable.

12. SpringFest does not supply backdrops or partitions; vendors will bring their own if they desire. We ask that tables are covered.
 13. Park toward the back of any parking lot in consideration of our attendees.
 14. Help with promotion of event via postcard and poster distribution along with your preferred social media.
 15. Keep fire aisles free and clear. Make access in and out of your booth as easy as possible. You must keep a household fire extinguisher accessible in the Booth at all times in accordance with fire codes.
 16. Tents MUST be weighted down (50 lbs. suggested).
 17. SpringFest is a juried event. SpringFest reserves the right to refuse any vendors we feel do not fit with the theme of the event. Please provide photos or list a website with your contract to assist in this process. If accepted, you will receive a notice of acceptance.
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Arts & Crafts Category (includes antique/ vintage goods)

Photos and description of items or products must be submitted with application. Please attach additional information to the application, if helpful.

Business Category

Photos and description of items or products must be submitted with application. Please attach additional information to the application, if helpful.

Education Category

Description of the topic must be submitted with application. Please attach additional information to the application, if helpful.

Food Category

Food vendors should be festival or carnival food (Kettle corn, funnel cake, etc.). We will take applications on a first-come, first-serve basis to avoid duplication of food options. Please attach additional information to the application, if helpful.

Non-Profit Category

Description of non-profit must be submitted. Please attach additional information to the application, if helpful. You must include on your application the federal employer identification number issued to your non-profit organization. For a discounted booth, the non-profit organization must set up a carnival style game or an arts/crafts activity for kids and adults. The game/activity must be approved by SpringFest to avoid repetition. If you do not want to participate with a game or activity, then you will have a booth fee of \$75.00.

Submit Applications to:

SpringFest Attention: Cami English, 1421 E. 15th Street, Fayetteville, AR 72701

Make Checks payable to Habitat for Humanity of Washington County, AR

Please contact Cami English with any questions or concerns.

Cami@habitatwashingtoncoar.org or 479-883-7394

Or call the Habitat Office 479-575-9696

State of Arkansas
Department of Finance and Administration
Sales and Use Tax Section

ST 370

Special Events Sales Daily Tax Report Schedule

Promoter Reporting Number: _____

Special Events Promoter: Habitat for Humanity Washington

Event Name: SpringFest 2017

Event Date: April 15, 2017

Event Location: Dickson Street/WAC Lot - Fayetteville

Event Number: _____

BOOTH OPERATOR/VENDOR SECTION

Vendor Name:	Sales Tax Permit Number:	Booth Number:
Vendor Location Address:		
City, State, Zip Code:		
Vendor Mailing Address (if different than Vendor Location address):		
City, State, Zip Code:		
FEIN:	Vendor Phone Number:	

SALES TAX COMPUTATION SECTION (State, County, and City combined)

Date of Sales Activity: April 15, 2017

GROSS RECEIPTS	X	TOTAL TAX RATE .0975	=	TOTAL TAX DUE
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Make check(s) payable to Department of Finance and Administration

Vendor Signature

Date

Please see instructions on the next page

Instructions for Form ST370

General Information

The Special Events Sales Tax Report Schedule is a form used by Special Events Promoters. The Promoter will give this form to the booth operators / vendors to complete and report their sales tax collections. It is to be completed and turned in to the Special Events Promoter daily.

Promoter Section Instructions

1. PROMOTER REPORTING NUMBER: The Special Events Promoter inserts his Reporting Number in this blank.
2. SPECIAL EVENTS PROMOTER: Special Events Promoter inserts his name in this blank. NOTE: promoter could use a rubber stamp for the reporting number and name.
3. EVENT NAME: Insert Name of Event. Example is "Big Event Festival"
4. EVENT DATE: Enter the date of each collection.
5. EVENT LOCATION: Insert City/State where the event is taking place.
6. EVENT NUMBER: Insert Event Number assigned by DFA if applicable.

Booth Operator/Vendor Section Instructions

7. VENDOR NAME: Insert Booth Operator/Vendor name in this block.
8. SALES TAX PERMIT NUMBER: Insert Booth Operator/Vendor Sales Tax Permit Number if applicable.
9. BOOTH NUMBER: Insert Booth Number assigned by Promoter if applicable.
10. VENDOR LOCATION ADDRESS: Insert Booth Operator/Vendor Location address. (Do Not Use PO Box)
11. CITY, STATE, ZIP CODE: Insert Booth Operator/Vendor Location City, State and Zip Code.
12. VENDOR MAILING ADDRESS: Insert Booth Operator/Vendor Mailing address. (if different than Location address)
13. CITY, STATE, ZIP CODE: Insert Booth Operator/Vendor Location City, State and Zip Code.
14. FEDERAL ID NUMBER: Insert Booth Operator/Vendor Federal Identification Number.
15. VENDOR PHONE NUMBER: Insert the booth operator/vendor contact phone number.

Sales Tax Computation Section Instructions

13. DATE OF SALES ACTIVITY: Insert the Date the Sales Activity occurred. The Special Events Vendor are required to file daily reports with the organizer or promoter of the event and remit daily sales tax along with this form.
14. GROSS RECEIPTS: Insert total Gross Receipts for the day.
15. TOTAL TAX DUE: Insert Total Tax Due by multiplying Gross Receipts by Total Tax Rate (State, County, and City combined).

Make check(s) payable to Department of Finance and Administration