



## Food Vendor Application for Winter Market at Two Rivers Park

Please complete and sign the application and return it with a \$100.00 non-refundable application fee to the Pulaski County Public Works office by October 19, 2016. This deadline will be strictly enforced. No checks will be accepted after the deadline. Please be sure to include a photograph of your operation with your completed application. Applicant must provide its own source of power.

After reviewing all applications, the Winter Market Committee will select the Vendors to participate at the market. Please keep in mind that the Winter Market Committee may change each year and that the selection criteria will be based on factors that are listed in the Information Packet. Do not assume that this year's committee is aware of your operation or any particular needs you may have.

ORGANIZATION/VENDOR NAME

\_\_\_\_\_  
Contact Person (Mr. / Ms.)

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
City / State / Zip

Email

Address \_\_\_\_\_

Cell ( ) \_\_\_\_\_

Business ( ) \_\_\_\_\_

Fax ( ) \_\_\_\_\_

Please include the requested information below regarding trailer and its size, including the tongue, a cart with size, and whether you are requesting outside space for prep or extra storage. Applicant must provide its own source of power.

**TRAILER SPACE:**

Length of concession trailer\*, including tongue\_\_\_\_\_

**2<sup>nd</sup> TRAILER LOCATION, IF SELECTED, AND GIVEN THE OPPORTUNITY:**

Length of concession trailer\*, including tongue\_\_\_\_\_

\*Please complete the attached diagram (page 11A) and attach a photo of your trailer

**OUTSIDE SPACE:**

Number of feet required: \_\_\_\_\_

Describe how outside space will be used:

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**CART SPACE:**

Number of carts \_\_\_\_\_

Size of cart \_\_\_\_\_

## MENUS AND PRICES

Please include a list of your proposed menu and prices in \$1.00 increments. The Winter Market committee is always seeking a variety in the food choices offered to our market-goers. Please list all of the food items that you have the ability to prepare. This will be a factor in your selection, as well as your ability to offer "half-portions". Winter Market will require each food vendor to offer a menu item for \$5 or less. Prices must be in increments of \$1.00. Vendors wishing to display other signs or banners outside of your tent must submit an accurate photograph with this application. All signs must be pre-approved by Winter Market. Winter Market reserves the right to remove any sign that is not pre-approved.

NO ALCOHOLIC BEVERAGES may be sold by food Vendor unless pre-approved but nonalcoholic beverages are welcome. If Vendor is found in violation of this policy, Vendor food location will be immediately shut down and you will be asked to leave the premises at the close of the market and will not be allowed to reapply for future events.

Menu Item(s)	Price(s)
1. _____	\$ _____ .00
2. _____	\$ _____ .00
3. _____	\$ _____ .00
4. _____	\$ _____ .00
5. _____	\$ _____ .00
6. _____	\$ _____ .00
7. _____	\$ _____ .00
8. _____	\$ _____ .00
9. _____	\$ _____ .00

## REFERENCES

Please list at least three (3) references (i.e., State Fairs, Festivals, Riverfest, Restaurants, etc.) and any other relevant experience:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Other: \_\_\_\_\_

## **IMPORTANT DATES, DEADLINES AND FEES**

Winter Market at Two Rivers park 2016: November 19<sup>th</sup>  
11AM – 8PM

Food Vendor Space Fee: \$100.00

DEADLINE FOR Registration & Fees: October 19<sup>th</sup>

### **Setup and Signage**

Final setup and display will be reviewed by Winter Market Staff and is subject to approval. Applicant must provide its own source of power.

## **FOOD VENDOR REGULATIONS AND REQUIREMENTS**

### **HOURS OF OPERATION**

The Food Vendors shall be open for business and operated by Vendor during the entire time that Winter Market at Two Rivers Park is open to the public.

Festival hours are:

**Saturday, November 19<sup>th</sup> 11:00 a.m. -8:00 p.m.**

### **PRODUCT GUIDELINES AND LIMITATIONS**

- A selected participant can only sell those types of items listed on his/her application. Participants may not sell any additional items outside of their represented product line without prior approval from Winter Market at Two Rivers Park. This is to ensure a variety of unique products throughout the festival.
- If there is a particular item that does not meet Winter Market at Two River Park guidelines, we will contact you prior to acceptance of your booth fee.
- Arkansas sales tax of 9% (subject to change) must be charged on all sales. Exhibitors are solely responsible for collecting, reporting and paying all sales tax collected. Forms are included in the information packet provided at check-in. The Department of Finance & Administration will be on-site to collect these taxes daily.
- Artist/Merchant participants may not sell any drug paraphernalia, tobacco products, weapons, umbrellas with any type of point; plastic or metal, (Must have button top.) or studded jewelry of any kind.

*Note: Failure to comply with these Guidelines and Limitations will result in removal from the Festival. Winter Market at Two Rivers Park will incur no expenses associated with the closing of the booth.*

## **LOAD IN/OUT**

Load in will begin at 8:00 AM on Saturday, November 19<sup>th</sup>. No Vendors will be permitted to setup after 9:30 AM. All vehicles must be out of festival area no later than 10:00 AM.

Load out cannot begin until festival is closed and has been cleared of the public. Festival staff will notify you when you may begin loading out your booth.

## **ALL APPLICANTS**

Complete and return your application as soon as possible along with a \$100 non-refundable application fee. Participants who attended last year's event will be given a 10% discount on this year's application fee. As part of the application, representative photos must be submitted. Submit a showcase of your work with up to 10 representative photos of the types of items you will sell at Winter Market at Two Rivers Park and examples of your booth display.

There are two options for submitting photos:

- 1) Via e-mail to [lhaile@pulaskicounty.net](mailto:lhaile@pulaskicounty.net)
- 2) Via mail or courier along with your completed application and deposit. All materials will remain the property of Winter Market at Two Rivers Park.

## **Producer:**

Winter Market at Two Rivers Park  
Pulaski County Public Works Department  
3200 Brown Street  
Little Rock, AR 72204  
Phone: 501-340-6800  
Email: [lhaile@pulaskicounty.net](mailto:lhaile@pulaskicounty.net)



**THE FOLLOWING IS YOUR APPLICATION**

**PLEASE RETURN ALL OF THE FOLLOWING PAPERWORK TO INCLUDE:**

\_\_\_\_\_ COMPLETED APPLICATION WITH SIGNATURE

\_\_\_\_\_ \$100 NON-REFUNDABLE APPLICATION FEE

(Money Order, Cashier's Check, or Check)  
(Payable to: Pulaski County Facilities Board)

\_\_\_\_\_ DESCRIPTIVE PHOTOS OF YOUR FOOD TRUCK &  
REQUESTED SIGNAGE

\_\_\_\_\_ DESCRIPTIVE LIST OF MENUS AND PRICES



**Winter Market at Two Rivers Park  
ARTIST/MERCHANT APPLICATION**

Contact Name:		
Business Name:		
Address:		
City, State & Zip		
Day Phone:	Cell Phone:	Fax:
Email address:		
Website:		

Please provide a price range of your merchandise: \_\_\_\_\_

Did you participate at 2015 Winter Market? Yes \_\_\_ No \_\_\_

<p>Please write any special requests and/or site needs here:</p>   <p><i>We will make every attempt to accommodate special requests. Please be aware special requests are not guaranteed.</i></p>
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*Enclosed please find my application and non-refundable application fee to participate in Winter Market at Two Rivers Park 2016 as a Merchant/Vendor. If accepted to participate, I agree to assume full responsibility for my conduct and for all property I will bring on the premises, and I will not hold Winter Market at Two Rivers Park or anyone else responsible for any damages or personal injury or theft or any act that may occur at Winter market at Two Rivers Park. I agree to carry liability insurance and I will provide proof of such insurance. I understand that my name and or business name and any photos may be used for promotional and/or informational purposes. **I understand that once accepted, all fees are non-refundable.** I have read and agree to abide by all rules and regulations.*

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Signature \_\_\_\_\_ Date \_\_\_\_\_

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Printed Name \_\_\_\_\_

Method of payment: (Payable to: Pulaski County Facilities Board)

- Money Order     Cashier's Check/or check

**Please mail all items to:  
Pulaski County Public Works Department  
Attn: Latisha Haile  
3200 Brown Street  
Little Rock, AR 72204**