



## **FOOD VENDOR APPLICATION FOR FESTIVAL IN THE PARK AT TWO RIVERS**

Thank you for your interest in being a part of Festival in the Park at Two Rivers. Pulaski County and the Pulaski County Two Rivers Park Facilities Board host this event as a way to introduce one of the counties hidden gems— Two Rivers Park. The festival will be held from noon to 7 p.m. on Saturday, September 30 and will feature games, live music and activities for everyone.

If you would like to be a food vendor, please complete and sign the application and return it with a \$150.00 non-refundable application fee to the Pulaski County Public Works office by August 1, 2017. This deadline is 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 Festival in the Park Committee will select the vendors to participate at the festival. Please keep in mind that the committee may change each year and that the selection criteria is 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.

### **A COMPLETED APPLICATION MUST INCLUDE THE FOLLOWING:**

- Completed Application with Signature
- \$150 Non-Refundable Application Fee (Money Order, Cashier's Check, or Check)
- Photo of your truck/cart
- Copy of Arkansas Department of Health License
- Proof of General Liability Insurance

## IMPORTANT DATES, DEADLINES AND FEES

Festival in the Park at Two Rivers:	September 30, 2017 Noon – 7PM
Food Vendor Space Fee:	\$150.00
Deadline for Registration & Fees:	August 1, 2017

## 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 Festival in the Park at Two Rivers is open to the public.

Festival hours are:

**Saturday, September 30, 2017 from noon to 7 p.m.**

### SETUP AND SIGNAGE

Final setup and display will be reviewed by Festival in the Park Staff and is subject to approval. Applicants must provide their own source of power.

### 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 Festival in the Park at Two Rivers. This is to ensure a variety of unique products throughout the festival.
- If there is a particular item that does not meet Festival in the Park at Two Rivers 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.
- Food vendors must provide a copy of the Arkansas Department of Health License and proof of general liability insurance
- 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. Festival in the Park at Two Rivers will incur no expenses associated with the closing of the booth.*

## **LOAD IN/OUT**

Load in will begin at 10 a.m. on Saturday, September 30. No vendors will be permitted to setup after 11:30 AM. All vehicles must be out of festival area no later than 11:00 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 \$150 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 Festival in the Park at Two Rivers and examples of your booth display.

There are two options for submitting photos:

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

## **PRODUCER:**

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



**Festival in the Park at Two Rivers  
Food Vendor Application**

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

Did you participate at 2016 Winter Market? Yes \_\_\_ No \_\_\_

**TELL US ABOUT YOUR FOOD TRUCK/CART**

Food Truck Space:

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

2<sup>nd</sup> Food Truck Location (if selected, and given the opportunity):

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

Outside Space

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

Describe how outside space will be used: \_\_\_\_\_

Food Cart Space:

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

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

***Remember to include a photo of your truck/cart with the application. Applicants must provide their own source of power.***

**MENUS AND PRICES**

Please include a list of your proposed menu and prices in \$1.00 increments. The Festival in the Park committee is always seeking a variety in the food choices offered to our festival-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." The festival 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 Festival in the Park. Festival in the Park 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 a 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 festival 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

**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: \_\_\_\_\_

Enclosed please find my application and non-refundable application fee to participate in Festival in the Park at Two Rivers 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 Festival in the Park at Two Rivers or anyone else responsible for any damages or personal injury or theft or any act that may occur at Festival in the Park at Two Rivers. 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:

- Money Order       Cashier's Check/or check

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