

Arf-Fest 2008 Vendor Information/Application

Arf-fest is a festival produced by the Springfield Regional Arts Council for the purpose of promoting Springfield Regional Arts Council and Springfield Animal Advocacy Foundation in Springfield Missouri.

Date:	Sunday, April 27, 2008
Festival hours:	1:00-6:00p.m. <i>(All vendors must remain on site at their booths during festival hours.)</i>
Set-up Time:	8 a.m. Sunday, April 27, 2008
Tear-down Time:	6 p.m. Sunday, April 27, 2008 (vehicles cannot enter booth area until 7 p.m.)
Location:	Jefferson Avenue Footbridge on Commercial Street
Application Deadline:	Friday, April 25, 2008

The signed (vendor) hereby submits its application to participate as a vendor in Arf-fest and agrees to the following terms and conditions.

- Booth Placement:** Accept vendor space as assigned. At any time prior to the start of the festival the Arf-Fest Committee reserves the right to change or relocate booths onsite, for any reason. The Arf-Fest Committee is the final authority in assigning space.
- Use of Space:** All marketing used to promote your booth, including sandwich boards, décor, entry boxes, etc. must remain **flush** and/or **inside** your designated booth space.
- Vendor Rules:** Conduct business in a manner most likely to enhance the success of the event. Failure to do so can result in the dismissal of the vendor from the Arf-fest festival. Vendor must remain in the booth at all times during the festival hours.
- Good Neighbor Policy:** Vendors are asked to observe the "Good Neighbor Policy" at all times. Vendors respect the privacy of neighboring vendors while conducting business in their booths.
- Trash Disposal:** Maintain vendor space in a neat and clean condition throughout the Arf-fest festival. Dispose of all trash as directed by Arf-Fest Committee. Failure to dispose of all trash will result in a \$50 fine.
- Show Hours:** Vendor MUST remain on site during festival hours and NOT pack-up items prior to 6 p.m. on Sunday, April 27th.
- Set-up and Tear down of Exhibits:** Set up begins Saturday at 8 a.m. Remove all vehicles from event premises to designated parking area by 11:30 a.m. Tear-down for the event will begin 6 p.m. however no vehicle can enter the festival site until 7 p.m. Instructions for unloading and loading will be given prior to event.
- No-Show Policy:** Vendor forfeits all rights to, and fees paid for, a vending space if vendor fails to occupy space on Sunday, April 27th, by Noon.
- Electricity:** Electricity is available during festival hours for purchase at a cost of \$15 to vendor. Any unauthorized use of electricity will result in a fine to vendor. Vendor must supply all extension cords, at least 100 ft in length.
- One Day Vendor Permit:** All vendors selling items must obtain a One Day Vendor's permit from the City of Springfield. These permits are available through the Licensing Division of the Finance Department at the e-mail licensing@ci.springfield.mo.us or by phone at 417 864-1617.
- Indemnification:** Defend and Indemnify Arf-Fest, Springfield Regional Arts Council, its employees, officers, director and members from any and all claims and responsibility for personal injury sustained by Arf-Fest, Springfield Regional Arts Council, its agents or employees in or around the event area or damage to, or the loss, theft or destruction of personal property.
- Additional Space:** The Arf-Fest Committee will consider requests for additional space and notify vendor of its decision and additional expense in a timely manner.

The Arf-fest Committee is unable to provide guaranteed exclusivity to any participant.

For questions please contact Kristin at kristinfarr@yahoo.com or Mary at marycollette@netzero.net

Arf-Fest 20087

Vendor Application

April 27, 2008

Application Deadline: Friday, April 25, 2008

Jefferson Avenue Footbridge on Commercial Street

Business Name: _____ On-Site Contact Name: _____

Address: _____ City/State: _____ Zip: _____ Fax #: _____

Business Phone: _____ On-Site Cell Phone: _____

E-mail: _____ Website: _____

Check List:

_____ Completed application(s)

_____ One day vendor Permit

_____ Check

Vendor Fees: *All fees are non-refundable**

_____ \$50 Vendor Reservation fee

_____ \$100 Food Vendor fee

_____ \$15 Electricity

_____ Total Cost

**Make Checks Payable To:
Springfield Regional Arts Council
411 N. Sherman Parkway
Springfield, MO 65802
Phone: 417.862.ARTS (2787)**

The below named vendor hereby submits its application for participation in Arf-fest. By signing this application and checking the boxes below, the Vendor accepts and agrees to all requirements of the above application including the attached terms and conditions.

- I understand that the Arf-Fest reserves the right to restrict certain items due to contract exclusivity with Festival Sponsors.
 I understand that the Arf-Fest reserves the right to terminate participation at any time if the deadlines and obligation of participation stated in this application and rules and regulations are not upheld by the participating vendor as stated below.

Note: All additional needs or services, above and beyond what is listed above are to be arranged and paid for by the participating vendor through the show organizers, the Arf-Fest Committee.

Signature _____ Date _____

Print name _____ Title _____