



City of Tontitown
201 East Henri De Tonti Blvd
Post Office Box 305
Tontitown, AR 72770
Phone (479) 361-2700 Fax (501) 421-0012
adminasst@tontitown.com

1st Annual Tontitown Grapevine Craft Fair

Dear Arts and Crafts Vendor,

We are pleased to announce the 1st Annual Tontitown Grapevine Arts and Crafts Fair, May 6, 7, and 8, 2016. The fair will be held at Harry Sbanotto Park 235 E. Henri De Tonti Blvd, behind the City Hall and the Tontitown Historical Museum. Harry Sbanotto Park has been a gathering place for children and families since the mid-seventies offering playgrounds, pavilions, a gazebo, tennis courts and a baseball field.

The event will be held Friday, Saturday and Sunday, May 6th, 7th and 8th at the park. There will be spaces available with electricity for food vendors only with an additional fee. All other spaces will not have electricity. All spaces are outside.

The Tontitown Grapevine Craft Fair wishes to invite all vendors to review the general guidelines and regulations and submit an application. If you have any questions please visit our website at www.tontitown.com or call us at 479-361-2700.

We welcome you to our city and hope you will join us for a great weekend of fun, food and crafts!

Lori Bolen
Assistant to the Mayor
City of Tontitown

CITY OF TONTITOWN



Post Office Box 305 • Tontitown, AR 72770

Phone: 479-361-2700 • Fax: 501-421-8774 • adminasst@tontitown.com

Tontitown Grapevine Craft Fair

May 6, 7 and 8, 2016

The City of Tontitown is pleased to announce the 1st annual Tontitown Grapevine Craft Fair. This event will be held at the Harry Sbanotto Park 235 E. Henri De Tonti Blvd in Tontitown, AR.

All spaces will be outdoors with electricity available for food vendors only.

Show Hours: May 6, 7 and 8 from 8:30am to 5:00pm. Set up is Thursday from 10:00-5:00pm

Deadline: A signed application along with your full payment must be submitted to the office no later than March 25, 2016. Spaces are on a first come first serve basis, and will only be reserved once we have received the signed application/exhibitor agreement and payment. There will be a 50% refund if cancellation is made by April 1, 2016. No refunds thereafter.

Display: Exhibitors may display and sell only that craft category or art medium for which they are approved. Commercial and manufactured items will not be allowed. No exhibitor may transfer the exhibit space without prior approval. Display props such as pegboard, racks, backdrops, shelves, etc. are to be provided by the exhibitor. No operations out of a vehicle or trailer and no generators permitted. No sale or discount signs are to be displayed.

Exhibition Fees: All booth spaces are 12x12 and cost \$100. They are all located outside and are not covered but you may bring your own covering provided that the covering does not exceed the exhibitors allotted space. Exhibitors are advised to bring necessary protection to safeguard their product from the elements. Tent weights are recommended (cinder blocks, 5 gal water jugs) but you may use stakes. We do not rent tables. **Food Vendors:** Electricity is limited and is an additional \$20.00 per space. (20 amps) Please be specific in the amount of electricity you require and what the use will be for. No water or ice will be available. Security will be on site at night. Collecting and reporting of sales tax is each craftsperson's responsibility. We accept no liability for sales tax collection.

Photo: This is not a juried show. We do request that you submit two photos of your work and one photo of a previous booth display (if applicable) with your application. Photographs will not be returned. *We do not guarantee exclusivity to exhibitors.*

The Tontitown Grapevine Craft Fair reserves the right to remove any artist or craftsman for misconduct or violation of the general rules and guidelines.

The Tontitown Grapevine Craft Fair offers free admission to this event and charges no commissions. For any information about rules or fees please contact Lori Bolen at 479-361-2700 or adminasst@tontitown.com. For issues during the event, please contact Lori Bolen at 479-287-2181. If an exhibitor fails to return the signed agreement and applicable fees to our office by the deadline, the exhibitor's space will be forfeited and another exhibitor may be selected for that space.



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EXHIBITOR APPLICATION/AGREEMENT

Exhibitor Name(s) _____

(Please Print)

Company Name _____ Website _____

Mailing Address _____ City _____ State _____ Zip _____

Phone _____ Cell _____ E-mail _____

Special Request _____

Arts & Crafts items to be exhibited at the fair: _____

**ALL BOOTHS ARE 12X12. NO ELECTRICITY IS AVAILABLE EXCEPT FOR FOOD VENDORS.
Each craft booth is \$100.00 for the entire fair. Food vendors are \$120.00 with electricity.**

Booth assignments will be given to exhibitors upon check-in. While every effort will be made to grant the exhibitors special request, there is no guarantee this request will be granted. The Tontitown Grapevine Craft Fair reserves all rights and opinions as to booth assignments. Spots will be reserved on a first come first serve basis and will only be reserved once we have received the signed EXHIBITOR AGREEMENT, RELEASE FROM LIABILITY AND INDEMNITY AGREEMENT and full payment. No deposits will be accepted. Payment must be in full to reserve a rental space. Payment must be received by March 25, 2016. Please make checks payable to The City of Tontitown and mail to: PO Box 305, Tontitown, AR 72770. All fees are **non-refundable**.

For Credit Card Payments: Visa or MasterCard ONLY

Card No. _____

Name as it appears on the card _____ Exp. Date _____

3 Digit CVV Code on the back of card _____

Signature _____

I have read the enclosed regulations and understand all of the requirements. I further understand that all fees are non-refundable. Any exhibitor not checked in by 2:00 pm on Thursday will lose their space with no refund. I also understand that I am responsible for protecting my property and merchandise from damage or loss.

This signed application, after it has been approved and accepted by the City of Tontitown, constitutes a contract between the Fair (City of Tontitown) and the Vendor to use an assigned space. Fair staff has the right to reassign or change any space.

Liability: The undersigned does hereby release, discharge, hold harmless, and waive any claims it may have, claim, or assert against the Tontitown Grapevine Craft Fair or the City of Tontitown, its staff, volunteers, and elected officials that arise out of or are related to this agreement. Further, the undersigned agrees to indemnify the same for any claims that arise out of or are related to this agreement and the acts or omissions of the undersigned or its agents. The undersigned agrees that it will abide by all show rules and regulations and all applicable federal, state, and local laws and regulations.

Signature _____

Date _____



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FOOD VENDOR APPLICATION/CONTRACT

Name of Business: _____

Contact Name: _____

Address: _____

Telephone: _____ Mobile _____ Landline _____ (check 1)

Email Address: _____ AR State Sales Tax Permit # _____
(If you have one)

Food vendors must comply with Arkansas Health Department regulations and must carry proper insurance. Sales tax must will be collected from each vendor without an AR Sales Tax Permit. Forms will be given out at setup and must be turned in before leaving the site on the final day of the event.

Proposed Menu: List all food items you are interested in selling and their prices.

If any food will not be prepared on site, please explain: _____

Electrical Requirements:

Please list all electrical equipment, voltage and amperage needed.

Appliance

Voltage

Amperage

References: Please list 2 of the events for which you have previously participated in.

Event

Contact Person

Phone Number

Please include 3 photos of your setup showing awnings and serving positions.

Payment is due in full with completed application. Send to the address above.

Please make checks payable to: City of Tontitown

If you wish to pay by VISA/MC, please complete ALL of the following information:

Name on Card: _____
5-digit billing zip code: _____
Card Number: _____
3-digit CVV Code from back of card: _____

GUIDELINES FOR FOOD VENDORS

Set up will be from 10:00am to 5:00pm Thursday May 5th. Each space is 12x12 and cost \$120 with electricity. Spaces are not transferrable. Cancellations made before March 25, 2016 will receive a 50% refund. No refunds thereafter. No refunds will be made in case of cancellation due to inclement weather. Vendors are advised to bring necessary protection to safeguard their product from the elements. There is no application fee or commissions.

Food Vendors **MUST** have the following:

1. A 2A10BC fire extinguisher with current service tags is required in any booth or trailer where open flames are present.
2. Cooking equipment involving solid fuels or vegetable or animal oils and fats shall be protected by a Class K rated portable extinguisher with a current service tag. (a minimum 2.5 gallon (9L) or two 1.5 gallon (6L) Class K wet-chemical portable fire extinguishers)
3. Propane tanks must be secured in an upright position using elastic or ratchet straps or chains to prevent tip over. Propane tanks and all connections will be tested for leaks prior to use.
4. Extension cords are to be 12 to 14 gauge wires and must be in good condition. Extension cords must be unplugged at the end of each day and shall be located in such a manner as to not pose a trip hazard.
5. Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted within 20 feet of a tent unless approved by the Fire Marshall.

No water or ice will be available.

This signed application, after it has been approved and accepted by the City of Tontitown, constitutes a contract between the Fair (City of Tontitown) and the Vendor to use an assigned space. Fair staff has the right to reassign or change any space.

Liability: The undersigned does hereby release, discharge, hold harmless, and waive any claims it may have, claim, or assert against the Tontitown Grapevine Craft Fair or the City of Tontitown, its staff, volunteers, and elected officials that arise out of or are related to this agreement. Further, the undersigned agrees to indemnify the same for any claims that arise out of or are related to this agreement and the acts or omissions of the undersigned or its agents. The undersigned agrees that it will abide by all show rules and regulations and all applicable federal, state, and local laws and regulations.

Sign _____

Date _____



Booth Spaces in Sbanotto Park
12' x 12' Spaces

- Lot A
- Lot B
- Lot C
- Lot D

Numbers greater than "99" begin with a "0"