

Vendor Application

Handmade Winter Market at Christmas on the Creek
3-6 p.m. on Saturday, November 24, 2018
Shiloh Square pavilion
Downtown Springdale

Business or Organization _____

Primary Contact _____ Phone _____

Email _____

Website or social media page _____

Please list/briefly describe the item(s) you wish to sell at the market:

Where will these items be made? _____

Attach photos to this application if possible, or send to Jennifer Joyner, jennifer@downtownspringdale.org.

You also may email this application to that address or mail it to:

Jennifer Joyner c/o Downtown Springdale Alliance
110 W. Emma Ave.
Springdale, AR 72764

The fee is **\$50** to participate in the 2018 Handmade Winter Market. This is due before the start of the event. Any vendor wishing to cancel a space reservation for reasons of their own must do so in writing. If cancellation by the vendor is made on or after November 17, 2018, the vendor is still expected to pay the \$50 participation fee.

The fee is \$40 for nonprofit organizations.

Guidelines for Selling

- 1) All products must be produced locally, within Washington, Benton, Madison, or Carroll counties in Arkansas, within 100 miles of Springdale, or through special permission by the event manager (Downtown Springdale Alliance).
- 2) Items may not be purchased elsewhere for resale at the market.
- 3) All crafts sold at the market must be original in nature, meaning component materials are sufficiently altered from their original state to demonstrate fine craftsmanship. No crafts will be permitted that are derived from kits. All crafts will be approved by event manager.
- 4) Sellers must post prices. It is expected that prices will be fair to consumers. Post-It notes or loose paper are not allowed for use in pricing products.
- 5) All artwork and display items are subject to management approval. Displays should reflect the nature of the market and the products sold at the booth. Unapproved items must be removed immediately upon request by the event manager.
- 6) Items not produced by the vendor, their family, or employees must have approval from the event manager. The producer of the item must be clearly labeled at the point of sale. Each vendor in the market must be directly involved with or knowledgeable about the production of the produce or products being sold at their booth.
- 7) Vendors are responsible for the action of their representatives, employees, or agents.
- 8) Vendors are responsible for leaving their assigned area clean at the end of each market day.
- 9) Smoking is prohibited at the market.
- 10) Vendors must provide their own liability insurance.
- 11) Application approval serves as the vendor's agreement to abide by the guidelines of the market, as established by Downtown Springdale Alliance.
- 12) Any vendor wishing to cancel a space reservation for reasons of their own must do so in writing. If cancellation by the vendor is made on or after November 17, 2018, the vendor must still pay.

Space Assignments

- 1) Vendor locations will only be assigned by the event manager. Moving locations is not permitted without approval.
- 2) Vendors may be asked to relocate.
- 3) Fees will be due and payable at the end of each market unless the vendor has paid in advance.
- 4) Subletting of booth space is prohibited.

Food vendor guidelines

- 1) Bakers must bake their products themselves and must possess proper licensing.
- 2) Prepared food vendors must have a current mobile food service license.
- 3) All applicable food safety regulations, both state and local, must be adhered to at all times.
- 4) Compliance with all Arkansas Department of Health and Arkansas Agriculture Department guidelines and restrictions is the sole responsibility of each food vendor. Please see: <http://www.healthy.arkansas.gov/programsservices/environmentalhealth/foodprotection/documents/farmersmarketguidelines.pdf>. Vendors must demonstrate their compliance with all guidelines, by request.