



Mena Eclipse-mas Festival
April 5th – 8th, 2024
Commercial FOOD Vendor Application Form
Vendor Hours 10:00 am - 9:30 pm
Deadline for submission: December 1 *Juried Show*
Acceptance/Denial Packets mailed by: January 1

Photographs of your food trailer and food items and proof of liability insurance MUST be attached to this application. Please remit payment **AFTER you receive acceptance.**

Organization / Business Name: _____
 Contact Person(s): _____
 Daytime Phone: _____ Cell Phone: _____
 E-mail: _____
 Website: _____ Facebook Link: _____
 Address: _____
 City: _____ State: _____ Zip: _____

Commercial Food Vendors
*Rates & fees are listed on the back of this form. **Photographs of your food trailer and food items must be sent with your application.** Applications received without these items attached will not be reviewed. Vendor fees will be collected after application acceptance and must be paid before setting up at the festival. The Mena Eclipse-mas Festival Policy / Acceptance / Vendor Agreement will be mailed by January 1 and must be returned by February 15. Setup information will be mailed to you as well. All food vendors will be admitted at the discretion of the Mena Eclipse-mas Festival Committee. This is a juried festival. **Photos of trailer and food items will be required with ALL application forms for Commercial Food Vendors, even if you are a returning vendor.***

Please list ALL items you will be selling. Use additional sheet if necessary.

 Please provide the price range of your products (lowest to the highest): _____
*The committee makes every effort to avoid admitting duplicate food items within the food circle so it is very important to list **ALL** the items you will be selling. Please give description of food item if name is not self-explanatory. **Photos are important and required.** Please note that duplicate items may be sold by non-profit vendors located in a different area of the park.*

Trailer dimensions/size? _____

- *Spaces for commercial food vendors are tight, so please indicate total retail space required for your set-up.
- *Only 10 commercial food vendor spaces available so send your application in early.
- *Please note Use of Vehicles & Trailers under Guidelines & Regulations on the back of this form.

Please check if you require electricity? ___ Yes ___ No ___ Voltage ___ Total Amps
Limited spacing available with electricity and water so send your application request in early. Electrical usage may be limited. Any and all electrical connections **MUST be pre-approved and paid for in advance. Electrical connection must be made by a festival electrician. If you have paid for, and have been granted approval, you will receive an “Electrical Slip” which **MUST** be presented to one of the electricians wearing an Aleshire Electric Shirt. No RV or any type of electrical connection will be allowed from the side streets without written prior approval and payment made in advance. **Only 1 A/C unit allowed per food vendor space.***
**Water hoses are not provided. Water available only if requested and pre-approved. Do you require water? ___ Yes ___ No*

I, the exhibitor, agree to the terms on pages 1 & 2 of this form and acknowledge, if accepted as a vendor, I will receive the full written policy with additional terms, conditions, and regulations for the “2024 Mena Eclipse-mas Festival” and my acceptance to the festival will not be finalized until I have read, initialed, and signed the full written policy and vendor agreement along with a check for the vendor and electrical fees. I agree to abide by all of the terms set forth in this “Application Form” with no exceptions, and do hereby contract space for the 2024 festival.

Signature: _____ Date: _____

Thank you for your interest in the 2024 Mena Eclipse-mas Festival.

Please return this form to:

Mena Advertising & Promotion Commission | 520 Mena St Ave | Mena, AR 71953

You may download additional forms at www.VisitMena.com

Questions/Comments? Contact us at 479-394-8355 or pasha@visitmena.com

Payment and photographs of your food trailer and food items and proof of liability insurance MUST be attached to this application.

***2024 Mena Eclipse-mas Festival
Commercial FOOD Vendor Rates & Fees***

Commercial Food Vendors:

Vendor Fee:	\$400.00
Set-up & Electricity	\$80.00

**No canopies, tables, chairs, etc. are included. Fee is for space only.*

Set up time will be April 4th, 9 am – 4 pm. Security will be provided from 8 pm Thursday, April 4th through 11 pm Monday, April 8th. **You will be required to be open and have your food trailer/truck staffed from 10 am – 9:30 pm April 5th – 8th.** We have entertainment through 9:30 pm that traditionally draws large crowds. Breakdown and load-out **will not be permitted** until after 10 pm Monday, April 8th. Any food vendor who breakdowns prior to this will be monetarily penalized and billed and may not be approved for future festivals.

Guidelines & Regulations

Items restricted to sell: items include, but are not limited to, alcohol-related products and tobacco products. The previous list is for example purposes and is not all inclusive. The Mena Eclipse-mas Festival Committee has the sole and exclusive right to add additional items to the list before or during the Festival. The Committee, in its absolute discretion, shall decide at any time, before or during the festival, whether an item or product can be sold at a booth or on the premises. Should the Committee exercise this right and inform a vendor that an item or product cannot be sold; the item will immediately be removed from the booth or exhibit area and the festival premises.

Proof of Liability Insurance: A Certificate of Liability Insurance in the amount of \$1,000,000 **MUST accompany your application naming the Mena Advertising & Promotion Commission and the City of Mena as additional insureds** if you are participating as a commercial food vendor.

Fire, theft, damage: The Mena Eclipse-mas Festival Committee and/or the Mena Advertising & Promotion Commission will not be responsible for loss due to fire, theft, winds or other damage regardless of the cause. The Mena Eclipse-mas Festival Committee and/or the Mena Advertising & Promotion Commission is expressly released from any loss, injury, or damage to persons or property.

Use of vehicles & trailers as booth space: Trailers will be allowed for commercial **food** vendors. Photos of the trailer **must** accompany application form. **NO CAMPING WILL BE ALLOWED IN JANSSEN PARK.**

Failure to comply with regulations will result in the exhibitor being dismissed from the 2024 festival and future festivals.

For the written Mena Eclipse-mas Festival Policy please request by emailing pasha@visitmena.com

The festival is held in Historic Janssen Park at 604 7th Street, Mena, AR 71953

Please acknowledge your agreement to these terms & regulations with your signature on page 1 of this form. Please initial _____

Mena Eclipse-mas Festival Committee:

Approved with no restrictions on listed exhibits: _____ (Signature)

Approved with restrictions on listed exhibit items: _____ (Signature)

Application declined: _____ (Signature)