



Mena Eclipse-mas Festival

April 5th – 8th, 2024

NON-PROFIT 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

Please remit payment AFTER you receive acceptance.

Payment and photographs of your food trailer/tent set-up and food items and proof of liability insurance MUST be attached to this application.

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

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 non-profit food vendors may be allowed to sell duplicate items.
Please indicate the number of booth spaces you need: 10X10 Your location will be pre-determined

Spaces for non-profit food vendors are tight (only 8 available), so please indicate total retail space required for your set-up. 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 celebration 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 with a check for the vendor and electrical fees to:

Mena Advertising & Promotion Commission | 520 Mena St. | Mena, AR 71953 You may download additional forms at www.VisitMena.com Questions/Comments? Contact us at **479-394-8355** or pasha@visitmena.com

Photographs of your food trailer/tent set-up and food items and proof of liability insurance **MUST** be attached to this application.

Vendor fees will be collected after application acceptance and must be paid before setting up at the festival.

**2023 Mena Eclipse-mas Festival
Non-Profit**

Non-Profit Food Vendors: **FOOD Vendor Rates & Fees**

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|--|-------|--------------|------|
| Vendor & Set-up Fee: | \$130 | Electricity: | \$40 |
| <i>*No canopies, tables, chairs, etc. are included. The fee is for the space only.</i> | | | |
| 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/tent staffed from 10 a.m. - 2:00 p.m. April 5 th – 8 th . Breakdown and load-out will NOT BE PERMITTED until after 6:00 p.m. on 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 non-profit 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 non-profit 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 celebration 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)