



Mena Eclipse-mas Festival

April 5th – 8th, 2024

Non-Profit INFORMATIONAL Booth Application Form

Hours 10:00 am - 6:00 pm

**Deadline for submission: December 1 *Juried Show*
Acceptance/Denial Packets mailed by January 1**

Organization / Business Name: _____

Contact Person(s): _____

Daytime Phone: _____ Cell Phone: _____

E-mail: _____

Website: _____ Facebook Link: _____

Address: _____

City: _____ State: _____ Zip: _____

You MUST include your Nonprofit Tax ID # _____

Non-profit Informational Booths

*Rates & fees are listed on the back of this form. **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, maps, etc. will be mailed to you as well. All booths will be admitted at the discretion of the Mena Eclipse-mas Festival Committee. This is a juried festival. Due to logistics, street closures & barricades, **booths absolutely MUST be set up by 4 pm April 4th.** Failure to do so, will result in losing your space & fee.*

Set up time will be April 4th, 9 am – 4 pm. Booths MUST set up during this time. 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 booth staffed from 10 am – 6 pm April 5th-8th.** Booth breakdown **will not be permitted until after 6 pm Monday, April 8th. Any booth breakdown prior to this will be monetarily penalized and billed and may not be approved for future festivals.**

Non-profit information booths MAY NOT be used to sell any items. The space may only be used to disseminate educational or recruiting information or promotional material for your non-profit organization. No food items may be given away or sold. You will be **required** to **have your booth staffed from 10 am until 6 pm April 5th – 8th.**

Please indicate the number of booth spaces you need: ___ 10x10

**Only 10 spaces available for Nonprofit Informational Booths so send your application in early.*

**Please note Use of Vehicles & Trailers under Guidelines & Regulations on the back of this form..*

**Limited spacing available with electricity, which may or may not be available to informational booths.*

Yes, I would like electricity if available: ___ Voltage ___ Total Amps ___

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. Mena Eclipse-mas Festival Policy available upon request by emailing pasha@visitmena.com. I agree to abide by all of the terms set forth in the aforementioned and 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. | Mena, AR 71953

You may download additional forms at www.VisitMena.com

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

**2024 Mena Eclipse-mas Festival
Non-Profit INFORMATIONAL Booth**

Non-Profit Informational Booth Fee

10x10 Booth Space: \$130 / space
Electricity (if available). \$40 / **each** booth space

**No canopies, tables, chairs, etc. are included. The fee is for the space only.*

Guidelines & Regulations

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: Due to logistics, vehicles and trailers WILL NOT be allowed as booth space for non-profit informational booths.

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 Committee:

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

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

Application Declined: _____ (Signature)