

## 2016 Vendor Booth Agreement Rules & Regulations

This agreement made and entered between Arkansas Hot Air Balloon State Championship, a division of the Harrison Regional Chamber of Commerce and

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An independent contractor (Operator) whose mailing address and telephone number are:

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The purpose of this agreement is to set forth the terms and conditions whereby the Operator is authorized by Arkansas Hot Air Balloon State Championship to operate a Business Booth for the purpose of promoting and/or selling represented products under the following terms and conditions.

### TERMS AND CONDITIONS:

1. **HOURS** – The booths will be open for business  
Saturday, September 10, 2016: 6:00 p.m. – 9:00 p.m.
2. **REPRESENTED PRODUCTS** – Only the product (s) specified below will be allowed to be represented and/or sold at your booth during the festival. No changes may be made without prior consent of Merchandise Chairman or Event Director.
3. **TERMINATION RIGHTS** – Arkansas Hot Air Balloon State Championship reserves the right to terminate the operation of the Operator at any time during the festival for any of the following reasons:
  - A. A professional manner is not maintained by the Operator and its employees.
  - B. Operator or its employees behave in a manner that could be construed as racist.
  - C. Operator or its employees commit any act detrimental to the purpose of the event.
  - D. Operator or its employees violate any provision of the Health Department.
  - E. Operator or its employees fail to cooperate with event management staff.
  - F. If Operator or its employees breach any of the agreements listed herein.
4. **COST** – In exchange for the right to promote and/or sell stated product (s) during the Arkansas Hot Air Balloon State Championship event the Operator agrees to pay Harrison Regional Chamber of Commerce;
  - A. **\$150.00 for Food Vendor Booth Space for Saturday, September 10<sup>th</sup>** in the event area. Vendor provides tents, tables, chairs, electrical cords, lights, etc.
  - B. **\$50.00 for Non-Profit Retail Vendor Booth Space**
  - C. **\$100.00 for Retail Vendor Booth Space**
5. **PREMISES** – Operator warrants that the premises shall be left in original condition as upon arrival; this includes picking up trash at and around Operator's premises.
6. **SET-UP AND DEPARTURE** – Operator shall set up its Business Booth in accordance with the rules set by the event director. Set up may begin at 5:00 p.m., Saturday, September 10, 2016.  
Booth shall be ready to begin operation by 6:00 p.m. Saturday, September 10, 2016.  
Spaces will be 10 x 10 or 10 x 20 unless otherwise stated requested and additional space paid for.  
**Due to event layout and space requirements, vendor's vehicles cannot be parked along side vendor's booth.** Vendors will be allowed to drop off merchandise and park in the designated area.
7. **DESIGNATED AREAS/ELECTRICALNEEDS** – Arkansas Hot Air Balloon State Championship will not provide electricity to vendors. There will be no available lighting except the Balloon Glow from the hot air balloons.  
Operator is required to provide their own generator and lighting for electrical purposes.  
Location of Booth will be in block specified; exact location decision is made at the discretion of the event director and will depend on specific electrical needs.  
Operator must supply own extension cords.  
Operator agrees to operate all electrical equipment, including but not limited to lights and attachments, including all wiring in a safe, intelligent manner.  
Arkansas Hot Air Balloon State Championship cannot be held responsible for accidents caused by Operator not accurately utilizing this system.  
Operator agrees to use only designated receptacles in their pre-approved location.

8. **INDEMNIFICATION** Attraction Operator agrees to obtain commercial general liability insurance, including products, in an amount no less than \$1,000,000 for bodily injury and property damage from a company acceptable to the organizers. Vendor agrees to obtain liability insurance to protect Operator during the event and to provide Crawdad Days a certificate of insurance.

Operator agrees to indemnify Arkansas Hot Air Balloon State Championship and any activity of the Operator during the event.

9. **TAXES** – Operator shall be responsible for the collection and payment of any tax upon the gross receipts as required by Arkansas Law.

ARKANSAS SALES TAX – Operator must pay all sales tax to the state of Arkansas in compliance with state and local sales tax laws.

10. **TERMS** – Booth fee is due with application; **the Operator will not be allowed to set up unless vendor is paid in full.** Upon signing this contract, Operator agrees to abide by the Terms and Conditions set forth herein.

**Arkansas Hot Air Balloon State Championship**  
**September 9<sup>th</sup>-11<sup>th</sup>**  
**RETAIL VENDOR APPLICATION**

**VENDOR HOURS:** Saturday, September 10<sup>th</sup>, 2016 – 6:00 p.m. – 9:00 p.m.  
Set-up begins at 5:00 p.m.  
Available for operation at 6:00 p.m.

**TERMS & CONDITIONS:**

1. Exhibits shall not display, sell, or dispense any items with offensive, profane, and/or drug related paraphernalia.  
The display, sale, or dispensing of these or any other items which in the opinion of the Harrison Regional Chamber of Commerce Board of Directors are inconsistent with the mission of the Harrison Regional Chamber of Commerce will result in the removal of vendor.

**BOOTH RULES:** Booth assignments are made by Arkansas Hot Air Balloon State Championship staff based on operational and space requirements of the event. Therefore, Arkansas Hot Air Balloon State Championship reserves the right to refuse any application. Vendors must be checked in and materials placed in the assigned booth space during the designated set up time. Failure to set up during designated times, removal of vehicles from event grounds, or changing booth locations will be cause for removal of vendor. All merchandise should be clearly marked. Event does not provide table, chairs, tents or electrical cords. Booth spaces are for individual vendors and may not be shared. All vendors are individually responsible for the collection and payment of state and local sales taxes (9%).

**Arkansas Hot Air Balloon State Championship reserves the right to remove any vendor not abiding to program rules or failure to follow the instructions of official representatives of the Arkansas Hot Air Balloon State Championship.**

Exhibitor Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Vehicle LIC# \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Describe Products Sold:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Food Vendor \$150 \_\_\_\_\_ 10x10 Non-Profit Retail \$50.00 \_\_\_\_\_ 10x10 Retail Vendor \$100.00 \_\_\_\_\_

Vendor fee for booth space \$ \_\_\_\_\_

Entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Operator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Arkansas Hot Air Balloon State Championship Representative Signature

\_\_\_\_\_  
Date

Please return this signed contract, along with your check (**made payable to Harrison Regional Chamber of Commerce**)  
Please keep in mind, spaces are limited and are assigned in order they are received! If your business is not selected to participate at Arkansas Hot Air Balloon State Championship, a full refund will be given.

Harrison Regional Chamber of Commerce  
Attn: Balloon Festival  
621 E. Rush Ave.  
Harrison, AR 72601

For more information contact us at [cocinfo@harrison-chamber.com](mailto:cocinfo@harrison-chamber.com)  
or 870-741-2659.