

Malvern Brickfest

Attn: Jennifer Cessor
PO Box 26
Malvern, AR 72104

March 20, 2017

Dear Vendor Applicant:

The 2017 Brickfest is coming soon. This is our 37th annual event and we plan to make it the best one yet.

If you are interested in participating in Brickfest again this year, please read the package of information included and return the signed application/rules/regulations with your vendor fee by June 1, 2017. Vendor fees will not be processed unless you are approved by our committee.

Thank you.

Sincerely,

A handwritten signature in black ink that reads "Jennifer Cessor". The signature is written in a cursive style with a large initial "J".

Jennifer Cessor
501-304-2617
Brickfest Committee

FESTIVAL RULES AND REGULATIONS

1. Exhibitors must furnish their own tent, table, chairs, extension cords, lighting, etc.
2. ALL exhibitors must furnish the license number of their vehicle when checking in to set up. Please bring this information with you to the Brickfest Headquarters when you arrive.
3. All displays should be designed and constructed in good taste.
4. Vendor Booth spaces are 10ft. X 12ft., with minimal footage available for storage. If an exhibitor needs more than 10 feet of space, two booth spaces must be purchased.
5. Exhibitors must bring enough stock for the entire show. Booth must be open Friday from Noon to 9:00 pm, Saturday from 8:00 am to 11:00 pm, or until the last act of entertainment is finished. Opening earlier on Friday & Saturday and closing later is encouraged.
6. Exhibitors may only display and sell products within the category for which they were accepted. Any items of work which are not listed on application will be deemed non-acceptable by the Festival Committee and will be removed from the show. Please list every item to be sold. Items cannot be added after acceptance.
7. The Brickfest Festival reserves the right to remove products, works or displays considered objectionable to the public or inappropriate for a family event and may do so without refund to exhibitor.
 - a. **The following items CANNOT be sold or distributed:** Items include, but are not limited to, bottled water, ice, soft drinks, guns (toy, real or otherwise), knives (toy, real or otherwise), alcohol-related products, tobacco products, novelty lighters, fireworks, snap pops, stink bombs, live animals, silly string, door-to-door or telephone solicitations, and nothing with the phrase or logo "Malvern Brickfest" or "Brickfest". The previous list is for example purposes and is not all-inclusive. The Brickfest Committee Chairman has the sole and exclusive right to add additional items to the list before or during the Festival.
8. Exhibitors must check-in during the assigned time. If there is an emergency and the exhibitor is unable to set up on time, call 501-458-1115 or Jennifer at 501-304-2617 to try and make arrangements. **If your booth is not set up by NOON on Friday, June 23rd, and you have not made prior arrangements with Brickfest Board Member, you forfeit your booth space with NO refund. NO EXCEPTIONS!!**
9. Exhibitors are responsible for collecting, reporting and paying all sales taxes collected to the appropriate revenue division. Forms and information will be provided in the check-in package.
10. Nominal security is provided on the grounds during Brickfest. However, the Brickfest Committee is not responsible for theft or accidents on the festival grounds or fairgrounds during Brickfest.
11. No Campers, RVs, trailers, etc. are allowed to park around the exhibit area except for unloading/loading purposes. Overnight facilities with full hook-ups are available at the Fairground located immediately adjacent to the festival. The fee for camping is \$15.00/night.
12. Absolutely no alcoholic beverages allowed on Brickfest premises. Hot Spring County is a dry county. The Brickfest Committee reserves the right to ask you to leave if this rule is not followed.
13. No food or beverages, including water, fireworks, guns, or knives may be sold or handed out from these booths without prior approval at Brickfest Headquarters.
14. All raffle items given away from the stage must be pre-approved by the Brickfest Committee. Check with the Headquarters for approval.
15. Vehicles and storage trailers are not allowed to be used as a booth or in your booth. The Brickfest Committee does not provide parking for any vendor.
16. **PARKING FOR CONCESSION VENDORS / FOOD VENDORS WILL BE LOCATED ACROSS FROM THE LITTLE LEAGUE BASEBALL FIELDS. (NEAR THE SEARS BUILDING, BEHIND SMART FORD) PLEASE LOOK FOR SIGNS. NO VEHICLES MAY BE PARKED IN THE PARK UNLESS YOU ARE UNLOADING YOUR MERCHANDISE. ONCE YOU HAVE UNLOADED YOU MUST PARK IN THE DESIGNATED PARKING AREA. VENDORS ARE ALLOWED TO PARK IN THE PAID PARKING AREA, BUT YOU MUST PAY TO PARK THERE.**

17. No refunds will be given due to inclement weather. Rain or shine the festival will go on as planned and exhibitors are required to be present for the entire festival. If a decision is made regarding the festival based on weather conditions, exhibitors will be notified accordingly in a timely manner.
18. Exhibitors are responsible for keeping their assigned area in order and clean.
19. Solicitation outside of booth is prohibited.
20. The festival officially closes Saturday, June 24th after the last act of entertainment. Vendors shall not pack or remove merchandise prior to establish closing time. Anyone leaving prior to closing will not be considered for participation in future festivals.
21. The Brickfest Committee Chairman, in his or her sole and 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. If the Brickfest Committee Chairman informs a vendor that an item or product cannot be sold, the item must IMMEDIATELY be removed from the premises. Failure to do so could result in the removal of the vendor's booth!
22. Malvern Brickfest is expressly released from any loss, injury, or damage to persons or property.
23. A signed application constitutes a contract to follow all rules and regulations and is a commitment to participate, if accepted.

Any violation of the rules and regulations at any time may result in the loss of exhibit space for the duration of the festival without refund.

Retail/Commercial & Arts & Crafts/Fine Arts Vendor Booth Application

Festival Schedule

Friday, June 23rd, Noon – 9 pm / Saturday, June 24th, 8 am-11 pm

Check-In & Set-Up Schedule

Thursday, June 22nd, 8:00 am - 5:00 pm / Friday, June 23rd, 7:00 am – 12:00 pm

Deadline to Apply: June 1st, 2017

Name of Business/Organization: _____

Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Numbers: Primary _____ Secondary _____

Email Address: _____

Website: _____

Please send a list of items to be sold along with pictures of your booth.

Are you a previous Brickfest Vendor? Yes No

Commercial/Retail / Arts & Crafts / Fine Arts
Spaces (\$75 each) 10 x 12 _____ \$ _____

Non-profit (\$25.00 each)

Non-Profit -- Must provide proof of your 501C status with application

Electrical Outlets (\$10.00 per outlet) _____ \$ _____

Tent rental for one (10 x 10) Top only, No sides (\$15.00 each)
(Commercial or Non-Profit, NO EXCEPTIONS) \$ _____

Camping is available at the Hot Spring County Fairgrounds with
water, sewer, and electrical hookup. (\$15.00 per night) \$ _____

Total Amount Remitted \$ _____

Brick Capital of the World!

Exhibitor Category Applying for:

Arts & Crafts/Fine Arts

Retail/Commercial

Mixed/Both

Exhibitor Categories

Arts & Crafts/Fine Art sub-categories

- Clay – functional ceramics and pottery
- Drawing/Graphics – illustrative, caricatures, pencil, pen & ink, charcoal, pastels
- Painting – oils, watercolors, acrylics
- Fiber/Fabric – clothing, hair bows, scarves, hats, handbags, quilting, crochet, knitting, etc.
- Food – mixes that require additional preparation for consumption, prepackaged food items
- Glass – stained, etched, blown, cut
- Jewelry – beads, clay, fabric, glass, leather, metals, paper, wood, etc.
- Fine Jewelry – semi-precious stones, gold & silver
- Metal – cast, embossed, forged, punched, sculpture
- Wood – lawn/garden, household, toys, sculpture
- Candle/Beauty – wax, soy, other natural ingredients
- Photography – originals, limited reproductions
- Sculpture – clay, fiber, glass, metal, paper wood
- Mixed Media – Combination of various media
- Other

Retail/Commercial sub-categories

- Jewelry
- Purses and Bags
- Children's items
- Sunglasses
- Clothing
- Technology Accessories
- Home and Garden Décor
- Health and Beauty
- Mixed Items
- Other

APPLICANT HEREBY AGREES TO RELEASE, INDEMNIFY & HOLD HARMLESS THE SPONSORING ORGANIZATION FROM ANY RESPONSIBILITY, PERSONAL LIABILITY, LOSS, CLAIM, OR DAMAGE IN CONNECTION WITH THIS EVENT. YOU WILL BE REQUIRED TO COMPLY WITH THE ARK. ACT 370, WHICH DEAL WITH EXHIBITORS' SALES TAX.

Applicant Signature

Mailing Address: Malvern Brickfest, PO Box 26, Malvern, AR 72104