



FOR COORDINATOR USE	
Date Received _____	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Amount Paid _____	
Payment Method _____	
Booth Location # _____	

20th Annual Osceola Heritage MusicFest

PO Box 443 | Osceola, Arkansas 72370
OsceolaHeritageMusicFestival.com | Facebook.com/OsceolaMusicFest

2018 NON-FOOD VENDOR APPLICATION

Please return application with payment to the address above, ATTN: Non-Food Vendors
NOTE: Booth rates include TWO weekend festival admission passes. You must purchase admission for any additional persons that will be operating your booth. Line item for this is available below.

Informational Booths \$40

Businesses or organizations providing informational materials only; not selling any service or product at the festival. Examples could include non-profits, school or church groups, politicians, etc.

Retail Booths \$60

Businesses or organizations selling or promoting the sale of services or products at the festival. For items sold at festival, party is responsible for collecting sales tax and completing associated paperwork. Examples could include sale of approved items or services, agents soliciting potential customers, consultants setting appointments, etc.

Company/Organization Name: _____

Person in Charge: _____

Mailing Address: _____

Telephone Number: _____

e-mail Address: _____

Booth Description: _____

Booth Fee: Informational (10'x10' space)	_____	@	\$40	=	_____
-OR-					
Booth Fee: Retail (10'x10' space)	_____	@	\$60	=	_____
Additional Admission: Weekend Pass	_____	@	\$18	=	_____
Additional Admission: Friday Only	_____	@	\$10	=	_____
Additional Admission: Saturday Only	_____	@	\$10	=	_____
Festival T-Shirts	_____	@	\$15	=	_____
<i>(Please indicate quantity of sizes: S _____ M _____ L _____ XL _____ 2XL _____ 3XL _____)</i>					
Festival Posters	_____	@	\$10	=	_____
			TOTAL		_____

By signing below, I agree that I am an authorized representative of the company/organization listed above and have read and agree to the non-food vendor guidelines.

Vendor (person-in-charge)

Date



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2018 NON-FOOD VENDOR GUIDELINES

Setup Time: Non-food vendors set up on Friday between 3:00 – 5:00 PM or Saturday between 10:00 AM – 12:00 PM.

Take down Time: Non-food vendors take down on Friday after 10:30 PM, Saturday after 10:30 PM, or Sunday between 9:00 AM and 12:00 PM.

Registration: Non-food vendors must register in advance **by no later than noon Friday, May 11, 2018** (7 days before the festival) with MusicFest committee member Ammi Tucker (contact information below)

1. Advance registration of all non-food vendors is required. The Osceola Heritage MusicFest Committee reserves the right to deny entry to any vendor deemed inappropriate for the festival.
2. Applications will be reviewed to determine eligibility. If application is approved, packets will be delivered prior to the festival with booth location and admission tickets. If application is denied, payment will be returned in full to the applicant.
3. The sale or distribution of prepared or packaged food, beverages, or alcohol is prohibited.
4. Each non-food vendor will be allowed a 10'x10' space. However, booths must provide their own tents, equipment, tables, chairs, signage, decorations, etc. Electrical access is limited; please inquire about availability at the time of registration.
5. No vehicles allowed in the festival area except during designated setup or take down times above. If you arrive or depart during festival hours, items must be carried in through the main gate.
6. Each vendor will be responsible for conduct of any assistants/employees. Each vendor also is responsible for keeping areas clean. Please bring trash bags. All booth equipment must be removed from vendor area no later than 12:00 PM on Sunday.
7. Participation as a non-food vendor includes two weekend passes. Additional MusicFest admission tickets must be purchased separately. In order to enter the festival grounds, all assistants/employees must present their admission tickets or purchase them at the gate.
8. All non-food vendors and assistants agree to hold harmless the Osceola Heritage Music Festival, Main Street Osceola, and the City of Osceola for any accidents, injuries, or personal property damage that may occur as a result of participating in the event.

Signing below signifies that agreement to abide by non-food vendor and festival guidelines:

Vendor (person-in-charge)

Date

**Please make check payable to
OSCEOLA HERITAGE MUSIC FESTIVAL**

The Osceola Heritage MusicFest is a 501 (c) 3 nonprofit corporation in the state of Arkansas, and all donations are tax deductible. Festival accounting is co-managed by the City of Osceola, and all proceeds go towards this and future years' festivals and organization functions. IRS W-9 forms will be provided upon request.

Mail forms and payment to:
Osceola Heritage Music Festival
Attn: Non-Food Vendors
PO Box 443
Osceola AR 72370
or drop off to Lea Hedger

For questions about this form, contact MusicFest food vendor coordinator Lea Hedger at 870-622-7173.