



## 2024 Informational Table/Vendor Form

183 College Drive / De Queen, AR 71832 / 870-584-1172 / mjones@cccua.edu

Friday, April 5th, 2024, 5:00-9:30pm

Downtown DeQueen - Intersection of DeQueen Ave and 2nd Street

**Registration Deadline: March 25th, 2023**

### Informational Table/Vendor Pricing

Please check the desired booth below:

- \$50.00- 10x10 Vendor Booth (Non-Food)
- \$35.00- 10x10 Informational Booth (Non-Food)
- \$25.00- 10x10 Additional Booth (Add-On Only)
- FREE- Sevier County Chamber of Commerce Member
- FREE- Sevierly Dark Festival Registered Vendors (Saturday, April 6th)

**All registered vendors for the Sevierly Dark Festival held on Saturday, April 6th can set up at Fiesta Fest at no additional cost. To register for the Sevierly Dark Festival, please let Madelyn Jones - 870-584-1172, mjones@cccua.edu know or contact the Sevier County Chamber of Commerce at 870-584-3225.**

**PAYMENT, FORM, AND SIGNED DISCLOSURE CAN BE MAILED TO:  
UAC FOUNDATION, 183 COLLEGE DR, DE QUEEN, AR 71832**

Please describe the items you plan to sell; I will be selling (check as applicable):

Crafts \_\_\_\_\_ Jewelry \_\_\_\_\_ Other \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Sales Tax No. (if applicable): \_\_\_\_\_

Name of Business (if applicable) \_\_\_\_\_

Full Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

**POLICIES AND DISCLOSURE STATEMENT ARE LISTED ON NEXT PAGE.**



## 2024 Informational Table/Vendor Guidelines

1. UA Cossatot will not provide canopies or tables.
2. Informational booths may bring a generator if electricity is desired. **No electricity will be provided.**
3. Set-up between 3:30-5:00pm; Please come to the ticket table to sign in. We will have staff to help you with your booth assignment and set-up.
4. You will need to do your own set-up, and clean-up, including trash removal, but volunteers will be on hand to assist you if needed.
5. You will need to pay your booth fee in full and return the completed form by the registration deadline, March 25th to secure your booth space. Booth spaces are nonrefundable unless Fiesta Fest Organizer rejects your application.
6. We expect everyone to read, sign and follow the behavior policy described below. If you choose to not follow it, you will NOT be allowed back and/or be asked to leave.
7. Our staff are expected to treat individuals with courtesy, respect, and fairness. Similarly, we expect our staff to be treated in the same way. We have a duty to protect the welfare and safety of staff. When individuals behave unacceptably or unreasonably, they will be asked to leave and not be invited back. Aggressive or abusive behavior may include:
  - Behavior or negative remarks/language that may cause staff, volunteers, attendees, or other booth owners offended, afraid, threatened or abused including threats of physical harm or actual physical harm.
  - Personal grudges toward certain staff
  - Making serious allegations/remarks against staff/volunteers
8. This is an outside, weather permitting event. In the event that the festival is cancelled due to rain, registration fees are non-refundable.

**Please read the following guidelines and disclosure statement** All vendors will be required to set up on Friday, April 5th. For the safety of our guests, all vehicles **MUST BE** off the designated area by 5:00pm. All vendors will be responsible for his/her own sales tax reporting. UA Cossatot wants to provide the best service to our vendors and guests with a wide variety of crafts and informational booth options. Therefore, we reserve the right to turn away vendor requests if we feel there is too much duplication of craft and food booths. Booth space is assigned on a first-come-first-served basis. However, this IS NOT a guarantee of placement in the celebration. Your application will be reviewed by the Fiesta Fest committee and you, the vendor will be notified of acceptance or denial. We reserve the right to refuse any application for any reason. UA Cossatot will not be held responsible for any products stolen, damaged, or misplaced. I also certify that the information I have given is true and correct. I also agree with any guidelines provided. I have read and agree to the above guideline and statement as well as the attached food safety documents.

I HAVE READ AND AGREE WITH THE ABOVE GUIDELINE AND STATEMENT.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_