

FORWARD FEST 2019 Blues, Batter and Brew “VOLUME TWO

Vendor Package

Due Date: June 14, 2019

Thank you for your interest in Forward Fest 2019: Blues, Batter and Brew, Volume II.

On Saturday, June 22, 2019, we will host the second annual Forward Fest at Regional Park Amphitheater, 1100 Regional Park Drive, Pine Bluff, AR 71601. This is a one-day event that includes music, shopping, and various food vendors. Our vendors will offer shoppers a great selection of clothing, jewelry, gifts, toys, gourmet foods, and more!

The base application fee for retail vendors is \$120, and \$250 for food vendors. **Vendor Row will be secured by Pine Bluff Police and/or Jefferson County Sheriff's Office throughout the day.** Retail and Food vendors will be in separate locations.

Should you have questions, please contact Go Forward Pine Bluff via the email address below. We look forward to a spectacular Forward Fest 2019. Hope to see you there!

Warm regards,
Tavante Calhoun, Sr., Chairman
info@goforwardpb.org
870.939.6900

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FORWARD FEST 2019

Blues, Batter and Brew

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Important Information

Important Dates

Friday, April 26, 2019 – Early Bird Application Deadline. Fee Reduction by \$15.00 for all vendors. Any applications received after April 26, 2019 will not receive the Early-Bird discount of \$15 off vendor fee.

Friday, June 14, 2019 – Final Application Deadline

Schedule

Vendor Setup begins Friday, June 21, 2019 from 5:00 pm to 10:00 pm and Saturday June 22, 2019 beginning at 6:00 am until 10:00 am for all vendors; gates will open at 12:00 pm Saturday. All vendors not in place by 10:00 am June 22, 2019 are not guaranteed a vendor location. It will be at the discretion of the Forward Fest Staff.

Doors Close/Tear Down

Retail vendors close at 8:00 pm. Food vendors close at end of event.

***Times subject to change, we will notify you of any changes to the agenda.*

Contact

Tavante Calhoun Sr., Chairman
info@goforwardpb.org
870.939.6900

Payment

Submit your payment for the total amount due to The Pine Bluff Convention Center. On-line application can be found at www.forwardfestpinebluff.com. Return completed application to the Pine Bluff Convention Center, 1 Convention Center Plaza, Pine Bluff, AR 71601.

Permit to Sell

Permits from the City of Pine Bluff will be needed to participate, along with proof of permit or license to sell from the State of Arkansas and the Arkansas Department Health (where appropriate). The link to the City of Pine Bluff business license is https://www.cityofpinebluff.com/plugins/show_image.php?id=141. The application must be returned to the City of Pine Bluff City Collector's office in person. This office will not be open the day of the festival.

Permits must be available for inspection and posted at time of set-up.

Criteria

Forward Fest is looking to present a mix of vendors as diverse as its patrons. We are specifically looking for high-quality, contemporary merchandise with goods that are handcrafted, hard-to-find, or unusual items that are not widely commercially available. We also are looking to present a limited number of resell merchants. Preference will be given to Arkansas-based artists and merchants.

Guidelines and Limitations

- Vendors may not sell any item with the Forward Fest logo without the express written consent of Forward Fest officials. Additionally, participants may not sell any item with the name or image of any act playing the Festival.
Additionally, you may not sell any drug paraphernalia, tobacco products (without permission), weapons, umbrellas with any type of plastic or metal point (must have button top).
- Artists/Merchants may not distribute literature, coupons, or other materials without prior written approval from Forward Fest. Vendors may not publicly represent or be affiliated with a cause (cancer, arthritis, etc.) or solicit donations of any kind. (Those interested in supporting a cause should contact our sponsorship staff.)
- Stocking of booths must be complete by 10 am the day of the event. If you would like to keep a restocking vehicle onsite, please contact Forward Fest for information.
- Forward Fest is not responsible for loss or damage to any items in the booth area.
- Sales tax collection and payment is the responsibility of the exhibitor/vendor.
- **All water must be purchased through our sponsor, M.K. Distributors. Contact 870.534.2337. Other water sales are not allowed. Forward Fest will audit water sales and request proof of purchase from M.K. Distributors. Failure to provide proof of purchase will result in forfeiture of the \$50 refundable deposit.**
- **No alcohol sales allowed.**
- Other restrictions may apply.
- If all Guidelines and Conditions are followed, \$50 deposit of vendor fee **WILL** be refunded.

Application Process, Terms & Conditions

- Cancellations must be made in writing no later than 10 days before the event in order to receive a refund. Refunds will be made within 30 days of cancellation. Missing the cancellation deadline will result in forfeiture of fees.
- Booth assignments made by committee.
- No electrical hookups will be available.
- Pop-up tents must be properly anchored.
- Vendor passes are required to enter the venue before gates open and after gates close.
- Vendors must be present 30 minutes before opening of the festival.
- All spaces will be marked and labeled. Unclaimed spaces will be absorbed at this time, which will result in forfeiture of fees. Booths must be ready for shoppers 30 minutes before opening.
- Displays must be professional in appearance and safe in structure. Tables and chairs will not be provided. All tables are to be covered to the ground; vendors must provide tablecloths for tables. All storage and supplies must be out of sight.
- Structures, displays, and products must not go beyond the defined dimensions.
- Merchants will maintain a staffed, clean, and orderly booth. Should you need to step away

- (e.g., a bathroom break), feel free to ask event staff to watch your booth in your absence.
- Teardown will begin immediately after Retail Vendor Row closes at 8 pm. Food vendors will begin closing immediately after the last stage act; food trucks are not to leave the park until all patrons have exited. **Teardown before the designated times may result in exclusion from future events and forfeiture of the refundable \$50 fee.**
 - Vendors will leave their booth space clean upon departure. Failure to do so may result in exclusion from future events.
 - Food Trucks must fit within designated space or an additional fee will be assessed.



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Company Name: _____

Contact Person: _____

Booth Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Items for Sale: _____

Food/Beverage Vendor

10' x 20' food truck	\$300 (\$250 + \$50 refundable deposit) Includes four vendor passes
10' x 16' food truck	\$250 (\$200 + \$50 refundable deposit) Includes four vendor passes
5' x 5' beverage cart	\$200 (\$150 + \$50 refundable deposit) Includes four vendor passes

Retail Vendor Booth

Market Double Booth	\$140 (\$90 + \$50 refundable deposit) Includes 10'x 20' floor space and four vendor passes
Market Standard Booth	\$120 (\$70 + \$50 refundable deposit) Includes 10'x 10' floor space and two vendor passes

Total Fees \$ _____

Fees paid by Credit Card, Cashier's Check, or Money Order

Make checks payable to: Pine Bluff Convention Center

Credit Card Information:

Card Type: _____ Card Number: _____

Expiration Date: _____ Security Code on Back: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

My firm acknowledges the rules and regulations set forth by Forward Fest, and that our employees and representatives will at all times observe, perform and abide by such rules.

Vendor Official Representative Signature

Date

Deadline for vendor applications is June 14, 2019.

Return this application completed in full and fees to:

Pine Bluff Convention Center
ATTN: Joseph McCorvey
Pine Bluff Convention Center
1 Convention Center Plaza
Pine Bluff, AR 71601

Acknowledgement:

I (we) the applicant(s), do expressly release Go Forward Pine Bluff, City of Pine Bluff and Pine Bluff Convention Center (presenters), of and from any and all liability for any damage, injury, or loss to any person or goods which may arise from the rental of said space by the exhibitor and agree to hold and save the presenters harmless of any damage by reason thereof. I (we) also permit the usage of my website, contact information, and pictures to be used for marketing the event. I have read and understand and agree to all of the terms and conditions contained in the Vendor Application Packet. I understand that this is an application only and is not a contract or an offer of a contract.

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Vendor Official Representative Signature

Date