

2019 Fordyce on the Cotton Belt Festival

April 22-27, 2019



Thank you for your interest in our annual festival. The Fordyce on the Cotton Belt Festival began in 1981 and attracts thousands of people each year. As with any successful event, there must be rules and regulation. We ask that you read the following and respect these guidelines during your stay with us for the benefit and safety of everyone.

Registration Process

- Deadline for application is March 15, 2019. Please note that submission of an application does not guarantee acceptance and participation in a previous year does not automatically register you for an upcoming year. Applications received after March 15, 2019 will be reviewed and accepted on a space available basis only.
- Please remit your space deposit (made payable to Fordyce on the Cotton Belt Festival) with your completed application. Deposit must be in the form of a check drawn on the non-profit organization's account. If you are accepted into the Fordyce on the Cotton Belt Festival, confirmation will be sent when approved. No later than April 1, 2019 you will be advised of any restrictions that will be made to your menu and you will learn of your location and receive your vendor pass that will need to be displayed throughout the festival.

Food Vendor Contacts:

Doug Pettit (870)352-8058, (870)313-2214 or
James Garner (870)352-2055

Vendor Rules

1. A sign displaying the organization name must be displayed. No business or individual names will be displayed by a non-profit organization.
2. A sign listing the foods as well as price of foods sold at your stand will be easily visible to the customers.
3. Each stand will be set up no later than 10:00am and vehicles must be parked off the street away from booths.
 - Food Vendors will be issued a scheduled set up time with trailer vendors scheduled to set up first
 - Any electric cords on sidewalk or edge of curbs must be taped down
 - At least 3 feet of sidewalk space must be kept clear; this is for everyone's safety
 - Vendors should not use sidewalk space to store supplies
4. You are responsible for clean up around your stand. You may not deposit water, ice or any other liquids on the ground during clean up.
5. Non-profit fee for the Cotton Belt Festival.
 - \$50 for non-profit vendors occupying a 10x30 space or less with no utilities.
 - \$100 for non-profit vendors occupying more than 10x30 space with utilities.
 - Deposit must be received by check drawn on participating non-profit organization, no cash will be accepted.
 - This fee must be received with application before April 1, 2019.
6. The "Official Fordyce on the Cotton Belt Vendor" sign must be displayed on all booths throughout the festival.
7. The Fordyce on the Cotton Belt Festival is held outdoors and subject to nature. There are no refunds for rainy or unusual weather conditions or acts of God.
8. There are no refunds once you have been accepted into the Festival.
9. The Festival has the right to determine participation – once you have submitted your application you will receive notification of acceptance/rejection.
10. Vendor deposits must be paid in full by April 1, 2019 in order to participate in the Festival.
11. No sound systems are allowed in the vendor space without prior permission from the Festival.
12. The Festival reserves the right to remove any vendor who is deemed unmanageable by Festival organizers. There will be no refunds to vendors who are removed.
13. All Vendors will be responsible for collecting and paying appropriate sales tax.
14. All vendors should follow the Arkansas Department of Health guidelines for Temporary Food Service.
<https://www.healthy.arkansas.gov/images/uploads/pdf/temporaryfoodserviceguidelines.pdf>

As a food vendor you are an important part of our festival. We look forward to working with you. When you are successful we are also and vice versa.

Thanks again for your interest in the Fordyce on the Cotton Belt!!



NON PROFIT APPLICATION

For Festival Personnel Only

Check Received: _____	Check # _____	or CC: _____
Amount Paid: _____	Vendor Location _____	
Electricity: Yes ___ No ___		
Set Up Time _____		

Date: _____

Name (Print): _____ Organization: _____

Pastor (if a church) _____ Pastor's Phone # _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: () _____ Fax: () _____ Cell () _____

Email Address: _____ Website (if applicable) _____

Measurement of your tent or trailer (including hitch) your application cannot be processed without this information. _____

Electricity: Yes ___ No ___ if Yes voltage 110/220 _____ Amps _____

Facing your hitch, and considering your hitch to be the front of your stand, from which side of your trailer does the concession window open? _____

Type of products or services provided by your booth:

How much time do you need for set up? _____

I agree to comply with all rules and regulation of the Fordyce on the Cotton Belt Festival.

Signature: _____

Date: _____

Return to:
 Fordyce on the Cotton Belt Festival
 Attn: Doug Pettit
 327 Dallas 131
 Fordyce, AR 71742