



## 2017 Nonprofit Application

Early Registration Deadline: Saturday, August 26, 2017

Regular Registration Deadline: Saturday, September 23, 2017

Arkansas Cornbread Festival: Saturday, October 21, 2017, 11:00 am-4:00 pm, SoMa

*This application is for nonprofits only. For-profit vendors, food vendors, and alcohol vendors are required to complete a different application.*

Nonprofit Name:

Contact Person:

Mailing Address:

Phone:

Email Address:

Website:

Description of Mission/Services (please be specific):

The mission of the Arkansas Cornbread Festival is to build community by raising awareness and funds for local nonprofit organizations, while celebrating Southern culture and heritage through food, artisan crafts and music. How does your nonprofit relate to this mission? (There's no wrong answer!)

Does your nonprofit have a connection to SoMa or the Arkansas Cornbread Festival? If so, please describe below. (Again, no wrong answer!)

Would you like to participate in our cornbread competition? If you select "Yes" our Competition Coordinator will follow-up with you.  No  Yes, as an amateur.  Yes, as a professional.

Any additional information:

*All nonprofit locations on site are totally at the discretion of the Arkansas Cornbread Festival Committee. Please do not make site location requests.*

### CALCULATE YOUR FEE

Nonprofit Space (10x10)	<input type="checkbox"/> \$25.00	Fee if Postmarked On or Before Saturday, August 26
	<input type="checkbox"/> \$50.00	Fee if Postmarked On or Before Saturday, September 23
	<input type="checkbox"/> \$100.00	Fee if Postmarked After Saturday, September 23
Table and Chairs Rental	<input type="checkbox"/> \$20.00	8 foot table and 2 chairs
TOTAL ENCLOSED	\$	

Make checks payable to The Arkansas Cornbread Festival. Mail check, your fully completed application, and your IRS Determination Letter to The Arkansas Cornbread Festival, P.O. Box 164896, Little Rock, Arkansas 72216.

### Vendor Registration Policies and Procedures

- Registration forms and all fees must be received by Saturday, October 7.
- Only fully complete applications with the correct fee enclosed will be accepted.
- No refunds are available after Saturday, October 14, 2017.
- All nonprofits are subject to approval by the Arkansas Cornbread Festival. The Arkansas Cornbread Festival has the right to determine whether goods and services are appropriate for the event.
- A confirmation email will be sent to each nonprofit once vendors have been selected.

### VENDOR RELEASE

I/We, \_\_\_\_\_, release all sponsors, co-sponsors, clubs, organizations and/or individuals involved in the Arkansas Cornbread Festival from any liability - product, service or personal - for the duration of the event. I/We have read the rules outlined in this application, and I/we agree to abide by them. I understand that failure to comply with the rules set forth by the Arkansas Cornbread Festival Committee may result in termination of this contract without recourse by the participant and the Arkansas Cornbread Festival Committee shall not be liable to anyone for this action. I/We shall indemnify, defend and hold harmless the Arkansas Cornbread Festival against any and all claims for liability of any nature against the Arkansas Cornbread Festival, their directors and members arising out of my/our acts.

Signature of Nonprofit Representative:

Date:

### For Office Use Only

Name on Check:

Postmark Date:

Check Number:

Check Amount:

# VENDOR/NONPROFIT POLICIES AND INSTRUCTIONS

## General:

- Only the items listed on your application and approved prior to the festival may be promoted/sold at the event.
- Vendor/nonprofit insurance is the responsibility of the vendors/nonprofits to purchase and is not provided by the Arkansas Cornbread Festival.
- There is no rain date.
- We advise all vendors/nonprofits to use an event-style canopy for their booth as we will not be providing any covered spaces.
- No electricity will be available at vendor/nonprofit booths.
- Please keep a copy of these instructions.

## Set-Up: 7:30-10:00 A.M.

- Vendors/nonprofits should arrive for set up no earlier than 7:30 A.M.
- Set-up must be complete and all vehicles removed by 10:00 A.M.
- Vendors/nonprofits need to unload their booth contents and remove their vehicle from the area as soon as possible. Parking is not allowed in the E-Z Mart parking lot.
- All vendors/nonprofits must be set up in the street, NOT on the sidewalk.
- Sidewalks must stay clear.

## Tear-Down: 4:00-6:00 P.M.

- Vendor/nonprofit vehicles will not be permitted in the vendor booth area to tear down until 4:00 PM. Early tear-down is not permitted.
- Vendors/nonprofits are responsible for disposing of all trash in the nearest trash receptacle. We ask that you leave your assigned area in the same or better condition than when you arrived for set-up.

For additional information, contact [info@arkansascornbreadfestival.com](mailto:info@arkansascornbreadfestival.com).