



Forward FEST – Blues, Batter and Brew

June 9, 2018 – Gates open at 12 noon

About Forward FEST:

Forward FEST is a new standard for the social scene of Pine Bluff, Arkansas and will consist of one main stage with national headline acts, food vendors, and a Kid Zone. This event is going to become one of the premier events statewide which takes place in the heart of downtown Pine Bluff, Arkansas on June 9, 2018.

Opportunities:

The Forward FEST event site has many space and presentation size options. Vendors Row is a sales area that spreads along the walkway on both sides of Main Street in downtown Pine Bluff. The area will have high pedestrian traffic and has been a historical location for great vendor sales. Due to the nature of Vendors Row's site, the booth spaces cannot exceed 10' deep. See the application form for details. If you want a custom size or something not offered on this application, please feel free to contact us. The operators of Forward Fest have created the cost of entry for vendors to an extremely affordable fee. We desire to present an exciting and free event for patrons of all ages and walks of life. Forward FEST will also significantly increase the marketing opportunities for Pine Bluff and significantly increase the marketing opportunities for any vendors whom participate.

Payment:

Vendors will be able to take payments at their location.

Tents:

No pop-up tents are allowed. All privately owned tents must be properly anchored and must be able to pass the inspection of the City of Pine Bluff Fire Marshall and Forward FEST staff.

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. We have included a copy of the business license that must be returned to the City of Pine Bluff in person. This office will not be open the day of the show.

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

Revised 4.26.18

Criteria and Process:

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. 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.

Electrical Service:

No electrical services will be provided by Forward FEST. (Vendor is responsible for electrical needs.)

Load-in Times and Event Hours:

Load-in will be based on booth location and size. Inform Forward FEST if you require any special load-in accommodations or timing. All booths must be fully installed by 10 am on June 9th. All vendors are required to be open during public festival hours (12pm- 11 pm). All locations must be removed by the end of the day on Sunday, June 10th.

Deadline:

Deadline for vendor applications is May 25, 2018.

Questions?

Call Forward FEST at (870) 329-4031 or (870) 536-7600, or e-mail tavantecalhoun@yahoo.com or jmccorvey@pinebluff.com. We are happy to answer any questions you may have.





FORWARD FEST VENDOR APPLICATION FORM

Company Name: _____

Contact Person: _____

Booth Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Items for Sale: _____

FEES - Fees due at time of application

	<u>Quantity</u>	<u>Fees</u>
FOOD VENDOR ROW SLOT FEES - Mark the Quantity		
Flat Rate, any size \$200.00 EACH	_____	\$ _____
10' x 10' space - \$400.00 EACH (Premier location)	_____	\$ _____
10' x 20' space - \$500.00 EACH (Premier location)	_____	\$ _____
SUNDRY ITEMS VENDOR TENT - Mark Quantity		
10' x 10' tent - \$50.00 EACH	_____	\$ _____
10' x 20' tent - \$75.00 EACH	_____	\$ _____
10' x 30' tent - \$100.00 EACH	_____	\$ _____
TOTAL FEES		\$ _____

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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 May 25, 2018.

Return this application completed in full and fees to:

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

