



Presented by:
Go Forward Pine Bluff
City of Pine Bluff Parks and Recreation Department

Vendor Package

Due Date November 15, 2019

Go Forward Pine Bluff and Pine Bluff Parks and Recreation brings you 2019 Mistletoe Magic: Believe in Miracles!

On Thursday, December 5, 2019, we will host our second annual Mistletoe Magic at Saracen Landing. This is a four-day event that includes ice skating, picture taking opportunities, shopping, food vendors, Ferris wheel and more. Our vendors offer holiday shoppers a great selection of clothing, jewelry, gifts, toys, gourmet foods, and more!

The base application fee for retail vendors is \$60 for the entire weekend commitment; otherwise \$25 per day. The base application fee for food vendors is \$100 for the weekend; otherwise \$75 per day. **The Christmas Market will be secured by Pine Bluff Police and/or Jefferson County Sheriff's Office throughout the day and overnight.** We are working on wind and temperature protection for the retail vendors.

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

Warm regards,
Leigh Cockrum, Chairman
info@goforwardpb.org
870.939.6900

Important Information

Important Dates

Friday, October 4, 2019 – Early Bird Application Deadline. Fee Reduction by \$15.00 for weekend vendors. Any applications received after October 4, 2019 will not receive the Early-Bird discount of \$15 off your weekend vendor fee.

Friday, November 15, 2019 – Final Application Deadline

Schedule**

Wednesday 12/4, Thursday 12/5 and Friday 12/6 from 10:00 am – 2:00 pm are reserved for school groups – Only Food/Beverage vendors are allowed. Setup is at 9:00 am

Thursday 12/5 from 6:00 pm – 9:00 pm **Open to Food/Beverage Vendors Only**
Set Up is at 5:00 pm

Friday 12/6 from 4:00 pm – 9:00 pm **Open to All Vendors**
Set Up is at 3:00 pm

Saturday, 12/7, market open 10 am – 9 pm **Open to All Vendors**

Sunday, 12/8, market open 11 am – 4 pm **Open to All Vendors**

Sunday, Doors Close/Tear Down at 4 pm

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

Contact

Leigh Cockrum, Chairman

info@goforwardpb.org

870.939.6900

Payment

Submit your payment for the total amount due payable to City of Pine Bluff, Parks and Recreation. On-line application can be found at goforwardpinebluff.org. Return completed application and payment to GFPB, P. O. Box 6316, Pine Bluff, AR 71611.

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 is only open Monday through Friday, 8:00 am to 5:00 pm.

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

Criteria

We want to present a mix of vendors as diverse as our patrons and 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 Mistletoe Magic logo without the express written consent of Mistletoe Magic officials.
- Vendors 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 Mistletoe Magic. 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.)
- Mistletoe Magic organizers are 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.
- **No alcohol sales allowed.**
- Other restrictions may apply.

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.
- Your application must note electricity requirement. Merchants who have requested electricity are allowed one 110- volt plug-in.
- Vendor passes are required to enter the venue before doors open and after doors close.
- Vendors must be present 30 minutes before opening of the market.
- All spaces will be marked and labeled. Unclaimed spaces will be absorbed at this time, and this 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 floor; 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 market closing at 4 pm on Sunday, December 8. Teardown before this time may result in exclusion from future events.
- Merchants 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 the additional fee will be assessed.
- All vendors selling food or merchandise must pay a City of Pine Bluff licensing fee. Fees may be paid to the City for a single day or for a year. It is the vendor's responsibility to obtain this license. In addition, all are responsible for reporting all taxable earnings to the State of Arkansas. To contact the City Collector's office, please call 870.730.2029.
- Pursuant to Ordinance No. 5550, as amended by Ordinance No. 6001, the Advertising and Promotion Commission levies a 2% Tourism Tax that is added to all food purchases made from the sale of prepared food and beverages for on or off-premises consumption (this is commonly known as the Hamburger Tax). The tax is collected by the prepared food establishment and remitted directly to the Advertising and Promotion Commission. In addition, the Advertising and Promotion Commission levies a 3% room tax for hotels, motels, etc. For the complete ordinance, please visit www.CityOfPineBluff.com. For more information on the taxes handled by the A&P Commission, please call 870.534.2121 or 870.534.2160.



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Vendor Application

Merchant Information

Name of Business:		Contact Person:	
Phone:		Email:	
Mailing Address:		City/State/Zip:	
Website:		Facebook Page:	

Category

Please circle ONE category that best fits your entry:

- Food/Drinks Home Interiors Pet Gifts/Stationary
 Women's Clothing/Accessories Children's Clothing Holiday/Seasonal
 Photography/Art Crafts Specialty, describe: _____

Description of Goods. Please be as detailed as possible:

Food/Beverage Vendor (weekend is for 12/4 – 12/8) Circle payment option.

<input type="checkbox"/>	10' x 20' food truck \$160 for weekend \$80 per day
<input type="checkbox"/>	10' x 16' food truck \$100 for weekend \$75 per day
<input type="checkbox"/>	5' x 5' beverage cart \$75 for weekend \$25 per day

Market Booth (weekend is for 12/6 – 12/8) Circle payment option.

<input type="checkbox"/>	Market Double Booth \$125 for weekend; \$50 per day Includes 8'x16' floor space and four vendor passes
<input type="checkbox"/>	Market Standard Booth \$60 for weekend; \$25 per day Includes 8'x8' floor space and two vendor passes
<input type="checkbox"/>	Electrical Hookup, one 110 Volt

Fees (List weekend or individual days)

	Total:	\$
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Return this application (two pages) completed in full and fees (Payable to City of Pine Bluff, Parks and Recreation) to:

Go Forward Pine Bluff
P. O. Box 6316
Pine Bluff, AR 71611-6316

Acknowledgement:

I (we) the applicant(s), do expressly release Go Forward Pine Bluff and the City of Pine Bluff Parks and Recreation Department (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 Merchant Application Packet. I understand that this is an application only and is not a contract or an offer of a contract.

X

Signature

Date