



POP UP IN THE BLUFF

A Delta Celebration Series Event

Saturday September 29, 2018

11:00 a.m. – 3:00 p.m.

Location: Second Avenue

Between Chestnut and Pine Streets

Vendor Registration

Registration Deadline – Sept. 10, 2018

Organization/ Business _____

Contact Name _____ Address: _____
Please Print

City _____ State _____ Zip _____

Cell Phone # _____ Additional contact #: _____ Fax #: _____

Email Address _____

Describe type of business, art, merchandise or food to be sold

City of Pine Bluff Merchandise Sale Number or copy of license _____

Non-Food Vendors 10 x 10 space (\$25 fee) Vendors must provide own table, chairs and tent if needed.

Food Truck Vendor _____ (\$40 fee)

Mail completed non- refundable registration form and vendor fee to:

Pine Bluff Downtown Development, Inc.

110 N. Pine Street

Pine Bluff, AR 71601

Questions: email pbdd110pine@yahoo.com or call 870.536.8742

All vendors selling food or merchandise must pay a City of Pine Bluff licensing fee. Fees may be purchased from 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.

Pine Bluff Downtown Development, Inc., Jefferson County, the City of Pine Bluff, Go Forward Pine Bluff, and event volunteers are not liable for injury or damage to persons or property.

I have read, agree, and will comply with all the conditions to participation as a vendor for Pop Up in the Bluff.

Vendor Signature _____

Printed Name: _____

Date: _____

PBDD Only

Space needed: _____

Registration Rec'd: _____

City of PB Licensing # _____

Pymt: ___check ___ cash _____Amt.



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Registration Process

Registration forms may be picked up at Pine Bluff Downtown Development – 110 N. Pine – Pine Bluff, AR (Dexter Harding House across Pine St. from Courthouse), or requested by email to pbdd110pine@yahoo.com. Registration form and non-refundable vendor fee must be returned to this address **no later than September 10, 2018**. Be sure to include either a copy of the city license or permit number. Any questions, call Pine Bluff Downtown Development 870.536.8742.

Pop Up in the Bluff is an outdoor event. In the event of postponement due to weather, you will be notified of the rescheduled date. Please check facebook.com/Pop Up in the Bluff in the event of rain. If the extended forecast calls for rain, we will do our best to make a decision mid-week so you can plan accordingly.

Set-up/Vendor Placement

Participants can begin setting up at 9:00 a.m. on the day of the event. Traffic will be funneled through this block of Second Street with designated areas allowing for wider sidewalks. The Reynolds Building parking lot will be available for parking. Please do not leave a vehicle parked next to the curb between Pine and Chestnut on Second Street after unloading.

Volunteers will be on hand to direct you to your set up space. Vendors must provide their own tables, chairs and a small tent if needed. Electricity will not be provided. In addition to these items, vendors may also want to bring sandbags or blocks to hold items in place. Stakes may NOT be driven into the asphalt.

Additional Information

The committee reserves the right to refuse the participation of any applicant deemed inappropriate for this event. For the protection of all participants, the committee reserves the right to ask a vendor to leave. Payment will not be returned if asked to leave by the event committee.

It is the responsibility of the vendors to obtain a city license if they do not currently have one. It is also the responsibility of the vendor to report all taxable earning to the State of Arkansas and complete any required forms.

Pine Bluff Downtown Development, Inc., the City of Pine Bluff, Jefferson County, Go Forward Pine Bluff, and event volunteers are not liable for injury or damages to persons or properties.

Vendors are encouraged to decorate their spaces. First, second and third place awards will be given by Pine Bluff Downtown Development for the best decorated booths.

Drawings for a prize are a good way to draw people to your booth, and obtain information for future advertising for your company.