

 **CRAWDAD DAYS FESTIVAL 2025**

**Merchandise/Arts & Crafts/Commercial**

**Non- Food Vendor Agreement**

**Northwest Arkansas District Fairgrounds**

**1400 Fairgrounds Road, Harrison, AR**

**May 16-17, 2025**

**Please enclose pictures of your items.**

Organization Information (Please complete all fields)

Business Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ St \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Secondary Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Are your items: \_\_\_\_\_ Hand Crafted \_\_\_\_\_Retail Product(s) \_\_\_\_\_Non-Profit \_\_\_\_\_Multi-Level Marketing Items**

**ALL MERCHANDISE ITEMS OR SERVICES** to be sold, offered, demonstrated, or exhibited in your space are to be listed below. Items in your space that have not been authorized on your contract are subject to removal at the discretion of festival officials. **Henna Tattoos will require additional insurance to be paid by the Vendor with 5th Agricultural District of Arkansas, Inc. listed as additional insured.** Attach additional sheet as necessary.

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Have you ever participated in the Crawdad Days Festival or the Northwest Arkansas District Fair? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ When \_\_\_\_\_\_\_\_\_\_\_\_

Will you be offering a drawing for a prize, free merchandise, or service? If yes, please list item(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will you be offering free samples? If yes, please list item(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any person handing out samples must adhere to the guidelines set by the Arkansas Department of Health and the Boone County Health Department. Any vendor with food items will be inspected by the Boone County Health Department.

**Initial \_\_\_\_\_\_\_\_\_**

**Please check all that apply: Make Checks Payable To: NWADF**

**INSIDE Booth Size:** \_\_\_\_ 10 x 10 **$ 75** \_\_\_\_ 10 x 20 **$125** \_\_\_\_ 10 x 30 $**175**

Type of Booth: \_\_\_\_\_\_ Table(s) \_\_\_\_\_\_ Tent

**OUTSIDE Booth Size:** \_\_\_\_ 10 x 10 **$ 125** \_\_\_\_ 10 x 20 **$175** \_\_\_\_ 10 x 30 $**225**

Type of Booth: \_\_\_\_\_\_ Tent \_\_\_\_\_\_ Trailer - - ALL TRAILERS ARE REQUIRED TO HAVE THEIR OWN POWER SOURCE.

Trailer Size with Trailer Tongue (if not removable): Width \_\_\_\_\_\_\_\_\_\_\_ Depth \_\_\_\_\_\_\_\_\_\_

Trailer Size MUST include awnings, front and sides, canopies, trailer hitch, doors, ramps, etc.



**Attraction – Must be Approved - call for pricing \_\_\_\_\_\_\_\_**

**Electricity needed**: INSIDE: \_\_\_\_ 110 OUTSIDE: \_\_\_\_\_\_ 110

ALL TRAILERS ARE REQUIRED TO HAVE THEIR OWN POWER SOURCE. NO EXCEPTIONS.

**Please initial the following statements:**

\_\_\_\_ I understand that I will need to submit my completed application, signed 2025 Booth Regulations and Guidelines and booth fee of $\_\_\_\_\_\_ before my application can be considered for Crawdad Days Festival.

\_\_\_\_ I understand that until I am given confirmation by the Crawdad Days Festival, my application is considered “In Review.” If not selected to participate, a Full Refund will be issued.

\_\_\_\_ I understand that all outside vendors with awnings, canopies, and like items MUST be secured with a minimum 25 lb weight on each pole/leg. I understand that a failure to comply with this requirement will be subject to removal without refund from the festival.

The Festival reserves the right to assign space in accordance with other exhibitors and products currently booked. Vendors with “like” products will be limited, but the Festival **cannot guarantee no competition for similar products.**

I understand and agree to the terms and conditions set forth **in this agreement AND** the attached **2025 Booth Regulations and Guidelines** for my participation in Crawdad Days Festival.

**Vendor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Mail to: NWADF Crawdad Days Festival, P.O. Box 1302, Harrison, AR 72602; 870-743-1011

**Make Checks Payable To: NWADF**

**FOR INTERNAL USE ONLY:** Date received\_\_\_\_\_\_\_\_\_\_ Received by\_\_\_\_\_\_\_\_\_\_ Cash\_\_\_\_\_\_ Check\_\_\_\_\_\_ Credit\_\_\_\_\_\_



**CRAWDAD DAYS FESTIVAL 2025**

**BOOTH REGULATIONS AND GUIDELINES**

**May 16-17, 2025**

**Business Vendor, Non-Food/Merchandise/Arts & Crafts:**

This agreement made and entered between Crawdad Days Festival, a division of 5th Agricultural District of Arkansas, Inc., DBA Northwest Arkansas District Fair (**Festival**) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(Operator**).

The purpose of this agreement is to set forth the terms and conditions whereby Operator is authorized by the Festival to operate a Business Vendor Booth for the purpose of promoting and/or selling represented products under the following:

**TERMS & CONDITIONS:**

* To be considered for inclusion in the Festival, each vendor must submit a completed application with payment and signed Booth Regulations and Guidelines, received **no later than May 1, 2025**. Applications received after this date cannot be guaranteed a booth space.
* **All applications will begin being processed on April 15th.** You may not be contacted about your application until after that date.
* Applications for Booth Space will be accepted while space is available.
* The Festival will review all applications to make sure vendors meet Festival criteria. Applications will be processed on a first come, first serve basis. Before the Festival, you will receive confirmation of acceptance and necessary information.
* The Festival will limit the number of similar vendors within certain areas, but will not guarantee exclusivity to any vendor. The Festival makes every effort to assign booth spaces to benefit all vendors. Vendors may not request specific booth spaces. The Festival reserves the right to make booth space changes at any time, as it deems necessary.
* All cancellations must be in writing and received **before May 1, 2025** to receive refund. NO refunds will be given **after May 1, 2025**. There will be no refunds given for inclement weather conditions unless event is canceled by the Festival.
* Vendors need to provide their own tables, chairs, canopies, tents, hoses, signage, extension cords and anything else needed to operate their booth. If you are not sure of items needed, please contact us.
* Vendor may not sublet space.
* All tents, canopies, and the like are to be secured on each pole/leg with a minimum of 25lb weight or weighted bag. NO EXCEPTIONS.
* Tents, canopies, and the like CANNOT be tied or secured to another vendor’s tent, canopy, etc. Failure to comply will result in immediate dismissal from event without refund.

**HOURS**

* Vendors agree to operate during Festival hours of operation. Festival Merchandise/Arts & Crafts Vendor hours are:

Friday, May 16 Vendors 5:00 pm to 10:00 pm

Saturday, May 17 Vendors 10:00 am to 10:00 pm

* Festival hours are subject to change. You will be notified of any changes.

**Initial \_\_\_\_\_\_\_\_\_**

**REPRESENTED PRODUCT**

* All vendors must give a complete description of items to be displayed or sold. Vendor acceptance is based on the understanding that the vendor will sell ONLY those items listed on their application. Additional items may not be sold without written consent from the Committee prior to the event.
* The following items **cannot be sold**: Non-packaged food items (must be a food vendor). (If pre-packaged food items are to be sold please contact the Arkansas Department of Health for regulations.)

No Alcohol or tobacco products.

No E-Cigs or Vaping products.

No offensive, suggestive, explicit, or controversial products.

This list is not all-inclusive. The Festival reserves the right to amend this list at any time. If the Festival informs a vendor that a particular item cannot be sold the item must be removed from the premises immediately.

* **You MAY NOT walk around the grounds selling your product/item(s) or selling/promoting raffle tickets or prizes.**
* Exhibits shall not display, sell or dispense any items with offensive, profane and/or drug related paraphernalia. The sale, or dispensing, of these or any other items which in the opinion of the Festival are inconsistent with the mission of the Crawdad Days Festival and the Northwest Arkansas District Fair will result in the removal of the vendor.
* No food or beverage will be given away free of charge.
* **Please enclose pictures of your items.**

**SET UP & DEPARTURE**

* Vendors will be allowed to bring their vehicles to a location near the vendor area for set up and take down during allotted times ONLY. Once barricades are in place, set up will not be permitted. **DO NOT DRIVE ACROSS THE FAIRGROUNDS ONCE THE FESTIVAL IS UNDERWAY.**  If you have to move a barricade, then you are not supposed to be in that area!! Failure to comply WILL result in removal from the festival/grounds and you could be banned from future events.
* **Operator must check in before setting up**. Set up may begin at Thursday 4-8pm and Friday 8am-2pm. All Buildings are secured each night and have video surveillance. Entry gates CANNOT be secured nightly due to emergency egress protocol.
* No vehicle parking alongside vendor’s booth. NO EXCEPTIONS! Failure to comply will result in removal from festival without refund. No vehicle operation in restricted areas during Festival Vendor hours.
* Breakdown of booth may begin any time after 11pm on Saturday May 17th. All booths must be cleared and off property by 5pm on Sunday, May 18th.
* Each vendor is responsible for dismantling and clearing their booth and disposing of all trash properly after

Festival. Main dumpster, secondary dumpster, and trash receptacles will be provided.

**DESIGNATED AREA & ELECTRICAL NEEDS*: Access to electricity will not be provided unless indicated in VENDOR AGREEMENT.***

* Booths exact location is made at the discretion of the Festival.
* Operator agrees to operate all electrical equipment, including all wiring, in a safe, intelligent manner.
* Operator agrees to use only designated receptacles in the pre-approved location.
* If more power is needed than available, the vendor is responsible for providing their own power supply.

**TERMINATION RIGHTS**: Festival reserves the right to terminate the operation of the Operator at any time during the festival for any of the following reasons:

* Operator and/or employees fail to maintain a professional manner, commit any act detrimental the purpose of the event, violate any provision of the Arkansas Health Department, fail to cooperate with event management staff and/or any breach of Vendor Agreement, Vendor Booth Regulations and Guidelines or any agreements listed herein.

**Initial \_\_\_\_\_\_\_\_\_**

* If Vendor fails to comply with any of these guidelines, they may be dismissed from the **Crawdad Days Festival and future events.**

**INDEMNIFICATION**

* The Crawdad Days Festival, 5th Agricultural District of Arkansas, Inc. DBA Northwest Arkansas District Fair, its staff, employees, committee members, and volunteers, as well as any sponsors, are not responsible for any accidents, damages, or theft taking place on, at or during Festival. ATTRACTION Operators agree to obtain commercial general liability insurance, including products, in an amount of not less than $1,000,000 for bodily

injury and property damage.

* Attraction Operator agrees to provide insurance to protect Operator during the

event and to provide the Festival a certificate of insurance with Festival and list Crawdad Days Festival and 5th Agricultural District of Arkansas, Inc. DBA Northwest Arkansas District Fair as additional insured.

* Operator agrees to indemnify the Festival and 5th Agricultural District of Arkansas, Inc. DBA Northwest Arkansas District Fair and any activity of the Operator during the event.
* TAXES: Operator shall be responsible for the collection and payment of any tax upon the gross receipts as required by Arkansas Law. Operator will be given sales tax forms as provided by the Arkansas Department of Finance. If you are a monthly sales tax remitter in Arkansas, please have your permit number available for the form. Contact information for each vendor/operator is provided to the State of Arkansas. Failure to remit sales tax could result in dismissal from future events. ARKANSAS SALES TAX – Operator must pay all sales tax to the State of Arkansas in compliance with state and local sales tax laws. Current sales tax rate is 9.5%.

**I understand and agree to the terms and conditions set forth in the 2025 Booth Regulations and Guidelines. I have enclosed pictures of my products/items.**

Vendor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NWADF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Vehicle Information*:***

Vehicle 1 Information: Year \_\_\_\_\_\_\_\_ Make \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Model \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Color \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tag \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vehicle 2 Information: Year \_\_\_\_\_\_\_\_ Make \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Model \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Color \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tag \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mail to: NWADF Crawdad Days Festival, P.O. Box 1302, Harrison, AR 72602

Email: allison@northwestarkansasdistrictfair.com Phone: 870-743-1011

**FOR INTERNAL USE ONLY:** Date received\_\_\_\_\_\_\_\_\_\_ Received by\_\_\_\_\_\_\_\_\_\_