



48th Queen
Wilhelmina
ROD RUN

MENA, ARKANSAS
AUGUST 25-27, 2023

ARTS & CRAFTS/COMMERCIAL SALES Vendor Application
Form Deadline: July 7, 2023
Acceptance Packets Mailed: July 21, 2023

Organization/Business Name: _____

Contact Person(s): _____ Contact Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

E-Mail: _____

Website: _____ Social Media Accounts: _____

ARTS & CRAFTS/COMMERCIAL SALES Vendors

Rates & fees are listed on the back of this form. Payment will be accepted at this time; however, check will be held until decision of acceptance or denial, at which time the check will either be deposited or returned. Invoices will be sent to those who have been accepted but have not paid. Vendor fees and electrical fees must be paid by August 1. The Mena Polk Chamber of Commerce Policy /Acceptance / Vendor Agreement will be mailed by July 21 and must be returned by August 1. Setup information, maps, etc. will be mailed to you as well. All commercial food vendors will be admitted at the discretion of the Mena Polk County Chamber of Commerce.

Photos of exhibited items will be required with ALL application forms for ALL vendors.

- Arts & Crafts Vendor Commercial Sales Vendor

Please list ALL items you will be selling. Use an additional sheet if necessary.

Please provide the price range of your products (lowest to highest): _____

*The committee makes every effort to avoid admitting duplicate items, so it is very important to list all items sold in this space and provide pictures. *Note: We do allow multiple jewelry vendors but strive to provide diversity in styles and pricing as well as maintain good quality. **Photos are important and required.***

Please indicate the number of booth spaces needed: _____ 10x10 Tents/canopies/tables are not provided.

**Please note Use of Vehicles & Trailers under Guidelines & Regulations on the back of this form*

Please check if you require electricity. Yes No Voltage _____ Total Amps _____

Limited spacing available with electricity and water so send your application request in early. Electrical usage may be limited. All electrical connections **MUST be pre-approved and paid for in advance. Electrical connection must be made by an event representative.*

Friday, August 25 the event will be held from 5pm to 9pm on North Mena Street. Saturday, August 26 the event will be held at Queen Wilhelmina State Park from 8am-4pm then on South Mena Street from 7pm-9pm.

Please check which events you plan to attend.:

- August 25th North Mena Street
 August 26th Queen Wilhelmina State Park
 August 26th South Mena Street

I, the exhibitor, agree to the terms on this form and acknowledge, if accepted as a vendor, I will receive the full written policy with additional terms, conditions, and regulations for the "2023 Queen Wilhelmina Rod Run" and my acceptance to the event will not be finalized until I have read, initialed, and signed the full written policy and vendor agreement. I agree to abide by all the terms set forth in this "Application Form" with no exceptions, and do hereby contract space for the 2023 event.

Signature: _____ Date: _____

Thank you for your interest in the 2023 Queen Wilhelmina Rod Run.

Please return this form to:

Mena Polk County Chamber of Commerce | 524 Sherwood Avenue | Mena, AR 71953

You may download additional forms at www.queenwilhelminarodrun.com

Questions/Comments? Contact us at 479-394-2912 or secretary@menapolkchamber.com

**Photographs of your booth and exhibited items
MUST be attached to this application.**

2023 Queen Wilhelmina Rod Run Arts & Crafts/Commercial Sales Vendor Rates & Fees

Booth Space: \$50/space

Electricity: \$10/space

Vendor agrees to keep complete records of all sales and receipts, and forward to the Mena Polk County Chamber of Commerce within 10 working days following the event, a detailed financial statement covering the event. Financial statement must be broken down by day. Vendor further agrees to pay to the Mena Polk County Chamber of

Commerce 10% of gross proceeds from the event, payable by check

***No canopies, tables, chairs, etc. are included. The fee is for the space only.**

Set up time will be August 25th, 4pm for the North Mena Street Event. Tear down by 9:30pm.

Set up time will be August 26th, 7am for the Queen Wilhelmina State Park Event. Tear down by 5pm.

Set up time will be August 26th, 5pm for the South Mena Street Event. Tear down by 10pm.

Guidelines & Regulations

Items restricted to sell: (items include but are not limited to) alcohol-related products, tobacco products, e-cigarette products, fireworks, pornographic or otherwise offensive material, snap pops, stink bombs, live animals, or silly string. In addition, guns (toy, real or otherwise) and knives (toy, real or otherwise) unless approved by Chamber Prior to Event and is at the Chamber's discretion. The previous list is for example purposes and is not all inclusive. The Mena Polk County Chamber of Commerce has the sole and exclusive right to add additional items to the list before or during the event. The Chamber, in its absolute discretion, shall decide at any time, before or during the event, whether an item or product can be sold at a booth or on the premises. Should the Chamber exercise this right and inform a vendor that an item or product cannot be sold; the item will immediately be removed from the booth or exhibit area and the event premises.

Proof of Liability Insurance: A copy of your Proof of Liability Insurance MUST accompany your application naming the Mena Polk County Chamber of Commerce, Queen Wilhelmina Rod Run, and Queen Wilhelmina State Park as additional insureds if you are participating as a commercial food vendor.

Fire, theft, damage: The Queen Wilhelmina Rod Run, The Queen Wilhelmina State Park and/or the Mena Polk County Chamber of Commerce will not be responsible for loss due to fire, theft, winds, or other damage regardless of the cause. The Queen Wilhelmina Rod Run, the Queen Wilhelmina State Park, and/or the Mena Polk County Chamber of Commerce is expressly released from any loss, injury, or damage to persons or property.

Use of vehicles & trailers as booth space: Trailers will be allowed for COMMERCIAL food vendors. Photos of the trailer **must** accompany the application.

Failure to comply with regulations will result in the exhibitor being dismissed from the 2023 event and future events.

Please acknowledge your agreement to these terms & regulations with your signature on page 1 of this form and

initial below.

Please initial

Mena Polk County Chamber of Commerce:

Approved with no restrictions on listed exhibits: _____(Signature)

Approved with restrictions on listed exhibit items: _____(Signature)

Application declined: _____(Signature)