



48<sup>th</sup> Queen  
Wilhelmina  
ROD RUN

MENA, ARKANSAS  
AUGUST 25-27, 2023  
NON-PROFIT FOOD 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: \_\_\_\_\_

**Non-Profit Food 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 non-profit food vendors will be admitted at the discretion of the Mena Polk County Chamber of Commerce.*

**Photos of trailer and food items will be required with ALL application forms for vendors.**

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

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

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

Trailer dimensions/size: \_\_\_\_\_

*Spaces for commercial food vendors are tight, so please indicate total retail space required for your set-up. Please note Use of Vehicles & Trailers under Guidelines & Regulations in this application.*

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. **Only 1 A/C unit allowed per food vendor space.***

*\*Water hoses are not provided. Water available only if requested and pre-approved.*

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](http://www.queenwilhelminarodrun.com)

Questions/Comments? Contact us at 479-394-2912 or [info@menapolkchamber.com](mailto:info@menapolkchamber.com)

**Photographs of your food trailer and food items and proof of liability insurance  
MUST be attached to this application.**

**2023 Queen Wilhelmina Rod Run  
NON-PROFIT FOOD Vendor Rates & Fees**

Set-up Fee: \$50

Electricity: \$20

*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 and tobacco products. 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 NON-PROFIT 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)