

2017 Benton Fall Festival

Saturday, October 28th from 4-8pm at the Benton Public Square

FEES & BOOTH SPACE SIZE

Size: 10' x 10'

Booth registration deadline is Wednesday, October 18th, 2017

GENERAL INFORMATION

- Electricity is available. You are responsible for power cables. Earliest postmarked and paid registration will receive preferred location. Generators/portable power supplies must be approved prior to event. Cables and lighting must be approved for outdoor use.
- All tables, chairs, electrical cords and protective coverings must be furnished by the exhibitor. If you are bringing a tent, it needs to be secured to the ground/weighted in case of wind.
- The vendor is required to fill out an "Application for Transient Merchant form- Itinerant Vendor License" for the City of Benton. If you have a year-long permit, a copy must be provided.
- Convenient off-site parking is available to vendors.
- We will try to have an even split of vendors and limit duplicates. Sales tax and income tax reporting are the exhibitor's responsibility.
- The Benton Fall Festival is rain or shine. Vendors are responsible for vending fees and these are non-refundable in case of inclement weather.

LIABILITY & PROOF OF INSURANCE

The City of Benton accepts no responsibility for the loss of property, accidental damage, theft or vandalism.

SET-UP & TEAR-DOWN

- Set-up begins at 1:30pm on Saturday, October 28th. Upon arrival, check in with a member of the Festival Staff at the event registration table. Those with special electrical needs will need to make arrangements beforehand. All set-up needs to be completed by 3:30pm. You have limited unloading time and vehicles must be removed within the allotted timeframe.
- Tear-down can begin at 8pm, and all booths need to be packed and cleared by 10:00pm. NO vehicles are allowed in the festival area until the crowds are clear. Each exhibitor is responsible for setting up, attending to and cleaning up their own exhibit. Vendors who do not clean up their area will be subject to a fee. You are responsible for unloading and loading your vehicles and booths.

2017 Benton Fall Festival
Organization (Non-Vendor) Registration Form
October 28th, 4 – 8pm at the Benton Square

Organization: _____

Organizations, Businesses or Churches

Contact Information:

Name: _____

Phone: _____ Email: _____

Organization Address: _____

City: _____ Zip: _____

Number of volunteers attending: _____

Preferred Location: _____

Description of Participation: _____

Things to Remember

- ✓ Non-vendors are NOT required to pay the \$10 transient merchant fee but still must fill in the information above.
- ✓ To qualify as a non-vendor, your group is not allowed to charge money for services – you may only accept donations.
- ✓ All participating organizations must be registered in order to attend and participate.
- ✓ ONLY pre-packaged candy or treats are approved to hand out if you choose to do so/ Please be courteous of your neighbors and stay within your booth space.
- ✓ Registered organizations must arrive between 1:30-3:15pm on Saturday, October 28th. After 4:00pm, the Square will be closed to traffic.
- ✓ All participants are responsible for the set-up and break-down of their own booth/All decorations must be removed after event.
- ✓ An adult or parent must be with the booth at all times during the event for safety purposes.
- ✓ Participants must be prepared to stay until the event ends at 8:00pm. For safety purposes, vehicles will not be permitted to move or leave the Square until the event is over.
- ✓ We ask that you please refrain from the overly scary, frightful, gory or inappropriate. Open flames and candles are prohibited.

Deadline for entry is Wednesday, October 18th

NAME

DATE