

Lights of the Ozarks

2024 Official Vendor Application
Friday, November 22, 2024 – Wednesday, January 1, 2025

This application is for vendors interested in selling food and beverages on the Fayetteville square during Lights of the Ozarks. Vendor fees are \$500. All applications are due by Sunday, September 15th. Applicants will be notified of their participation status by Tuesday, October 1st.

*Please read and complete carefully. The application has been updated for 2024.
If you have questions or concerns, please call Chloe Bell at 479-935-4751.*

Contact Information

Business Name or DBA: _____

Contact Name: _____

Mailing Address: _____

Phone Number: _____

Street Address: _____

City/State/ZIP: _____

Vendor Information

Social Media and Web Presence: _____

AR sales tax permit ID number: _____

What are the dimensions (L x W x H) of your total set up? _____

What is your mode of operation? Select all that apply.

Food Truck

Food Trailer

Mobile Food Cart

Stationary Food Cart

10x10 Vendor Booth (cottage food)

Outdoor Kitchen

Other, explain: _____

Lights of the Ozarks 2024 Vendor Application

Please list your website, Facebook, or Instagram page if applicable _____

What are the dimensions (L x W x H) of your food &/or beverage truck? _____

What side is your serving window on? Driver side Passenger side

Space is limited, and Experience Fayetteville will choose applicants based on completed applications submitted on time as well as having a variety of food and beverage options in alignment with the purpose and aesthetic of The Lights of the Ozarks. Please describe the nature of your business and list all the food, beverages, and other items you request to sell.

Documents and Certificates

Please attach each of the following with your application.

- At least one photo of your food or beverage truck setup.
- Proposed Menu
- Proof of Retail Food Establishment Permit OR Temporary Food Service Permit

Electricity Needs

Please describe your power needs and flexibility. Electricity is limited.

What amperage does your food truck require? _____

Are you using a generator? Yes No

If yes, do you have a cover/silencer? Yes No

Event Schedule

The vending schedule for the 2024 Lights of the Ozarks season will be divided into two parts; vendors may apply to participate in either part of the season. Expected operating hours for all vendors are 5:00 pm-10:00 pm. Monday through Sunday.

Please select which part of the season you would most like to participate in:

- Part 1: Friday, Nov. 22nd- Thursday, Dec 5th
 - Includes Lighting Night, Thanksgiving holiday, and parade on 12/5
- Part 2: Friday, Dec 6th- Wednesday, Jan. 1st
 - Includes DFC event on 12/13, Christmas, and New Years

If your business is not selected for your preferred choice, would you like to be considered for the other half or special events? Yes No

Vendor Policies, Guidelines, and Code of Conduct

Lights of the Ozarks is a community-centered celebration, and these guidelines are created to ensure the event is enjoyed by all. Violation of these policies is grounds for dismissal and loss of event privileges.

1. **Prior participation does not guarantee acceptance.**
2. Vendor spots are limited. Once you have been accepted, you will have 10 business days to remit payment. If it is not received, we will move to the next vendor on the list.
3. Once the vendor fee is paid in full, it is non-refundable. Vendor fees will not be refunded in case of absence, weather, or other circumstances.
4. Payment of all taxes is the sole responsibility of the vendor.
5. Festival vendors serving prepared food may be subject to the city of Fayetteville's HMR tax. [Click here to register.](#)
6. Only vendors who are set up to pay the tax and are non-delinquent with their HMR tax when their application is received will be considered for participation.
7. Vendors agree to reduce the use of one-time-use plastics and commit to using less non-recyclable materials.
8. The vendor shall provide food, beverage, or services for a period not to exceed the dates agreed upon.
9. Vendors are expected to be open for business each day of the festival, weather depending. Expected hours are from 5:00 pm– 10:00 pm but vendors may choose to remain open later at their discretion.

Lights of the Ozarks 2024 Vendor Application

10. Vendors who are “no-shows” or close before 9:30 pm without prior arrangement with Experience Fayetteville will risk forfeiting their spot for the remainder of the season.
11. Once approved as an authorized vendor, more detailed parking and setup instructions will be provided to you.
12. The vendor shall set their own fees for food and beverages and other wares for sale.
13. Vendors will complete sales reports and submit them to Experience Fayetteville each week or weekend they are open. This information helps us better understand attendance and event success year to year.
14. Experience Fayetteville reserves the right to approve items sold.
15. The vendor shall be prepared to furnish all electricity. Electricity is extremely limited and cannot be guaranteed by the organizers. All vendors are expected to provide their own quiet generators if needed.
16. All vendors will be responsible for clean-up of their immediate area each night of engagement and at load out. This includes but is not limited to, grey water, oil/grease spills, trash, and general debris.
17. Please do not create trip hazards or block walkways, traffic, or emergency access lanes.
18. Vendors are responsible for the actions of their employees and representatives.
19. Vendors are assigned a location at the discretion of the Experience Fayetteville team. We purposefully place vendors to curate the overall experience and may be unable to honor requests for specific locations. Moving locations without prior approval is not permitted.
20. Vendor shall not sublet their space to any other person or vendor.
21. By participating in the Lights of the Ozarks, vendors will allow the use of image and likeness in Experience Fayetteville print and web materials.
22. The vendor will not hold Experience Fayetteville and/or the Fayetteville Advertising and Promotion Commission responsible for any damage, expense, or liability arising from any injury or damage to a vendor or vendor’s property.
23. The Fayetteville Advertising and Promotion Commission, its officers, agents, or members shall not be responsible for any loss or damage due to cancellation, theft, fire, accident, or other cause.
24. Any additional signage, furniture, or decorative elements displayed by vendors are subject to organizers' discretion.

Acknowledgement of Policies

Vendor acknowledges the following by initialing the following and signing/dating below.

1. If selected to participate, I will follow the policies above.
2. A completed application does not guarantee participation in the event.
3. If selected to participate, I will be contacted via email and/or at the phone number in this application. I will submit my payment in full within 5 business days of notification, or my slot may not be guaranteed.

VENDOR SIGNATURE: _____

DATE: _____

Terms and Conditions

Experience Fayetteville is the managing authority for Lights of the Ozarks, per City of Fayetteville Code of Ordinances, Chapter 117.93, for the purpose of holding an annual winter holiday celebration in downtown Fayetteville. Participants agree to pay all applicable fees and understand that all applicable fees are subject to change. The Participant is solely responsible for all requirements concerning health department regulations. As required by law, each participant is responsible for collecting and turning in applicable state, county, and city taxes. As a Lights of the Ozarks vendor, I will indemnify and hold harmless Experience Fayetteville employees and all members of the Lights of the Ozarks event from and against any and all liability, claims, demands, expenses, fees, fines, penalties, suits, arising from or in any way connected with my use of occupancy or related activities as a participant in Lights of the Ozarks.

VENDOR SIGNATURE: _____

DATE: _____

Typing your name above indicates that you accept all policies, terms, and conditions associated with this application.

Submission Instructions

Please complete this form and return to Experience Fayetteville one of the following three ways:

Send via email:
events@experiencefayetteville.com

Send via mail:
Experience Fayetteville
P.O. Box 4157
Fayetteville, AR 72702

Drop off in person:
21 S Block Ave
Fayetteville, AR 72701

Do not send payment. You will be contacted for payment once approved as an authorized vendor.

Thank you for your interest in being a vendor during Lights of the Ozarks! For additional questions, please contact Community Engagement Manager, Chloe Bell, at cbell@experiencefayetteville.com .

Chloe Bell
Community Engagement Manager
Experience Fayetteville
cbell@experiencefayetteville.com
Main: (479) 521-5776 ext. 308
Direct: (479) 935-4751