

FIRST THURSDAY

– Fayetteville –

Please read and complete carefully. Application has been updated for 2022.
If you have questions or concerns, please call Chloe Bell at 479-935-4751.

Contact Information

Organization/Business Name: _____
Contact Name: _____
Email Address: _____
Phone Number: _____
Street Address: _____
City/State/ZIP: _____

Vendor Information

1. Social Media and Web Presence: _____
2. AR sales tax permit ID number: _____
3. What are the dimensions (L x W x H) of your total set up? _____
4. What is your mode of operation? Select all that apply.

- | | |
|---|--|
| <input type="checkbox"/> Food Truck | <input type="checkbox"/> 10x10 Vendor Booth (cottage food vendors) |
| <input type="checkbox"/> Food Trailer | <input type="checkbox"/> Outdoor Kitchen |
| <input type="checkbox"/> Mobile Food Cart | <input type="checkbox"/> Other, explain: _____ |
| <input type="checkbox"/> Stationary Food Cart | |

5. Please describe your power needs and flexibility. Note that power is limited and cannot be guaranteed.

What amperage does your food truck require? _____

Are you using a generator? Yes No

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

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

Monthly Participation

Each event follows a theme and will run from 5:30 p.m. – 9:00 p.m. Vendors are expected to arrive between 3:30 p.m. - 4:30 p.m. to ensure adequate time for set up. **Vendors applying for the season will be notified of acceptance or declination by April 14th. Vendors applying midseason will be notified within 1 week of application deadline, approximately 6 weeks prior to each event.** Please mark which month(s) you'd like to participate:

- | | | |
|--|---------------------------|--|
| <input type="checkbox"/> May 5th | <i>Natura</i> | applications due April 7 th |
| <input type="checkbox"/> June 2nd | <i>In Bloom</i> | applications due May 5 th |
| <input type="checkbox"/> July 7th | <i>Ozark Oasis</i> | applications due June 9 th |
| <input type="checkbox"/> August 4th | <i>Dog Daze of Summer</i> | applications due July 7 th |
| <input type="checkbox"/> September 1st | <i>A Closer Look</i> | applications due August 4 th |
| <input type="checkbox"/> October 6th | <i>Larger Than Life</i> | applications due September 8 th |

Inclement Weather Policy

First Thursday is weather dependent. If there is a chance of severe weather, staff will work to determine if it is safe to continue with First Thursday as planned. Every effort will be made to make this decision by 1:00 p.m. the day of the event. Vendors will be notified via phone and email as soon as possible.

Payment Process and Fees

Once accepted, vendors will be contacted about payment process. Please **DO NOT** send money with application, it will not be accepted.

Once accepted, all vendors be invoiced a **vendor fee of \$40** for each month selected. You are welcome to pay monthly or all in one invoice. Vendors will not be permitted to set up until invoices are paid. Payment **WILL NOT** be accepted at the event. This fee is non-refundable unless the event is cancelled by Experience Fayetteville.

Guidelines and Code of Conduct

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

- Space is limited. Applicants are **not** guaranteed full-season attendance.
- Prior participation does not guarantee acceptance.
- Vendors arrive between 3:30 p.m. - 4:00 p.m.
- Electric power is extremely limited and is not guaranteed.
- Please be mindful to not create trip hazards or block walkways, traffic or emergency access lanes.
- Location of the vendors at the events are assigned at the discretion of the Experience Fayetteville team. We purposefully place vendors to curate the overall experience and may not be able to honor requests for specific location of your tent or booth. Moving locations without prior approval is not permitted.
- Food and beverage vendors are responsible for all equipment and supplies needed to operate at First Thursday.
- No refunds will be given to vendors who do not show up to their reserved booth prior to the start of the event. In case of emergencies or delays, please notify the Community Engagement Manager.
- Vendors are responsible for the actions of their employees and representatives.
- Vendors are responsible for the cleanup of their immediate area. This includes but is not limited to trash, food waste, oil and grease stains, etc.
- For data purposes, we will be asking vendors the amount of their gross sales at the end of the evening. This will help us to better to determine ways to improve the event, the attendance of the event and track event growth year to year.
- Vendors are required to serve their food in compostable containers. Beverages are allowed in compostable containers, glass bottles, #1 or #2 plastic, and aluminum.
- Got a concern, idea, suggestion or problem? We are here to listen. Please reach out to Chloe Bell, the Community Engagement Manager at events@experiencefayetteville.com or call us at (479) 521-5776.

First Thursday Fayetteville Food and Beverage Vendor Agreement 2022

Please **initial** each line.

1. I agree to reduce my use of one-time use plastics at First Thursday by using only compostable disposables and recyclable bottles or cans at my food truck. I understand that one of the goals of Experience Fayetteville is to reduce waste generated at festivals, and as a vendor I, too, am committed to this goal.
2. I understand that city ordinance prohibits food vendors from the use of polystyrene (Styrofoam) and I will not use these products for food or beverage containers.
3. I will arrive at or before 4:00 p.m. on the months I am accepted.
4. I understand Experience Fayetteville will make a weather determination at or before 1:00 p.m. on the day of the event.
5. I will not break down my booth prior to 8:30 p.m. without first communicating with and gaining approval from Experience Fayetteville. Doing so could hurt my chances of participating in future events.
6. I understand that by participating in First Thursday, I allow the use of my image and likeness in Experience Fayetteville print and web materials.
7. I understand I am required to complete vendor payment a week before each event and am unable to submit payment the day of the event.
8. I understand that Experience Fayetteville places vendors according to each month's programming and may not be able to honor requests to be relocated.
9. I understand that vendors may have some duplicate materials, products, aesthetics, menu items, or other elements at this event.
10. I will not give away free food in consideration of state restrictions and fellow vendors.
11. I understand that vendor fees will not be refunded in case of absence, weather, or other circumstances.
12. I understand that gross sales data will be collected at the end of the evening, and I agree to adhere to data collections.
13. I understand that payment of all taxes is the sole responsibility of the vendor.
14. I understand my business must be current with Hotel, Motel, and Restaurant (HMR) Tax payment.

Terms and Conditions

Experience Fayetteville is the managing authority for First Thursday Fayetteville, per City of Fayetteville Code of Ordinances, Chapter 114.03, for the purpose of holding a monthly cultural arts event in downtown Fayetteville. Participants agree to pay all applicable fees and understand that any and all applicable fees are subject to change. 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 First Thursday participant, I will indemnify and hold harmless Experience Fayetteville employees and all members of the First Thursday 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 First Thursday Fayetteville.

VENDOR SIGNATURE:

DATE:

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

APPLICATION SUBMISSION

**For questions or more information, please contact
Community Engagement Manager Chloe Bell at (479) 935-4751.**

Please submit application, documents and images to: events@experiencefayetteville.com