

# 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. Describe how you plan to use the 10 'x 10' space and what goods/services that you plan to contribute.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. If you exceed the standard booth size, what are the dimensions (L x W x H) of your total set up?  
\_\_\_\_\_
5. Will you be bringing a 10' x 10' tent?  yes  no
6. Will you need access to electricity to operate your booth?  yes  no  
If yes, please describe what you will be powering: \_\_\_\_\_

7. Please select the best description of your services. Per ordinance 114.03, only objects of art or craft produced and sold by a local artist or craftsman may be sold at First Thursday. Please note there is a separate application for food and beverage.

- |  |  |
|--|--|
| <input type="checkbox"/> Individual Artist/Maker | <input type="checkbox"/> Non-Profit Organization       |
| <input type="checkbox"/> Artist Collective       | <input type="checkbox"/> Arts & Culture Organization   |
| <input type="checkbox"/> Entertainment/Rides     | <input type="checkbox"/> Other (Please describe) _____ |

### **Documents and Certificates**

Please attach each of the following with your application.

- At least one photo of market setup. This photo may be used for promotional purposes.
- At least one photo of goods for sale and/or giveaway items.
- AR sales tax permit ID # \_\_\_\_\_ (if selling items)

### **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. Please mark which month(s) you'd like to participate. To ensure vendor booths remain equitable throughout the season, we will be reviewing all applications on a monthly basis. Only one application is necessary for the season. Please review the monthly deadlines below.

**Vendors will be notified of acceptance or declination within 1 week of each application deadline, approximately 6 weeks prior to each event.**

- |  |                           |  |
|--|---------------------------|--|
| <input type="checkbox"/> <b>May 5<sup>th</sup></b>       | <i>Natura</i>             | applications due April 7 <sup>th</sup>   |
| <input type="checkbox"/> <b>June 2<sup>nd</sup></b>      | <i>In Bloom</i>           | applications due April 21 <sup>st</sup>  |
| <input type="checkbox"/> <b>July 7<sup>th</sup></b>      | <i>Ozark Oasis</i>        | applications due May 12 <sup>th</sup>    |
| <input type="checkbox"/> <b>August 4<sup>th</sup></b>    | <i>Dog Daze of Summer</i> | applications due June 16 <sup>th</sup>   |
| <input type="checkbox"/> <b>September 1<sup>st</sup></b> | <i>A Closer Look</i>      | applications due July 14 <sup>th</sup>   |
| <input type="checkbox"/> <b>October 6<sup>th</sup></b>   | <i>Larger Than Life</i>   | applications due August 18 <sup>th</sup> |

### **Vendor Fees and Payment Process**

Please **DO NOT** send money with application, it will not be accepted.

Upon acceptance, vendors will receive an invoice via Square for in the amount of **\$25**. 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.

## **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.

If you are unable to attend as a vendor, please alert us as soon as possible at 479-521-5776 or at [events@experiencefayetteville.com](mailto:events@experiencefayetteville.com). Vendor fees will not be refunded for inclement weather.

## **Guidelines and Compliance**

*Violation of these guidelines is grounds for dismissal and loss of event privileges.*

- Space is limited. Applicants are **not** guaranteed full-season attendance, even if all months are selected.
- Prior participation does not guarantee acceptance.
- Vendors arrive between 3:30 p.m. - 4:00 p.m. In case of emergencies or delays, please notify the Community Engagement Manager as soon as possible.
- No refunds will be given to vendors who do not show up to their reserved booth prior to the start of the event.
- 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.
- Vendors will be provided one 6 ft. table and two chairs at the event. We cannot guarantee additional chairs, additional tables or electrical hookup. Any additional materials must be provided by the vendor.
- Electric power is extremely limited and is not guaranteed.
- A standard vendor booth is 10 ft by 10 ft. As spaces are limited, vendors exceeding 10 ft by 10 ft need to note this on their application and will be invoiced for each space they occupy.
- Vendors are responsible for the actions of their employees and representatives.
- Vendors are responsible for the clean-up 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.
- Got a concern, idea, suggestion or problem? We are here to listen. Please reach out to us at [events@experiencefayetteville.com](mailto:events@experiencefayetteville.com) or (479) 521-5776.

## **First Thursday Fayetteville Non Food and Beverage Vendor Agreement 2022**

Please **initial** each line.

1. I will arrive at or before 4:00 p.m. on the months I am accepted.
2. I understand Experience Fayetteville will make a weather determination at or before 1:00 p.m. on the day of the event.
3. 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.
4. I understand that by participating in First Thursday, I allow the use of my image and likeness in Experience Fayetteville print and web materials.
5. 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.
6. I understand that Experience Fayetteville places vendors according to each month's programming and cannot honor requests to be relocated.
7. I understand that vendors may have some duplicate materials, products, aesthetics, menu items, or other elements at this event.
8. I will not give away free food in consideration of state restrictions and fellow vendors.
9. I understand that vendor fees will not be refunded in case of absence, weather, or other circumstances.
10. My booth will not contain multi-level marketing products.
11. My booth does not represent or endorse a candidate for political office.
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 all tax obligations are at the sole responsibility of the vendor.

### **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.

**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 Experience Fayetteville.  
Please submit application and images to: [events@experiencefayetteville.com](mailto:events@experiencefayetteville.com)**