

# Lights of the Ozarks

**2022 Official Vendor Application**  
**Friday, November 18, 2022 – Sunday, January 1, 2023**

This application is for vendors wanting to sell food and beverage on the Fayetteville square during Lights of the Ozarks, beginning with the lighting ceremony & parade on Friday, November 18<sup>th</sup>.  
All applications are due by Thursday, September 15<sup>th</sup>.

*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**

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.

- |   |  |
|---|--|
| <input type="checkbox"/> Food Truck           | <input type="checkbox"/> 10x10 Vendor Booth (cottage food) |
| <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 |  |

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? \_\_\_\_\_

Space is limited, and applicants will be chosen by Experience Fayetteville 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.

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### **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 not provided.*

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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**

For the Lights of the Ozarks 2022 there will be two vending options. Vendors can opt for participating the entire season or select weekends. The vendor fees are \$600 for the entire season of Lights of the Ozarks, \$150 for a holiday weekend, or \$100 for the first three weekends in December.

If you are applying for the entire season, your commitment is Monday through Sunday each week for the hours of 5:00pm-10:00pm, (Nov. 18-Jan. 1). If you are applying for single weekends, please choose all weekends you would be available and interested in applying for.

- Entire Season
  - In case you are not selected for the entire season, are you interested in participating on an individual weekend basis? Yes / No
- Opening weekend: Nov. 18<sup>th</sup>, 19<sup>th</sup> & 20<sup>th</sup>
- Thanksgiving weekend: Nov. 24<sup>th</sup>, 25<sup>th</sup>, 26<sup>th</sup> & 27<sup>th</sup>
- Dec. 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup>
- Dec. 9<sup>th</sup>, 10<sup>th</sup> & 11<sup>th</sup>
- Dec. 16<sup>th</sup>, 17<sup>th</sup> & 18<sup>th</sup>
- Christmas weekend: Dec. 23<sup>rd</sup>, 24<sup>th</sup> & 25<sup>th</sup>
- New Year's weekend: Dec. 30<sup>th</sup>, 31<sup>st</sup> & Jan. 1<sup>st</sup>

## **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 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 those vendors who are set up to pay the tax and who are non-delinquent with their HMR tax at the time their application is received will be considered for participation.
7. Vendors agree to reduce use of one-time use plastics and to commit to using less non-recyclable materials.

## Lights of the Ozarks 2022 Vendor Application

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 5:00pm– 10:00pm but vendors may choose to remain open later at their discretion.
10. Vendors who are “no-shows” or close before to 9:30pm without prior arrangement with Experience Fayetteville, risk forfeiting their spot for the remainder of the season.
11. Once approved as an authorized vendor, more detailed parking and set up instructions will be made available 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 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 furnish all electricity. No electric power will be supplied 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 be mindful to 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 not be able to honor requests for specific location. 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, vendor 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 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.

**Acknowledgement of Policies**

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

1. If selected to participate, I will follow the polices 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 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 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](mailto:cbell@experiencefayetteville.com).

Chloe Bell

Community Engagement Manager

Experience Fayetteville

[cbell@experiencefayetteville.com](mailto:cbell@experiencefayetteville.com)

Main: (479) 521-5776 ext. 308

Direct: (479) 935-4751