



# 6th Annual Power on the Bricks Street Party

## Concession/Vendor Guidelines & Application

Benefiting: Sheep Dog Impact Assistance

Hosted By: Beaver Lake Performance & Powerboat Association

**Downtown Rogers July 17, 2020**

**The Power On the Bricks (POB) Street Party event reserves the right to select vendors for exhibition. Selection will be based on quality, type of product, and variety of exhibitors with preference given to local vendors. Application Deadline: June 15, 2020**

**Concessionaires:** are any vendors selling food from which they profit. This includes nonprofit organizations and businesses.

**Show:** POB is a selective show. Please describe in the application the type of menu or products you intend to sell. POB reserves the right to select vendors based on quality of product, type of product, type of food, variety of vendors, electrical needs, with preference given to local vendors.

**Booth Space:** Specific locations will be assigned upon acceptance of application. Booth spaces are 10'x10' and priced at **\$100 per** occupied space. If more space is needed, you will be required to either purchase additional space or get prior approval from the POB. Please email [mnimmo@sheepdogia.org](mailto:mnimmo@sheepdogia.org) for approval.

**Electric:** All vendors are responsible for their own power by means of generator. Power may not be run from any nearby building or power pole without prior approval.

**Vendor/Product Booth Photos:** If your application is accepted, you will be asked to submit at least three photos of the booth set up or concession trailer with windows/awnings open.

**List All Items:** Any vendor/exhibitor selling or displaying items NOT listed and approved will be required to remove those items.

**Loading & Unloading:** Due to the limited amount of space in downtown Rogers, no vehicles are permitted to remain on POB grounds during hours of operation.

**Parking:** Due to the same space restrictions, we do not offer any designated vendor parking areas. Vendors are not allowed to stay on the premises overnight. NOTE: Vehicles will be towed at the vendors expense if they are parked in any area that has been barricaded, roped, or sectioned off by cones for use by POB or the City of Rogers for the duration of the event.

**Vendors May Not Roam The POB Grounds To Distribute Information:** You will not be allowed to roam the POB grounds to sell products/services, or distribute any literature/promotional items.

### **Special Restrictions For Concessionaires:**

- ~ Mobile food service licenses required.
- ~ Vendors will be required to provide a Certificate of General Liability insurance with a coverage limit of at least \$1 million aggregate and \$1 million each occurrence with Sheep Dog Impact Assistance, and Beaver Lake Performance & Powerboat Association named as an additional insured. Application will not be accepted without this insurance coverage.
- ~ Vendors will be subject to an on-site inspection by the Arkansas Health Department.
- ~ Every attempt will be made to limit duplication of menu items among concessionaires throughout the application process; we want all of our vendors to be successful.
- ~ Glass containers may NOT be distributed.

**Security:** Will be on duty July 17, 2020, from 10am until 12 midnight. The security is intended to deter vandalism and theft. However, the POB assumes no liability for any losses, and encourages vendors to secure their valuables.

**Application Acceptance:** Your Application must be filled out in full and certificate of insurance provided to be considered. Once your application and insurance information are received and reviewed, you will be notified via email of your approval/denial. If your application is approved, you will also receive an invoice to be paid upon receipt. Applications will be evaluated based upon past experience with the POB, booth type/menu diversity, appropriateness of booth to the event identity, electrical service requirements, and application request date, with preference given to local vendors. POB reserves the right to limit which items vendors sell. Vendors must list all items they plan to offer.

**Event Time Frame:** All vendor booths must remain open throughout the entire event date/time as indicated on the application/contract form. Dismantling or disassembling of the vendor booths in any way shall not take place before the conclusion of the event without the advanced approval of the POB. Vehicles will NOT be allowed on the POB grounds until after the events for the evening have ended and the general public has cleared the area.

**Booth Space Assignment:** Application for space and its approval constitutes a contract to use the space assigned. POB retains the right to change assigned locations for unavoidable reasons. Each exhibitor acknowledges this agreement to these rules and regulations. If you cancel after the due date of your invoice, you will NOT be granted a refund.

**Vendor Booth Space Size/Construction:** All installations constructed by the Vendor must fit within the 10-foot deep by 10-foot wide space, unless previously approved by POB. Vendors will supply all items needed to construct and operate their area (tents, generators, extension cords, tables, ladders, rope, battery lights, signage, etc.). **Additional space will require an additional fee.**

**Vendor Set Up:** Vendors may begin setting up their booths no earlier than 10am Friday, July 17, and must be completely ready for operation and all vehicles removed from POB grounds no later than 3pm. No vehicles will be allowed in the POB area until the event closes at 10pm. All Vendors MUST check in at the POB information booth to confirm vendor location before setting up.

**Vendor Tear Down:** Vendors can begin tearing down at 10pm and will remove all trash, property, and all structures placed on the space no later than 12am midnight. Vendors will surrender their space in the same condition as it was assigned, allowing for natural wear and tear.

**Water:** There will be no direct water hook ups without written approval from POB. Vendors must supply their own water as needed for their booth operation.

**Trash Removal:** All trash generated by vendors must be disposed of in a timely manner. All trash must be placed in trash bags and left beside the curb for pick up by POB staff.

**Toilets:** Restroom facilities for use by POB participants and attendees will be located on Poplar St. Additional port-a-johns will be located throughout the POB area.

**Liability:** Vendors will indemnify and hold POB, employees, donors, volunteers, Sheep Dog Impact Assistance, Beaver Lake Performance & Powerboat Association, and City of Rogers harmless from all costs, losses, damages or expenses including litigation and attorney fees, resulting from any loss, injury or damage, real or asserted, to any person or property, arising out of any act of omission of vendor, their employees, agents, or other representatives. POB, their employees, donors, volunteers, Sheep Dog Impact Assistance, Beaver Lake Performance & Powerboat Association, and City of Rogers, agents, or other representatives shall NOT be held responsible for any loss or damage due to theft, fire, accident, or other causes, but will use reasonable care to protect the vendor from such loss.

**Contract Termination:** POB expressly reserves the right to terminate the reservation/agreement granted hereunder at any time without refund of the fee paid herewith. POB also reserves the right to cancel any vendor during the event for non-compliance of the event's rules without a refund.

**Compliance With Terms of Contract:** Vendors, their representatives, agents, and employees will comply with all general rules and regulations prescribed by POB. The vendor certifies that this information will be properly communicated to its associates to ensure complete compliance.

**Right of Refusal:** POB reserves the exclusive and discretionary right to decline applications in advance, failure to meet deadline for application, failure to complete payment in advance, failure to provide photos of vendor booth, space or electrical limitations, duplication of sale items or deviation from the POB desired image or purpose. The POB is a family-oriented event and the sales of any kind of harmful or offensive items are prohibited.

**Sales Tax:** All for-profit vendors at POB must collect all applicable (state, county, city) sales tax on taxable sales regardless of whether or not they have a sales permit. If you hold a sales tax permit for your business, you must report your sales from this event. POB is **NOT** responsible for the uncollected taxes.

**Rain/Inclement Weather Policy:** This is a **RAIN OR SHINE** event, so plan your set up accordingly. The event will run unless there is an official severe weather advisory issued for our location. In the event of inclement/severe weather, we will continue the event after the weather clears. We will **NOT** attempt to reschedule the event. **No refunds for any reason, including inclement weather, will be made after June 15, 2020.**

**Power On The Bricks (POB) Logo:** Vendors are **NOT** permitted to use the POB logo, name or its likeness on any items they offer without prior written approval from POB.

**Booth Space Assignment:** Specific locations will be assigned upon acceptance of the application. Booth spaces will be priced by vendor type, space required, and needs. Due to the changes in the events boundaries and new strategies for booth requirements, the map layouts change from year to year. **POB cannot guarantee space locations.**

**Please complete the following application in full in order to be considered for the Power On The Bricks event.**

# 2020 Power On The Bricks - Vendor Application

Application & Payment Deadline: June 15, 2020

## Vendor Information

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Booth Specifications

We must understand your exact requirements to determine if we can accommodate your needs.

One booth space is 10' long x 10' wide. *If your booth or trailer exceeds one 10'x10' space, you will be required to purchase additional space.*

Please list the LENGTH x WIDTH of your booth/trailer, including the hitch/tongue to the bumper, all open awnings, signage, generators, as well as all other equipment/items associated with your booth. *Please remember that all vendors are required to supply their own power and water needs.*

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Please provide a description of all products & services to be offered in your booth space:

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Please reserve the following number of booths for my company:

Booths: \_\_\_\_\_ @ \$100.00 = \$\_\_\_\_\_

*Remember, if your booth or trailer exceeds the 10'x10' space, you will be required to purchase additional space.*

**All Vendors:** Do you have a current Arkansas State Sales Tax Permit? Yes \_\_\_\_\_ No \_\_\_\_\_

**All Vendors:** Do you have a Certificate of Insurance? Yes \_\_\_\_\_ No \_\_\_\_\_

**Vendors will be required to provide a Certificate of General Liability insurance with a coverage limit of at least \$1 million aggregate and \$1 million each occurrence with Sheep Dog Impact Assistance, and Beaver Lake Performance & Powerboat Association named as an additional insured.**

I have read and understand the terms of application and agree to abide by them:  
Yes \_\_\_\_ No \_\_\_\_

I have read the event guidelines and will follow them: Yes \_\_\_\_ No \_\_\_\_

I understand there is no guarantee my application will be approved: Yes \_\_\_\_ No \_\_\_\_

**By signing and submitting this application, you agree to abide by all guidelines set forth by Power On The Bricks.**

**\*\* Please mail this completed application, required documents, and photos of your booth set up to: *Sheep Dog Impact Assistance, Attn: Michael Nimmo, 1200 W. Walnut St., Suite 2301, Rogers, AR 72756***

**\*\* You may email your completed application, required documents, and pictures to [MNimmo@SheepDogIA.org](mailto:MNimmo@SheepDogIA.org).**

**\*\* Once received and review, you will receive an email indicating your approval/denial; if approved, you will also receive an invoice for your booth space(s), due upon receipt.**

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Please contact Michael Nimmo [MNimmo@SheepDogIA.org](mailto:MNimmo@SheepDogIA.org) with any questions or concerns.*