



Mena Eclipse-mas Festival
April 5th – 8th, 2024
Arts & Crafts Vendor Application Form

Deadline for Submission: December 1 *Juried Show*
Acceptance/Denial Packets mailed by January 1

Photographs of your booth and exhibited items **MUST** be attached to this application.

Please remit payment AFTER you receive acceptance.

Must check one of the following:

Are you a Non-Profit arts & crafts vendor? _____ Or are you a For-Profit Arts & Crafts Vendor? _____

If you are a Non-Profit arts & crafts vendor, must provide Non-Profit Tax ID Number _____

Organization / Business Name: _____

Contact Person(s): _____

Daytime Phone: _____ Cell Phone: _____

E-mail: _____

Website: _____ Facebook Link: _____

Address: _____

City: _____ State: _____ Zip: _____

Arts & Crafts Vendor

Rates & fees are listed on the back of this form. Vendor fees will be collected after application acceptance and must be paid before setting up at the festival. Vendor fees and electrical fees must be paid by February 15th. The Mena Eclipse-mas Festival Policy / Acceptance / Vendor Agreement will be mailed by January 1st and must be returned by February 15th. Setup information will be mailed to you as well. All booths will be admitted at the discretion of the Mena Eclipse-mas Festival Committee. This is a juried festival.

Photos of your booth and exhibited items will be required with ALL application forms for Arts & Crafts Vendors, even if you are a returning vendor.

Please list ALL items you will be displaying / selling. Use additional sheet if necessary.

Please provide the price range of your products (lowest to the highest): _____

*The committee makes every effort to avoid admitting duplicate items so it is very important to list all items sold in this space and provide pictures. *Note: We do allow multiple jewelry vendors but strive to provide diversity in styles and pricing as well as maintain good quality. **Photos are required.***

Please indicate the number of booth spaces needed: ___ 10x10

___ Yes, please include me under the “Big” tent (Hours of operation are 10am—6pm Friday - Monday)

___ Yes, please include me under the “Night Owl” tent (Hours of operation are 10am-8pm Friday - Monday)

___ No, I will provide my own tent/canopy *If providing your own tent, please choose hours of operation

___ 10am-6pm Friday - Monday ___ 10am-8pm Friday - Monday

**Only 24 spaces available under the big tent, 12 spaces available under the night owl tent so send your application in early.*

**Please note Use of Vehicles & Trailers under Guidelines & Regulations on the back of this form.*

Please check if you require electricity? ___ Yes ___ No ___ Voltage ___ Total Amps

Limited spacing available with electricity so send your application in early. Electrical usage may be limited. Any and all electrical connections **MUST be pre-approved and paid for in advance. Electrical connection must be made by a festival electrician. If you have paid for, and have been granted approval, you will receive an “Electrical Slip” which **MUST** be presented to one of*

the electricians wearing an Aleshire Electric Shirt. No RV or any type of electrical connection will be allowed from the side streets without written prior approval and payment made in advance.

I, the exhibitor, agree to the terms on pages 1 & 2 of this form and acknowledge, if accepted as a vendor, I will receive the full written policy with additional terms, conditions, and regulations for the “2024 Mena Eclipse-mas Festival” and my acceptance to the festival will not be finalized until I have read , initialed, and signed the full written policy and vendor agreement along with a check for the vendor and electrical fees. Mena Eclipse-mas Festival Policy available upon re-quest by emailing pasha@visitmena.com. I agree to abide by all of the terms set forth in the aforementioned and in this “Application Form” with no exceptions, and do hereby contract space for the 2024 festival.

Vendor Signature: _____

Date: _____

Thank you for your interest in the 2024 Mena Eclipse-mas Festival. Please return this form to:

Mena Advertising & Promotion Commission | 520 Mena St. | Mena, AR 71953

You may download additional forms at www.visitmena.com

Questions/Comments? Contact us at 479-394-8355 or pasha@visitmena.com

Photographs of your booth and exhibited items MUST be attached to this application.

2024 Mena Eclipse-mas Festival Arts & Crafts Vendor Rates & Fees

Arts & Crafts Vendors:

10x10 Booth Space:	\$130 / space
10x10 Space under large tent:\$150 / space
Electricity:\$40 / each booth space

No tables, chairs, etc. are included. A large tent will be provided to cover multiple vendors but space will be limited and will be available on a first come basis. Please indicate on the front of this form if you want a space inside the tent.

Set up time will be April 4th, 9 am – 4 pm. Security will be provided from 8 pm Thursday, April 4th through 11:00 pm Monday, April 8th. There may be local activities the evening of April 4th and it is your option to be open the evening of April 4th, if there are. **You will be required to be open and have your booth staffed from 10 am – 6 pm April 5th – 8th. In the “Night Owl” tent, you will be required to be open and have your booth staffed from 10 am – 8 pm, April 5th – 8th.** We have entertainment through 9:30 pm, that traditionally draws large crowds, and it is your option to stay open past 6 pm.

Guidelines & Regulations

Items restricted to sell: items include, but are not limited to, alcohol -related products, tobacco products, e-cigarette products, fireworks, pornographic or otherwise offensive material, snap pops, stink bombs, live animals, or silly string. In addition, guns (toy, real or otherwise) and knives (toy, real or otherwise) **unless approved by Commission Prior to Festival and is at the Commission’s discretion.** The previous list is for example purposes and is not all inclusive. The Mena Eclipse-mas Festival Committee has the sole and exclusive right to add additional items to the list before or during the festival. The Committee, in its absolute discretion, shall decide at any time, before or during the festival, whether an item or product can be sold at a booth or on the premises. Should the Committee exercise this right and inform a vendor that an item or product cannot be sold; the item will immediately be removed from the booth or exhibit area and the festival premises.

Fire, theft, damage: The Mena Eclipse-mas Festival Committee and/or the Mena Advertising & Promotion Commission will not be responsible for loss due to fire, theft, winds or other damage regardless of the cause. The Mena Eclipse-mas Festival Committee and/or the Mena Advertising & Promotion Commission is expressly released from any loss, injury, or damage to persons or property.

Use of vehicles & trailers as booth space: Due to logistics, vehicles and trailers **WILL NOT** be allowed as booth space for arts & crafts vendors. Visit the A&P’s tourism website www.visitmena.com for a list of available RV sites and lodging facilities. **NO CAMPING WILL BE ALLOWED IN JANSSEN PARK.**

Failure to comply with regulations will result in the exhibitor being dismissed from the 2024 festival and future festivals.

Please acknowledge your agreement to these terms & regulations with your signature on page 1 of this form. Please initial _____

Mena Eclipse-mas Festival Committee:

Approved with no restrictions on listed exhibits: _____ *(Signature)*

Approved with restrictions on listed exhibit items: _____ *(Signature)*

Application declined: _____ *(Signature)*