

pARTy in the Park

Community Arts Festival
Saturday May 4, 2024

Rules of Entry for pARTy in the Park

1. Set up will be from 7:30 am – 8:30 am Saturday, May 4th. All booths must be completely set up, staffed and open for business by 9:00 am Saturday, May 4th, 2024.
2. Booth placement shall be at the discretion of the steering committee.
3. All participants are responsible for supplying tables, chairs, etc for their own use. 150 foot extension cords if electricity is requested. ****LET US KNOW if you need electricity!**
4. The River Valley Arts Center, Russellville Department of Parks and Recreation, River Valley Prevention Coalition or any employee or committee of pARTy in the Park **will not** be held responsible for accidents, thefts or damages occurring on the premises or enroute to or from the premises.
5. All booths must be accessible to person with disabilities.
6. Food vendors must submit a menu of what will be served. All food items sold must be in compliance with Arkansas Health Department Regulations.
7. Arts and crafts are to be handmade or handcrafted; items made from kits are not eligible. No flea market sales.
8. An accepted application is a commitment to participate.
9. All booths must be open from 9:00 am until 4:00 pm. **No early breakdowns.**
10. Each vendor must be responsible for removing their booth and cleaning their area immediately following the close of the festival at 4:00 pm. No vendor will be allowed to return later to collect and tear down his or her displays.
11. Federal Id/tax numbers should appear for all non-profit vendors application forms.
12. No refund will be issued earlier than 7 days prior to the event. No call/no show vendors are not eligible for a refund.
13. **Sales tax forms** for the State of Arkansas will be distributed at the end of the event. Ask us if you don't understand what this means!

Thank you for your interest in participating in Russellville's oldest arts festival!

pARTy in the Park

Community Arts Festival
Saturday, May 4, 2024 9:00a.m. – 4:00 p.m.

River Valley Arts Center
Russellville Department of Parks and Recreation
Entry Form

Contact Person: _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ Fax: (_____) _____

Email: _____

I am an Artist _____

I am a Vendor _____

OR I am a Food Truck _____ (contact us because we have limited Food Truck space!)

I want to reserve _____ (how many) 10X10 space(s) for Artists and Vendors (not Food Trucks)

List items you will be selling or exhibiting _____

I understand that artists will pay the River Valley Arts Center \$30 per booth, all vendors will pay \$50 per booth, and all Food Trucks will pay \$100.

I will _____, or I will not _____ do a demonstration.

I must have electricity _____ (very limited available) I do not need electricity _____

I will provide my own electricity (a generator) _____

I have read and will abide by the “Rules of Entry” for this event. **The Party in the Park committee reserves the right to reject any entry.** Party in the Park organizers, committee members & employees will not be liable for accidents or damage to individuals or equipment in route or on the premises of Party in the Park.

Signature

Date

River Valley Arts Center
1001 East B Street, P.O. Box 2112
Russellville, Arkansas 72811 Phone 479.968.2452
rvartscenter@gmail.com www.rivervalleyartscenter.org