Official World Record Attempt
Vendor Booth Reservation

HPER Center University of Central Arkansas, 201 Donaghey Ave, Conway, AR 72035

Date of Event: April 6, 2019

Organization: ___________________________________________________

Contact Name: ___________________________________________________

Phone: _________________________________________________________

Address: _______________________________________________________

City: ___________________________________________________________

State: __________________________________________________________

Zip code: _______________________________________________________

Email address: ___________________________________________________

Website: _________________________________________________________

Description of items for sale, products, information, activities, or services offered at your booth:

_________________________________________________________________

_________________________________________________________________

_____Arts & Crafts and Business Expo: $100 per space

_____ Children’s Corner: $50 per space

_____ 501(c)3 nonprofit organization: No fee.
Check (Contact Lindsey Overman for address)

Credit Card

Card Number _____/_____/_____/_____ Exp. _____ CVV Code: ______
Name on Card: ___________________ Signature: ____________________
Credit Card Billing Address: _______________________________________

Return form and Payment No Later Than March 22 to: Lindsey Overman at Leoverman@uams.edu

Vendor and Sponsor Information

Application Process
All applications are accepted on a first come, first served basis. We reserve the right to reject any vendor it deems unacceptable.

Check In and Setup
Vendor check in is 8:00-9:00 a.m. the morning of the event. Displays must be completed and aisles clean by 9:30 a.m. regardless of arrival time so please come early. You may experience some wait time when checking in so be prepared and allow plenty of time for traffic!

Display Space
All vendors must furnish their own display equipment and provide the necessary protection from the elements, including but not limited to sandbags and/or tent pegs. Each vendor must stay in his/her assigned booth space. No signage, advertising, or selling can be done outside of this space. All displays are to be in good taste, neat and maintain a professional appearance. No canopies, tables, or chairs will be provided.

Fees
Vendors are responsible for collecting and reporting applicable sales tax. This event is rain or shine. No refunds for withdrawal of application or no-shows.

Breakdown and Cleanup
Breakdown cannot begin until the end of the event, which is 2:00p.m. All garbage must be removed and disposed of appropriately.

Vendor Applications

Arts & Crafts
All goods must be handmade by the crafter or artisan (kits and foreign or commercially made products are not permitted). Independent consultants representing a business such as Lia Sophia Jewelry, Creative Memories, Mary Kay, etc. may apply to the Business Expo.

Business Expo

Businesses can increase their exposure at this annual festival. Distribute coupons, literature, or promotional materials to encourage future business.
Children's Corner
Businesses, community organizations, and clubs that cater to children or provide a product, service or fun activity for children can promote their organization.

Nonprofit Organizations
Distribute materials about your nonprofit organizations, increase your membership, or raise funds for your charitable organization.

Sponsorship Packages
Several levels of sponsorship opportunities are available to help bring your business more exposure and community involvement. Please contact Lindsey Overman for any questions regarding sponsorship packages.

Questions: Lindsey Overman (501) 940-1372 or Leoverman@uams.edu