

24<sup>th</sup> Annual Arkansas Blues & Heritage Festival  
October 8-10, 2009  
Helena, AR.



## ARTS & CRAFTS/RETAIL APPLICATION

This is the 24<sup>th</sup> year for the Arkansas Blues & Heritage Festival (formerly KBBF). Each year brings a diverse crowd from all around the world. Approximately 75,000 people attended the festival in 2008.

Recognized as one of the nation's largest blues festivals, the ABHF highlights the cultural heritage of blues and roots music. Visitors from around the world stroll along the banks of the Mississippi River to the sounds of blues music, sampling true southern cooking, exploring the expo booths and finding a treasure amongst our arts & crafts vendors.

The ABHF arts & crafts booth program ensures that festival-goers have plenty to see and choose from. The booth program is open to any craftsperson or artist seeking to exhibit and offer their product for sale. The booth program provides an opportunity to reach the 100,000 visitors that attend the festival.

We do offer custom placement packages for oversized trailers, buses, or those seeking multiple placement opportunities.

We encourage craftspeople and artists to offer and display original work created by the exhibitor.

Your acceptance into the festival as an exhibitor will be based on information you provide on this application or by phone. If your booth is different than the information you have supplied or being accepted based on a telephone conversation, the festival reserves the right to NOT have your booth as part of the festival.

If this is your first time joining us please submit a photo of your work and a photo of your display, which we will keep on file, so you only have to submit this once unless you have changes to your work or display.

24<sup>th</sup> Annual Arkansas Blues & Heritage Festival  
October 8-10, 2009  
Helena, AR.

**RULES & GENERAL INFORMATION**

**OFFICIAL BOOTH HOURS:** October 8-10, 2009; 12pm - 7pm. Your booth must be set up and operating between these times. At your option, you may elect to stay open until 12:00am. Many have stated their best sales were between 7:00pm and 12:00am but this is entirely your choice.

**CHECK IN TIME:** Upon arrival at the festival, please check in with the vendor chairperson at the Operations Office. The vendor chairman will check your paperwork to make sure all is in order, and will then show you where your booth space is.

**SET-UP TIME:** Arts & Crafts Vendors in the 100 and 200 Blocks may begin setting up Wednesday evening from 6pm - 10pm and on Thursday morning from 7am - 10am. Streets will be closed to thorough traffic at 11:00AM any vehicles on the street after this time is subject to being towed at owners' expense. Streets will re-open at 12:00am on Friday and Saturday night. Streets will be closed to thorough traffic at 11:00AM on Friday; any vehicles on the street after this time will be towed at owner's expense. Street will re-open at 12:00AM on Friday and Saturday night

**CHECKOUT TIME:** Arts & Crafts booth may checkout Saturday after 7:00pm; you may start breaking down your booth at this time, but remember NO VEHICLES allowed on the street until 12:00am at which times the streets will re-open. If you wish to remove items from your booth before 12:00AM, you will need to dolly or hand carry it out.

**LODGING:** Finding a hotel room in this area can be difficult to near impossible the closer the festival gets, most hotels book up six months in advance so make your reservations early. Please visit our website at [www.bluesandheritagefest.com](http://www.bluesandheritagefest.com) for more lodging information or call the festival office at 314.580.3764

24<sup>th</sup> Annual Arkansas Blues & Heritage Festival  
October 8-10, 2009  
Helena, AR.

**NO MUSIC IN BOOTHS:** This is strictly enforced; the festival encompasses 3 music stages located throughout the festival grounds, along with numerous street performers. Music within the arts & crafts booths tends to bother festival patrons that have come to enjoy the ambience of the festival itself.

**FOOD IN BOOTHS:** Arts & Crafts Vendors may not sell food of any kind, if you wish to sell food please call or email the office to request a Food Vending Application

**ELECTRICAL NEEDS/SET-UP NEEDS:** Vendors are responsible for bringing tables, chairs, tents, displays and any cords and lighting needed for electrical hookup. The initial price of your booth includes one 110 outlet. The cost per additional 110 outlets is \$30.00. **NO HALOGEN LIGHTS!**

**BOOTH PLACEMENT:** Vendor placement shall be determined by space availability and electrical requirements. The festival committee will have the final decision on placement. If you move to a location other than the one assigned to you without proper authorization you may be asked to leave the festival grounds immediately without refund.

**SIGNAGE:** Exhibitors are responsible for their own signage, no illicit language or offensive images are allowed. There are young children who attend this festival.

**PERMITS:** All exhibitors must receive and prominently display a vendor permit from the festival. Exhibitors, who do not have a festival vendor permit, will be directed to the operations office where one may be obtained. Failure to obtain a permit may result in exhibitor being removed from the festival grounds.

**SALES TAX:** All exhibitors are individually responsible for the collection of the 10% Arkansas State and City Sales Tax. We shall provide you with the form for reporting your sales tax; all vendors are required to make a \$75.00 deposit against State and City Taxes. Receipt Books or a register tape and completed tax forms must be turned in before leaving festival grounds on Saturday. Failure to do so will result in loss of tax deposit. We must report to the State of Arkansas that you participated in our event; a copy of your Tax ID number is required for this purpose.

24<sup>th</sup> Annual Arkansas Blues & Heritage Festival  
October 8-10, 2009  
Helena, AR.

**GENERAL RULES and GUIDELINES:**

- ABHF does not guarantee sales
- Vendors may not share booths
- Transfer of booth space to another vendor is not allowed without festival authorization
- All merchandise must be clearly marked
- Booths must remain open during designated times
- Vendors may not breakdown until 7:00pm (NO Vehicles till 12:00am allowed on street)
- Vendors must sign the attached Indemnity Agreement
- The festival reserves the right to have any vendor not abiding by the rules or not following festival personnel instructions, immediately removed without refund.
- The festival reserves the right to refuse any application without reason.

24<sup>th</sup> Annual Arkansas Blues & Heritage Festival  
October 8-10, 2009  
Helena, AR.

**ARTS & CRAFTS BOOTH APPLICATION**

This application is due by August 25, 2009

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_ WEBSITE: \_\_\_\_\_

General description of items to be displayed in your booth:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Qty \_\_\_\_\_ 10x10 Spaces in 300 - 400 Block Vendor Row areas @ 200.00 includes one 110v outlet

Qty \_\_\_\_\_ 10x20 Spaces in 300 - 400 Block Vendor Row areas @ 350.00

Qty \_\_\_\_\_ Water Hookup 1 @ \$30.00

Qty \_\_\_\_\_ \$10.00 City Permit Fee (Required)

Qty \_\_\_\_\_ 110 Outlet @ 30.00 per additional outlet

**TOTAL REMITTED \$** \_\_\_\_\_

**The price of vendor booths covers all 3 days of the festival and includes electrical hookup. This is a flat fee, no commission is required!**

**If you require more than one booth or a larger size booth we can customize a package to suit your needs.**

24<sup>th</sup> Annual Arkansas Blues & Heritage Festival  
October 8-10, 2009  
Helena, AR.

Method of payment: \_\_\_\_\_ Check    \_\_\_\_\_ Money Order    \_\_\_\_\_ Credit  
Card

MasterCard/Visa (circle one):

Name on Card: \_\_\_\_\_

Number: \_\_\_\_\_ Expiration: \_\_\_\_\_

If paying by credit card I authorize the organizers of the Arkansas Blues & Heritage Festival the use of this information to process fee for vending at the 2009 festival.

**Your payment is due before you are allowed to set up on the festival grounds!**

---

Signature

Print Name

24<sup>th</sup> Annual Arkansas Blues & Heritage Festival  
October 8-10, 2009  
Helena, AR.

**IDEMNIFICATION AGREEMENT**

I hereby agree and bind myself, my heirs and assigns, to save and hold harmless the Arkansas Blues & Heritage Festival; Sonny Boy Blues Society, Main Street Helena, the City of Helena-West Helena and the County of Phillips; any sponsoring Organization, listed officials, appointed officials, employees, volunteers, and agents from claims of loss, damage, or injury during or as a result of participation in this event. I understand and agree that I am solely responsible for my own safety and of the individuals working for and with me while participating in this event. I understand that participants must insure merchandise and liability for themselves and their agents at their own expense.

This Release, **Indemnification, Hold Harmless Agreement** shall be and is construed as broadly and inclusively as is permitted by relevant federal law. If any portion of this document is held invalid, the balance shall continue in full force and effect.

**PLEASE PRINT:**

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

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

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

Phone # (w/area code): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please remit application with payment and indemnification agreement to:**

Arkansas Blues & Heritage Festival  
Arts & Crafts Committee  
P.O. Box 118

Helena, AR. 72342

Fax #: 870.338.5517

Email: ds@bluesandheritagefest.com

Any questions please feel free to call the festival at 870.338.6583.