

1. Sherwood Fest will open to vendors at 7 a.m. on Saturday, Sept. 30, 2023. All vendors **MUST** be unloaded, and all vehicles must be moved out of the festival area by 9:15 a.m. After vendors are unloaded, they may set up their booth. Booths need to be ready for the public at 10 a.m. If restocking is necessary during the event, vendors must cart their items from the parking lot with a pushcart, wagon, etc. No vendors may drive vehicles of any kind into the festival area once the event begins.
2. Vendors may **NOT** tear down before 4 p.m. When customers see vendors closing, they stop buying. You must remain open until event closing time, even if you are sold out. For the safety of those attending, leaving early will not be permitted. Vendors must remove all equipment and products from the Sherwood Sports Complex, leaving the space clean and free of trash. Vendors who fail to comply with this rule will be subject to rejection of their vendor application at the next Sherwood Fest.
3. Booth application fee payments are due within **FIVE** business days of emailed receipt of application acceptance by the event manager. If it is not received within that time, the contract is nulled, and the City of Sherwood has no other obligations to the vendor. Onsite fee payments will not be accepted. Payments may be made via cash, credit card, or check made payable to the City of Sherwood. Check payments must be sent to:  
  
Sherwood Fest  
Attention: Jamie Fuell  
51 Shelby Road  
Sherwood, AR 72120  
  
Cash, check, or credit card payments may also be made in person at Bill Harmon Recreation Center: 51 Shelby Road, Sherwood, AR 72120 between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday.
4. Vendors will be provided with a special event tax reporting form from the Arkansas Department of Finance and Administration onsite the day of the event. This must be returned to the event coordinator, along with the total sales tax due via check made out to Arkansas DFA at the end of the event. For this event, the total tax rate is 9.5%, which includes the 6.5% state tax, 1% county tax and 2% local tax rates. Food vendors are subject to an additional 2% tax, as indicated in item 9 below. This additional tax must **NOT** be included in the check written for the Arkansas DFA, but instead must be made to Sherwood A&P.
5. All booths are outdoors. The festival is rain or shine with no alternate date or site planned. Vendors should come prepared for the weather. Tents, canopies, and pop-ups must be weighted to withstand wind and weather.
6. Booth fees are non-refundable.
7. Sherwood Fest will provide one 8-foot table and two chairs at each 10' x 10' booth. You are allowed to bring more tables, chairs, and tents as long as they stay within your booth dimensions.
8. Sherwood Fest will provide electricity – 110V at \$10 and 220V at \$25. There is a limited number of electrical outlets. Electricity will be sold on a first-come, first-served basis.

9. Food vendors must meet the Arkansas Department of Health guidelines. If preparing food from a traveling station, the vendor must provide vehicle measurements and pictures of the vehicle. No food is permitted at the event that does not meet Arkansas Department of Health code specifications. All food concessions must have an Arkansas Department of Health permit, business license and insurance on hand during the festival and must provide proof of such with the application. Additionally, prepared food sales made at this event are subject to a 2% City of Sherwood Advertising & Promotion tax. The City Clerk's office must have a record of your business on file and the 2% tax must be remitted to that office, located at 2199 East Kiehl Ave. This tax is separate from the 9.5% tax that will be remitted with the special event tax form at the conclusion of the event. For more information on this additional tax, call 501-835-8319.

10. Food vendors must have a working fire extinguisher on-site, which has been serviced within the past year.

11. To enable more patrons to be served, food vendors must limit their menu items to 8 quick-serve items. Menus are required to be posted and visible for customers. Prices of food items must be clearly displayed along with methods of payment accepted. Only non-alcoholic beverages are permitted.

12. Vendors may not assign or sublet their booth without the consent of festival management.

13. Vendors agree that Sherwood Fest shall not be liable for any lost or damaged property.

14. Vendors agree that the services conducted/items sold shall be supportive and appropriate to the purposes of Sherwood Fest - a community, family-oriented event.

15. Sherwood Fest reserves the right, in its sole discretion, to refuse exhibit space to any individual or organization that does not support the purpose of Sherwood Fest.

16. Vendors agree not to place any items in their booths that are objectionable, dangerous, or not in connection with the purposes of Sherwood Fest. Sherwood Fest reserves the right to require immediate removal of any non-complying goods, activities, or signs.

17. Vendors agree to indemnify and hold harmless Sherwood Fest, its directors, officers, volunteers, agents against any and all claims (including attorney's fees) imposed on, incurred by, asserted against any of the parties mentioned above, caused by any act or omission of anyone, or occurring within the vendors booth space, or arising in connection with the activities conducted by the vendor during Sherwood Fest.

A copy of these rules and regulations will also be emailed to you when you submit your application. If you have any questions about these, please call 501-413-8030.

A Sherwood Fest manager will review your application; when approved, you will receive an email with instructions on how to send in booth rental fees. Booth rental fees are due within five days of application acceptance. Booth application deadline is Wednesday, Sept. 20 at noon.