



South Arkansas' Largest Arts & Crafts Show

P.O. Box 163 • Camden, AR 71711

Camden BPW BARN SALE_{sm} —2011 Food Vendor Application

Please follow the directions listed below. Incomplete applications will not be considered and will be returned.
(Please print or type.)

1. Include check payable to **Camden BPW** for **\$250.00**. **(NEW this year, vendors will be allowed to sell soft drinks/bottled water.)**
2. List **all** food items you wish to sell **with pricing**. Only those items listed will be considered and only approved food items may be sold.
3. Include a copy of your Arkansas Sales and Use tax retailer's permit or proof of exemption, if applicable.
4. Include current **Certificate of Insurance**. List **Camden BPW and Mr. & Mrs. Robert Wunnenberg as certificate holders**.
5. **Sign and date** your application.
6. Return application no later than May 31, 2011. Mail to: Camden BPW, P.O. Box 163, Camden, AR 71711-0163.

1. Contact Name: _____ 2. Vendor Name: _____

3. Telephone: _____ 4. Email: _____

5. Address _____

6. Electrical Requirement: 110 220 none

7. Breaker Size: (50 amp or less preferred, 60 amp maximum allowed) _____

8. Trailer Dimensions: _____

9. Water Requirements: access hookup none

9. Food Items & Price: _____

10. Check one:
- Arkansas for-profit vendor, copy of AR permit attached
 - Out of state for-profit vendor, without AR sales tax permit
 - Not-for-profit vendor, with sales tax exemption

Statement of Agreement

The undersigned Food Vendor agrees to:

1. participate in and occupy the assigned space at the indicated show in return for remittance of the nonrefundable food vendor fee to Camden BPW.
2. comply with all State and municipal laws and ordinances, all show rules, and all regulations and directives of the Barn Sale_{sm}.
3. indemnify, defend, and hold harmless, the Camden BPW organization and the owner of the Oakland Farm from and against any and all liabilities by reason of vendor's participation in the Barn Sale_{sm}.

Signature: _____

Date _____



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Food Vendor Policies and Procedures

The Camden BPW Barn Sale_{sm} is an annual craft show in its 43rd year of operation. It is held on the **last Saturday of September** around the historic Tate Barn on the tree-shaded grounds of Oakland Farm within the Camden city limits. In 2011, the date for the Sale is September 24th. Sale hours are from 9:00 a.m. to 5:00 p.m. The Barn Sale_{sm} is a juried show and provides between 150 and 160 booth spaces. We expect 10,000+ visitors and reserve space for ten to fourteen food vendors.

Each completed food vendor application must be accompanied by a check or money order. First consideration will be given to returning vendors' applications received on or before the **May 31st deadline**, then on a first-come, first-served basis by application postmark date. Approved applicants will receive an acceptance letter and their check deposited. Applicants not accepted will receive notification and their check returned. To ensure a successful day for each vendor, only limited duplications of food items are allowed. Food vendors may sell only items approved by Camden BPW. Additions after application's acceptance may be considered upon request. **NEW** this year, vendors may sell soft drinks, bottled water, and coffee as Camden BPW will not have a concession to sell these items.

Food spaces are \$250 each. Vendors are responsible for equipping their trailer and meeting all applicable Arkansas Health Department regulations. Local Health Dept. officials will inspect prior to the Show. Barn Sale_{sm} is an outdoor event, and no alternate date or site is planned; therefore, vendors should come prepared for the weather. Electricity will be provided as specified on the application form. Water hookups and/or access are on site in certain locations. It is suggested extension hoses be used for water run-off.

Proof of insurance is required for each food vendor. **Camden BPW and Mr. and Mrs. Robert Wunnenberg** must be named as certificate holders. Vendors must provide a copy of their Arkansas Sales and Use Tax Retailer's Permit before Sale day or file a special event sales tax form at the end of the Sale day. Camden BPW will supply Arkansas special event forms, and BPW will act only as the collection agent for the State of Arkansas. In addition, Camden BPW will supply Camden A & P Tax forms and act as only as collection agent for the City of Camden.

Set-up is allowed on Friday, September 23rd; however, Camden BPW cannot provide security for the area. It is recommended that food vendors use their own discretion about leaving food and supplies overnight. Food vendors may not spend the night in the Sale area. Camping without hook-ups is available in the adjacent field. On Saturday, food vendors may begin setting up at 6:00 a.m. No more than two vehicles per booth will be allowed in the Sale area. All vehicles must be out of the Sale area by 8:30 a.m. and may not re-enter until after 5:00 p.m. Pets are prohibited in the Sale area during Sale hours. All food booths must remain open during the Sale hours of 9:00 a.m. to 5:00 p.m.

If you have questions or need additional information, please contact:

Olivia Clack
Concession Chair
870-574.4481 (w)
870-818.5648 (cell)
oclack@sautech.edu

P.O. Box 163
Camden, AR 71711

Diane Betts
Barn Sale Chair
870.574.4560 (w)
870.818.4065 (cell)
dbetts@sautech.edu

Visit Camden BPW Barn Sale_{sm} Website at:
www.BPWbarnsale.org



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Food Vendor General Show Rules

1. A professional standard of conduct and dress is expected at all times.
2. After initial unloading, Food Vendors will park their vehicles at the outer perimeter of the parking lot or other area so designated. No vehicles will be allowed in the Sale area between Sale hours of 9:00 a.m. and 5:00 p.m.
3. A maximum of two vehicles per food booth is allowed in the Sale area during set-up. Semi-trucks are not allowed. Two parking permits will be provided; only those vehicles with permits will be allowed in the Sale area to unload and to park free of charge.
4. Please be aware that some streets around the Sale area are designated one-way on Sale Day. **All** workers and volunteers **must** observe one-way street designations and **are not** allowed to travel on **any** one-way street against the traffic.
5. Overnight parking of vehicles or campers **in the Sale area** is prohibited. Camping without hook-ups is allowed in the adjacent parking field.
6. The non-refundable (after acceptance) fee of \$250 per food booth must accompany the application.
7. Two (2) nametags will be provided for each food booth space and must be worn during Sale hours.
8. Food booths must be open and staffed during the entire Sale hours of 9:00 a.m. and 5:00 p.m.
9. Food Vendors must provide current proof of insurance. Certificate of Insurance must name Camden BPW **and** Mr. and Mrs. Robert Wunnenberg P.O. Box 163, Camden, AR 71711 as certificate holders.
10. Food Vendors must provide a copy of their Arkansas retailer's sales tax permit. Food Vendors without a retailer's permit must file an Arkansas Special Event sales tax form on the day of Sale. Camden BPW will provide forms. Camden BPW will act as collection agent only for the State of Arkansas. Camden BPW cannot offer legal advice or prepare sales tax forms for vendors.
11. Food Vendors may sell only those items for which they have received approval and **MAY NOT TRANSFER, SHARE, OR ADD** any items without the prior consent of the Committee.
12. Food Vendor space may not be sold or transferred.
13. All equipment is the sole responsibility of the food vendor.
14. Food Vendors are responsible for keeping their area clean, **including cleanup and trash removal (to main waste removal area behind the Barn) at the conclusion of the Sale.**
15. No Vendor may set up so as to obstruct view of or access to another vendor space, or so as to impede the free flow of traffic.
16. Failure to abide by any of the rules governing this show will prohibit Food Vendor's return to the Sale next year.