



Chaffee Crossing Farmers & Artisans Market 2023 Season Vendor Application

7300 Ellis St., Fort Smith, AR / 8:00 am - 2:00 pm

MARKET DATES

May 13
June 10
July 8
August 12
September 9
October 14

DEADLINE TO REGISTER

May 5
June 2
June 30
August 4
September 1
October 6

MARKET THEME

Hispanic Fiesta
My City Is A Fort
American Pie
Back to School Bash
Rockin' Good Time
Oktoberfest

Business Name _____

Vendor Contact Name _____

Products to be sold _____

Non-Profit / Public Service _____ Purpose of booth: _____

Cell # _____ Other Phone # _____

Email / Email 2 _____ Email 2 _____

Mailing Address _____

City _____ State _____ Zip Code _____

RATES	FARMER / VETERAN / CHILD <18			GENERAL		
	BOOTH SIZE	Season	Single	Season	Single	Single
Single - 10 x 10	\$ 125		\$ 25	\$ 160		\$ 45
Oversize - 12 x 12	\$ 155		\$ 25	\$ 220		\$ 55
Double - 20 x 10	\$ 200		\$ 30	\$ 300		\$ 75
Corner Single - 10 x 10	\$ 155		\$ 35	\$ 190		\$ 55
Corner Double - 20 x 10	\$ 230		\$ 40	\$ 320		\$ 90
Electricity - Additional	\$ 30		\$ 5	\$ 30		\$ 5
FOOD TRUCK - Electricity included - Please complete information below				\$ 300		\$ 80

HOW MANY DATES WILL YOU ATTEND? Enter the rate(s) for the number of markets you plan to attend or Season Rate (TOP ROW)

SEASON						
May 13						
June 10						
July 8						
August 12						
September 9						
October 14						

Electricity is limited! NOTE: Booths requiring electricity to operate get first consideration

Do you require electricity? YES NO

If yes, enter Additional Fee

FOOD TRUCKS/TRAILERS

Set up	Can you set up Friday evening? YES NO
Truck/Trailer Size	Length _____ Width _____
Power Required	I have a generator _____ 110 watts 220 watts

TOTAL DUE \$ \$ \$ \$

How will you pay your fee? Cash Check (Number) Square

MAKE CHECKS PAYABLE TO CCHPO

FOR CCFAM INTERNAL USE

Square Invoice # _____ Date Invoiced _____

Date Payment Received: _____ Amount Paid: _____

If you are unable to attend a market, please call 479.452.4554 or email market@chaffeecrossing.com as far in advance as possible. Vendors must pick up tax packets before 8:00 am and return them immediately after Market closes.

NO LATE ARRIVALS! NO EARLY BREAKDOWNS! VIOLATORS MAY NOT BE INVITED BACK!



CHAFFEE CROSSING FARMERS & ARTISANS MARKET 2023 SEASON VENDOR AGREEMENT

Market Address: 7300 Ellis St., Fort Smith Arkansas
Mailing Address: CCHPO, 7020 Taylor Ave., Fort Smith AR 72916

This Agreement is entered into between the Chaffee Crossing Historic Preservation Organization (“CCHPO”) and Fort Chaffee Redevelopment Authority (“FCRA”), hosts of the Chaffee Crossing Farmers & Artisans Market (the “Market”), located at 7300 Ellis Street, Fort Smith, Arkansas, and _____ (“Vendor”). The Market will be hosted once a month on the second (2nd) Saturday, May through October 2023 (six (6) dates), in the Chaffee Crossing Historic District along Ellis St., Fort Smith, Arkansas.

In consideration of the terms and conditions set forth herein regarding the Market, CCHPO, FCRA, and Vendor agree as follows:

1. **Dates and Hours of Operation:** The Market will be held once a month on the second Saturday, May through October 2023, from 8:00 am to 2:00 pm CST on the dates listed below. Monthly participation is highly suggested, but not required. CCHPO will, at its discretion, assign vendor booth locations. Vendors must arrive early enough to have vehicles off the venue by 7:30 a.m. and be ready to open at 8:00 am.

DATES / MARKET THEME: May 13 - Hispanic Festival June 10 - My City Is A Fort July 8 - American Pie
August 12 - Back to School Bash September 9 – Rockin’ Good Time October 14 - Oktoberfest

2. **Vendor Requirements:**

- **Rates:** CCHPO will charge fees for Vendor to participate in all six markets (Season Vendor) or individual market dates (General Vendor) for the 2023 season. Rates for each type of vendor and booth size are shown on Page 1 of this contract. Standard booth spaces will be regulated to approximately 10’x10’; oversize booths are up to 15’x15’; double booths and food truck spaces are approximately 20’x10’. Farmers, Veterans, and children under 18 years of age qualify for reduced booth rates. Limited electricity is available for an additional fee on a first come, first served basis (season vendors receive preference). Food trucks rates include electricity. **ALL VENDOR FEES** must be paid prior to each market opening at 8:00 am. Non-profit organizations will not be charged for booth space, however that space will be limited and approved at CCHPO discretion. Non-profits must apply for specific dates. If multiple NFP organizations apply for the same date, an alternate date may be suggested. All fees are donations to the CCHPO. No refunds will be given except under extreme circumstances approved by CCHPO. Payment for booths must be made by cash, check, or Square. **THE DEADLINE TO REGISTER A BOOTH IS THE FRIDAY ONE WEEK PRIOR TO THE MARKET DATE.**
- **Set Up Information:** Vendor must provide all items required to set up their booth (tables, chairs, canopies, electrical extension cords, stabilization hardware, etc.). Early set up hours for tent frames, tables, and chairs will be available **AFTER 5PM** on the Friday evening before the market date. Tent canopies **MAY NOT be installed overnight**. Tent weights of 35-45 lbs. must be attached to each leg of the tent. **Damage to other property caused by not following these rules will be at the violating Vendor’s expense and vendor may not be invited back.** Vendors are strongly encouraged to creatively decorate and display merchandise in a professional manner to attract shoppers. CCHPO will provide the space to set up tents/booths, restrooms, and trash receptacles. CCHPO will provide paid advertising, social media marketing, and signage to attract customers to the Market.
- **Regulations:** Vendor spaces will be designated by CCHPO. Booth assignments will be distributed the week prior to the market date. Assignments are subject to change, especially due to weather. CCHPO has the authority to adjust spaces from one market date to another to accommodate vendors, available space market efficiency, and active construction on or adjacent to the venue. Vendors must keep designated space clear of debris and maintain an orderly appearance. Upon conclusion of each market, Vendor must remove all merchandise and personal items from the premises and space must be clear and clean of any debris and trash.
 - If Vendor is unable to attend a market, notify Market Manager ASAP: market@chaffeecrossing.com 479.452.4554
 - Vendors must pick up tax packets before 8:00 am and return packet immediately after Market closes.
 - **NO LATE ARRIVALS! NO EARLY BREAKDOWNS! VIOLATORS MAY NOT BE INVITED BACK!**

- **Licensing:** If the selling of any item requires a license, Vendor is responsible for all permits and liability insurance. Licenses shall be prominently displayed at the point of sale. Vendor agrees that CCHPO, FCRA and the City of Fort Smith will not be held responsible for any required permits or registrations other than registration for the Market.
 - **Tax Collection:** FCRA will distribute sales tax packets prior to the opening of each market. Vendors are responsible for completing the required reports and submitting them to CCHPO staff **BEFORE** leaving. CCHPO will submit a list of vendors with reports/collected sales taxes within 30 days of the market as required by Arkansas law. CCHPO and FCRA reserve the right to deny future booth space to any Vendor who fails to complete and turn in a tax packet in a timely manner at the close of each market.
3. **Items Permitted for Sale:** The Chaffee Crossing Farmers & Artisans Market welcomes home grown, homemade, or hand-made items; original artwork and unique designs and creations; food and beverage vendors; entertainers, musical groups, and buskers.
 - Vintage and antique vendors, and those with items for upcycling are welcome; no yard sale/junk sale type items will be permitted.
 - Vendors selling food must have applicable licenses and must comply with the regulations of the Arkansas Department of Agriculture and the Arkansas Department of Health, Food and Sanitation and the Arkansas Food Freedom Act. For details, visit: [Farmers Market Vendor Guidelines](#).
 - At designated times, local talent/entertainers may be permitted to perform on a designated stage or area. This is to encourage local talent and provide FREE entertainment to Market guests. Entertainers may accept tips. Each performer, group, or entertainer must be pre-approved and obtain the permission of CCHPO before commencing a performance. All entertainment must be in good taste to complement the market's inviting, family-friendly atmosphere. CCHPO reserves the right to terminate any performance.
 4. **Indemnification:** Vendor agrees to release, hold harmless, and indemnify the Fort Chaffee Redevelopment Authority, its officers, employees, trustees, agents, and affiliates of all liability, damages, losses, demands, and claims made arising out of or in connection with Vendor's participation in the Market. Furthermore, Vendor agrees to release, hold harmless and indemnify the Chaffee Crossing Historic Preservation Organization, its officers, employees, directors, agents, and affiliates of all liability, damages, losses, demands, and claims made arising out of or in connection with Vendor's participation in the Market. This provision shall survive termination of this Agreement.
 5. **Waiver:** In exchange for being allowed to participate in the Market, Vendor knowingly and voluntarily waives all right and/or causes of action of any kind, including any and all claims of negligence, arising as a result of such activity from which liability could accrue against the Chaffee Crossing Historic Preservation Organization, its volunteers, agents, employees, and instructors, as well as the Fort Chaffee Redevelopment Authority, its agents, employees, officers, and trustees.
 6. **Right to Revoke Permission to Sell:** CCHPO and FCRA retain the right to disqualify any Vendor with no refund if items for sale are deemed inappropriate.
 7. **Breach of Contract and Termination:** If Vendor violates any of the provisions of this Agreement, Vendor will be considered to be in breach and CCHPO or FCRA shall have the right to immediately suspend Vendor's participation in the Market.
 8. **Cancellation Policy:** CCHPO reserves the right to cancel Market events without notice due to severe weather, public safety concerns, government-imposed health restrictions, and other unforeseen circumstances. A good faith effort will be made to notify Vendor in advance of event cancellation.
 9. **CCFAM Market Manager:** Lorie Robertson, Marketing Director, FCRACCHPO, lorie@chaffeecrossing.com, 479.452.4554.

This Agreement constitutes the entire agreement and understanding of the parties hereto. By signing this document, Vendor agrees that Vendor has read and understands the above terms and conditions and will comply with all matters set forth above. Vendor further agrees to comply with all federal, state, and local laws and regulations and to cooperate with the CCHPO and FCRA for a successful Market.

VENDOR:

By: _____ Date: _____

Print Vendor Name: _____

FCRA:

By: _____ Date: _____

Name/Title: _____