

**The Bella Vista  
Arts and Crafts Festival**

**October 14-16, 2021**

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**Artisan Alliance  
at Wishing Spring**

**Food  
Vendor Policies  
2021**

# **Artisan Alliance at Wishing Spring**

The Bella Vista Arts and Crafts Festival is sponsored by the Artisan Alliance of Wishing Spring, a 501(c)(3) non-profit organization. The club exists to further art appreciation and education and to support and promote the arts and artisans.

One of the Club's major priorities is to provide art scholarships at the college level to aspiring young artists from Benton County Arkansas. The Club also sponsors a Summer Art Camp, holds classes in various artistic media for children and adults and provides grants to local grade schools for art supplies.

In addition, the Club is the sponsor of some highly visible venues in Bella Vista:

## ***Wishing Spring Gallery***

is an art, home décor and gift destination where Club members display and sell their works. The Gallery is open year-round.

## ***The Clay Studio at Wishing Spring Gallery***

provides classes and training by professional potters on creating their own pottery for children and adults.

## ***The Bella Vista Arts and Crafts Festival***

is our juried Fall Festival, held annually during the third Thursday, Friday, and Saturday of October. The Festival is the premier show in Northwest Arkansas, featuring over 200 artisans from all over the United States and Canada.

**Thank you for  
helping us celebrate  
another successful  
year!**

# Final Day Procedures

## *Commission Reporting*

Commissions will be reported and paid on Saturday starting at 5pm.

## *Check-Out & Payment*

Office staff will be available for check-out no earlier than 5:00 pm on Saturday. Please be prepared with commission report and payment (cash, check or charge), sales tax envelope with completed forms and a check for payment.

## *Tear-Down*

All exhibits must remain intact until 5:00 pm on Saturday. Please do not bring vehicles into the exhibit area until you are packed and ready to load. Security will be provided until noon on Sunday, but you must pack your belongings on Saturday regardless. You may not leave any rubbish or recyclable items in your booth space.

# Key Points of Participation

## *Permits*

Exhibitor must display a permit from the AR Department of Health. DoH representatives will be onsite on Thursday October 14, 2021 to inspect and issue temporary permits as required.

## *Insurance*

Exhibitor must provide a Certificate of Insurance naming the Bella Vista Arts and Crafts Festival as an additional insured for the specific dates of the Festival (October 14-16, 2021). This certificate must be received at the Festival Office by September 15, 2021.

## *Commission and Space Fee*

Exhibitor agrees to pay \$400 for space fee and 20% commission on all sales made and orders taken during the event.

## *Sales Tax*

State of Arkansas, Benton County and the City of Bella Vista require vendors to collect and pay sales tax. If you have an AR sales tax permit, you are not required to submit sales tax form and payment at the Festival. If you do not hold an AR sales tax permit, you agree by becoming an exhibitor to submit a completed tax form and a check for payment to Festival Office before leaving the site on the final day of the event. The tax rate is 9.5% (6.5% state, 1% county, 2% city).

# **Application Process**

## ***Current Exhibitors***

To reserve your space for the 2022 Festival, your application form and fee must be submitted by the last day of the 2021 Festival. If not submitted during the event, exhibitors have until January 31 to apply and be given space preference.

## ***Consideration of Items not Previously Listed***

Any additions to your inventory must be submitted for review. Please send a list of all new items to be sold, with a request letter, no later than September 1, 2021.

## ***Contract***

The signed application and its acceptance constitute a contract between the Festival (The Village Art Club, Inc.) and the exhibitor to use an assigned space. The Festival staff has the right to reassign or change any space. Spaces are not transferable by exhibitors. If unable to attend, please alert the Festival office immediately.

## ***Cancellation Policy***

Cancellations made by July 31 will receive a refund less \$25 fee per booth. No refunds will be given after **July 31**.

## ***Outdoor Venue***

No refunds will be made in case of cancellation due to weather. Exhibitors are advised to bring protection to safeguard their product.

## ***Early or Late Arrival***

If you plan on arriving between 6:00 pm and 7:00am, you must let the Festival Office know. Police will not allow anyone on site after 6:00 pm unless your name is on their list.

## ***Grease & Oil Disposal***

**Please remove all grease and oils from our site – we have no means of disposal.**

## ***Water Hookup and Gray Water Disposal***

There is water available in the food court area. You must bring your own food-safe hose for hookup. Use receptacle provided for gray water – do not pour on ground or in any drains on site.

## ***Rubbish & Recycling***

Dispose of all rubbish in the dumpster in the back lot. Do not use the visitor's trash barrels. Cardboard must be broken down and taken to recycling trailer in the back lot. All aluminum cans and plastic bottles should be recycled in the blue bins.

## At the Event

### *Check-In*

Food trucks are asked to check-in on Tuesday between the hours of 9:00 am and 6:00 pm. This allows room to maneuver into space without as many other Exhibitors in the area. You must pick up your registration packet at the Information Tent **before** you set up.

### *Night Security*

Overnight security is on-site Tuesday through Saturday and until noon on Sunday. Neither the Festival nor the Village Art Club, Inc. assumes any responsibility for any lost or stolen items. Please secure your booth and take valuables with you each night when leaving the Festival grounds.

### *Vehicles*

Only one trailer or truck used **for storage** purposes is allowed behind exhibitor booths (trailers). Cars, trucks, etc. that are not specifically used for storage of food must be parked in participant parking areas. **All vehicles, including delivery trucks, must be out of the Festival area by 7:15 am each day of the event.** No exceptions will be made.

### *Parking Passes*

Each exhibitor is allotted only one (1) pass to park in the Exhibitor Lot. Additional vehicles must park in the shopper lot. We have a tram that runs from that lot to the site.

## Electrical Guidelines

- Each space with electricity is limited to 500 watts. Amps x volts (usually 110) equals watts. For example: a 3-amp sewing machine x 110v = 330 w.
- Most lighting, if it conforms to Fire Marshall guidelines below, is within acceptable limits.
- Generators are **not** allowed.

### *Guidelines from Fire Marshall*

- Candles, welding, soldering or any open flame within enclosed tents are **strictly prohibited**.
- Extension cords are to be 12 to 14 gauge wires and must be in good condition. Extension cords must be unplugged at the end of the day.
- Compressed gas cylinders (such as helium tanks) must be secured in an upright position using elastic, ratchet straps, or chains to prevent tip over.
- If your booth includes electricity, the use of incandescent light bulbs is pro-hibited. Florescent bulbs and LED lights are allowed.
- Fans and/or heaters are **not** allowed.

## Before the Event

Please contact the office before **September 15** to update or request any of the following:

### *Nametag Info*

Each exhibitor is limited to 5 printed nametags. Additional blank forms are available on-site during event.

### *Dry Camping Reservation*

We have a limited number of spots for RVs at the festival site with no services provided.

### *Handicapped Exhibitor Parking*

Vehicle must have designated plates or state issued hang tag. A limited number are available and **must** be reserved in advance of the Festival.

### *Early or Late Arrival*

If you plan on arriving between 6:00 pm and 7:00am, you must let the Festival Office know. Police will not allow anyone on site after-hours unless your name is on their list.

## General Site Rules

### *Pets*

Only service animals are allowed on Festival site. If exhibitors have pets, they must be kenneled **at all times**. NO EXCEPTIONS.

### *Smoking*

Allowed only in designated areas which are noted on site map.

### *Children*

Exhibitors who travel with their children must keep their children with them at all times.

### *Drugs/Alcohol*

Alcohol (with the exception of contracted Exhibitors) and drug use paraphernalia and/or related products are not allowed on Festival grounds. Exhibitors with any of these items will be asked to leave the Festival immediately.

### *Sound*

Music played in an exhibitor's booth should not be audible in surrounding booths or aisles.

### *Soliciting*

Soliciting is **not** allowed. Controversial literature and merchandise do not have a place at the Festival. This includes all political, religious, advertisements or brochures, unless pre-approved by the Festival Director.

### *Family Event*

Exhibitor displays and products must be appropriate for a family-friendly environment.

### *Trailers*

Exhibitors may not operate out of a vehicle or trailer and may not park a vehicle next to their booth space (with the exception of Food Vendors).