

Northwest Arkansas

District Fair

2025 Food Vendor Booth Agreement Rules & Regulations

Event Dates September 17-20, 2025

The purpose of this agreement is to set forth the terms and conditions whereby the Operator is authorized by the Northwest Arkansas District Fair to operate a Food Vendor Booth for the purpose of promoting and/or selling represented products under the following terms and conditions during the 138th Northwest Arkansas District Fair, hereby referred to as “the Event.”

TERMS AND CONDITIONS:

COST – In exchange for the right to promote and/or sell stated product (s) during the event the Operator agrees to pay Northwest Arkansas District Fair;

\$350.00 for Food Vendors for the entire event**

This price includes standard electrical provision (please see below for electrical detail). Vendor provides tents, tables, chairs, electrical cords, lights, etc.

****Above price does not include any additional permits as required by local ordinances or law.**

RECOMMENDED HOURS OF OPERATION

You can operate anytime within these hours, but not before or after the times listed below.

Wednesday, September 17 Food Vendors 4:00 pm to 10:00 pm

Thursday, September 18 Food Vendors 11:00 am to 10:00 pm

Friday, September 19 Food Vendors 11:00 am to 10:00 pm

Saturday, September 20 Food Vendors 11:00 am to 10:00 pm

REPRESENTED PRODUCTS – Only the product(s) and prices specified in the application will be allowed to be represented and/or sold at your booth during the Event. No changes may be made without prior consent of Vendor Chairman, Board President, or Event Director. Vendors with “like” products will be limited, but the Event cannot guarantee no competition for similar products. No items will be allowed to be sold that directly compete with item sold by the Event or its carnival. The following food items **CANNOT** be sold including but not limited to;

Cotton Candy	Hamburgers/Cheeseburgers	Chicken Strips
Candy and Caramel Apples	Chili/Products w/Chili	Apple Crisp
Funnel Cakes	Hog Dogs	Corndogs

PREMISES/BOOTH LOCATION/ELECTRICAL NEEDS –

- Vendor’s general area must be left in the same condition as arrival; this includes picking up trash at and around booth.
- Location of Booth will be in block specified; exact location decision is made at the discretion of the event director and will depend on specific electrical needs.
- Operator must supply own extension cords. It is **strongly** recommended that you bring extension cords due to space restrictions.
- Operator agrees to operate all electrical equipment, including but not limited to lights and attachments, including all wiring in a safe, intelligent manner.
- 5th Agricultural District of Arkansas, Inc. DBA Northwest Arkansas District Fair cannot be held responsible for accidents caused by Operator not accurately utilizing this system
- Operator agrees to use only designated receptacles in their pre-approved location.

SET-UP AND DEPARTURE –

- Vendor agreed upon set up time is:
 - Tuesday, September 16 from 4-8pm
 - Wednesday, September 17 - Arkansas Department of Health inspections will begin at 9am for ALL food vendors on the premises. Your inspection might not begin until 11, but you or a representative must be on-site, ready for inspection at 9am on Wednesday, September 17th.
- Vendors will be prepared to open in accordance with the hours above.
- Vendors will not set up until any and all outstanding fees are paid.
- Food booths must be off the premises by Sunday, September 21st at 12:00 pm.
- If you are not issued a permit by the ADH and/or the City of Harrison, you will not be allowed to operate. No exceptions. Failed inspections are not grounds for refunds.

NOTE: Due to event layout and space requirements, vendor's vehicles cannot be parked alongside vendor's booth. Vendors will be allowed to drop off merchandise and park in the designated area.

INDEMNIFICATION –

- Food Vendor Operator agrees to obtain commercial general liability insurance, including products, in an amount no less than \$1,000,000 for bodily injury and property damage from a company acceptable to the organizers.
- Vendor agrees to obtain liability insurance to protect Operator during the event and to provide Northwest Arkansas District Fair a certificate of insurance.
- Operator agrees to indemnify Northwest Arkansas District Fair and any activity of the Operator during the Event.

TAXES –

- Operator shall be responsible for the collection and payment of any tax upon the gross receipts as required by Arkansas Law.
- ARKANSAS SALES TAX – Operator must pay all sales tax to the state of Arkansas in compliance with state and local sales tax laws.
- City of Harrison Prepared Food Tax - Operator must pay a tax of 1% to CATPC in compliance with city sales tax ordinance.

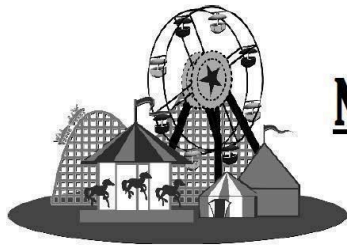
TERMINATION RIGHTS –

Northwest Arkansas District Fair reserves the right to terminate the operation of the Operator at any time during the Event for any of the following reasons:

- A professional manner is not maintained by the Operator and/or its employees.
- Operator and/or its employees behave in a manner that could be construed as racist.
- Operator and/or its employees commit any act detrimental to the purpose of the Event.
- Operator and/or its employees violate any provision of the Health Department.
- Operator and/or its employees fail to cooperate with Event management staff.
- If Operator and/or its employees breach any of the agreements listed herein.
- Vendor booth fees are non-refundable for vendor-initiated cancellations or “no-shows.”

Per City Fire Marshal - all food vendors must have a fire extinguisher on hand.

Northwest Arkansas District Fair reserves the right to remove any vendor not abiding to program rules or failure to follow the instructions of official representatives of the Northwest Arkansas District Fair and/or state and local officials.



Northwest Arkansas *District Fair*

2025 Food Vendor Booth Application

Vendor Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Attach a DETAILED, LEGIBLE, AND TYPED menu of items you will be serving at this event. Items not listed on menu will not be allowed to be sold.

\$350.00 for Food Vendors for the Event

Total Size of Food Booth/Trailer Size (Including Tongue of Trailer) _____

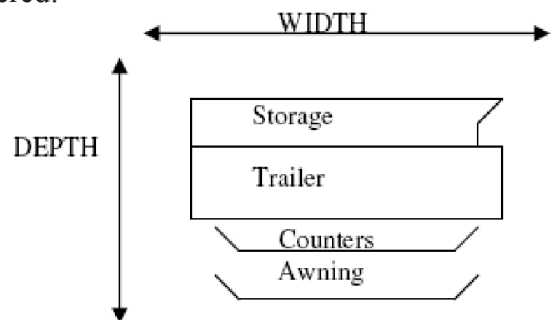
Requested set up time: Date _____ Time: _____

Electrical Request 30 amp _____ 50 amp _____

These items **MUST** be received **PRIOR** to be considered:

- Copy of vendor insurance
- Health Form complete, sign, and send in
- Detailed Menu
- Application and Fee

Indicate on diagram location of service window(s) with “*” and tongue of trailer with a “x”.



My contact Information:

Northwest Arkansas District Fair

P.O. Box 1302

Harrison, AR 72602

Phone: 870-743-1011 (leave message)

Allison Cell: 870-266-6204

Email: food@northwestarkansasdistrictfair.com

Office use only: Application Number: _____ Date received: _____

Paid YES NO

Insurance included YES NO

Health Form YES NO

Health Form YES NO

Pre-Operational Temporary Food Service Checklist

Event: _____ Date: _____

Event Contact Person: _____

Name of Temporary Food Unit: _____

I as the food vendor have the following available and am ready to operate (any item checked NO will require correction prior to serving food).

	Yes	No	Comments
Facilities:			
Water from Approved Source (public water)			
Sewage disposed of in approved manner			
Solid waste handled and disposed in approved manner			
Hand Wash Sink located onsite in the food preparation area and accessible at all times			
Hot (100°F) & Cold Water			
Soap			
Paper Towels			
Separate Sink with 3 compartments located onsite			
Sanitizer: <input type="checkbox"/> Bleach/Chlorine <input type="checkbox"/> Quaternary Ammonia			
Appropriate test strips available onsite			
Adequate on-site storage to maintain foods requiring refrigeration at 41°F or below			
Adequate on-site facilities to cook/re-heat foods to required temperatures before serving.			
Adequate on-site facilities to maintain hot foods at 135°F or above			
Construction:			
Walls and ceiling provide protection from entry of insects, weather, rodents, or other animals			
Overhead protection in place			
Walls: <input type="checkbox"/> screens <input type="checkbox"/> air curtain <input type="checkbox"/> other effective means to prevent insects			
If screens are not provided are they available?			
Floors are all-weather and effective to control dust and mud			
Food Protection:			
Workers are wearing hair restraints and clean clothes			
Food on display/storage covered or protected			
Food stored a minimum of 6 inches off floor/ground			
Food not stored in water, in un-drained ice, or in contact with ice to be used as food or drinks.			

I certify that the above information is correct, _____,
(name) (date)