

AUTUMN ON THE SQUARE

Saturday, September 13, 2008

Sponsored by the Marianna/Lee County Chamber of Commerce

Come join us for our fall festival, Autumn On The Square, in historic downtown Marianna, Arkansas on September 13, 2008. Our festival features games and activities for children, good food, crafts, live entertainment and fun for all ages.

SET-UP: In order to participate, please fill out the attached form and return it by Thursday, September 11, 2008 with your booth deposit. Each booth measures approximately 15' x 15' and booths are assigned on a first come, first serve, basis, as to availability and area except when electrical outlets are needed.

Vendors can set up on the Friday before the festival after 1:00 p.m. A festival representative will be in the square from 1:00 p.m. to 4:00 p.m. on Friday to assign booth numbers. Booths may also be set up the morning of the festival from 7:30 a.m. to 9:30 a.m. All booths must be set up by 9:30 a.m. **NO BOOTH SET UPS WILL BE ALLOWED AFTER 9:30 A.M. NO EXCEPTIONS.**

Vendors will be issued a vehicle pass that will allow their vehicle on the square. Let festival officials know how many passes you will need when you return your application. All vehicles must be moved from the four streets surrounding the square by 9:30 a.m. This is for the protection of the children attending the festival.

Rain does not cancel the festival. Booth rentals are not refundable.

TENTS: Most booths will be in the sun for a good part of the day. We encourage you to supply some type of shading device. Be sure tents will fit in the booth space of 15 ft. x 15 ft. If it will not, you will need to rent two spaces.

Do to close quarters, smoking grills or grills that expel excessive smoke are **not** allowed.

Excessive smoking grills have been a problem in the past, but organizers want to work with those who prefer an active grill for their food. So, charcoal grills are allowed this year, but the following rules must be followed:

1. Charcoal fires must be "fired up" before 8:30 a.m. on Saturday morning of the festival. This will allow excessive smoke to disappear by opening time of 10:00 a.m.
2. If the above request is not followed, officials of the Autumn on the Square event reserve the right to ask you to leave the premises with **NO** refund of your booth fee.

ELECTRICAL: If vendors need 110 electrical, they will need to bring a 100 ft. extension cord. For concession wagons which will need 220, our receptacles are NEMA/EEMAC 14-50R receptacles and vendors will need a 4 prong, 50 amp plug to connect to our system. (If you aren't sure what you need, check with your electrical supplier.) **DO NOT TRY TO WIRE DIRECTLY INTO OUR SYSTEM!!!**
ELECTROCUTION COULD OCCUR!!)

TEAR-DOWN: The festival closes at 4:00p.m. Vendors should keep booths intact until 4:00 p.m. Vehicles will not be allowed back on the square until 4:00 p.m. There are many children crossing the streets and we can't risk injury. All drivers need to use caution when entering the square for tear-down.

COST: Booth rental is \$25.00 per space and is not refundable. **THIS APPLIES TO ALL PARTICIPANTS.** Commercial food vendors **must** have an Arkansas Health Department inspection certificate. This is not mandatory for non-profit groups. If your application is accepted you will be mailed a receipt and the money will not be refunded. If your application is denied, your \$25.00 will be returned immediately.

FOOD VENDORS: We are having a street dance this year which will begin about 8:30 p.m. until about 11:30 p.m. If you choose to stay and keep your booth open there will be an extra \$10.00 charge.

Thank you for your consideration in joining us. We look forward to having a wonderful festival this year.

Tiffany Davis
Secretary/Manager
Chamber of Commerce
870-295-2469

Suzy Keasler
Chairperson, Autumn on the Square
870-295-2439

AUTUMN ON THE SQUARE

**C/o Marianna/Lee County Chamber of Commerce
Post Office Box 584
Marianna, Arkansas 72360
870-295-2469**

BOOTH APPLICATION

Name of Organization: _____

Contact Person: _____

Address: _____

Phone: _____

What will your booth contain?

Will you be staying for the street dance? _____

Will you use a tent? _____ **What size is your tent?** _____
(If you do not have a tent, you will need a method to provide shade)

Do you have a concession wagon? _____ **What size?** _____

Do you need electricity? _____ **How many amps?** _____

Do you need a 110 or 220 electrical outlet? (circle one)

How many vehicle passes will you need? _____

I understand and agree to the Autumn on the Square stipulations.

Signed: _____ **Date:** _____

Booth Rental Paid:

Date Received: _____
Number: _____