



# Vendor Application

*Festival Setup Time  
8-10:30 a.m., Saturday, June 15, 2019*

Name: \_\_\_\_\_

Organization/Business Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_



**MOSAIC TEMPLARS  
CULTURAL CENTER**  
A MUSEUM OF AFRICAN AMERICAN HISTORY

- FOOD VENDOR \$60** – State Health permit & Insurance required. (Must be submitted with application.)  
(1-6 ft. table & 2 chairs in a 10 x 10 space or up to 20 ft. of space for Street Cart and/or Food Trailer)
- NON-FOOD COMMERCIAL VENDOR \$60**  
(1-6 ft. table & 2 chairs in a 10 x 10 space)
- NONPROFIT ORGANIZATION EXHIBITOR Free** – (Include paperwork confirming nonprofit status with application.)  
(1-6 ft. table & 2 chairs in a 10 x 10 space)

*Limited  
vendor space  
available!*

**VENDOR BOOTH(S):**

Tents, electricity, and water are not provided. Vendors that require electricity and/or water must bring their own portable water supply and quiet generator.

PAYMENT METHOD:     **Money Order**     **Check**     **Cash**     **Credit Card**

<b>If Paying by Credit Card:</b>	
Card Type:	<input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> Discover <input type="checkbox"/> AMEX <input type="checkbox"/> Other: _____
Cardholder Name (as shown on card):	
Card Number: _____	CVV: _____
Expiration Date (mm/yy):	Cardholder ZIP Code (from credit card billing address):

Deliver application with full payment by **June 1, 2019** to Mosaic Templars Cultural Center, 501 West 9th Street, Little Rock, AR 72201. Money order or check should be made payable to Mosaic Templars Cultural Center. Credit card payments can be accepted in person at the museum or by filling out & returning the information above.

Applicant will be notified via email or phone of acceptance or denial. By signing below, applicant attests to the validity of all entries on this form, agrees to abide by all Event Regulations and acknowledges his/her right to sign for the company or organization listed here.

Agreed: \_\_\_\_\_ TITLE \_\_\_\_\_ / \_\_\_ / \_\_\_

Please provide a description of items or goods that will be sold or given away at the event.

**FOOD VENDORS**

Permits: It is the responsibility of the Food Vendor to obtain any and all licenses or permits and pay any additional fees (not included in this application) necessary to conduct their business. If a Vendor/Exhibitor is forced to close because of the lack of necessary permits and/or licenses, Mosaic Templars Cultural Center Juneteenth organizers will not be liable and will NOT refund fees or deposits.

**Liability Insurance:**

Each food vendor is required to present Mosaic Templars Cultural Center Juneteenth organizers with a Certificate of Insurance liability and food permit with the application and fee to process an application.



Organization/Business Name:

**EXHIBITOR / VENDOR AGREEMENT**

**INDEMNIFICATION**

It is expressly agreed and understood between the Exhibitor or Vendor and Mosaic Templars Cultural Center (hereafter referred to as MTCC ) MTCC shall NOT be liable for loss or damage to goods or property of Exhibitors and Food Vendors or personal injury to the Exhibitor, said employees or customers and each Exhibitor and Food Vendor on signing the attached Vendor Agreement expressly releases MTCC, sponsors, and volunteers, and agrees to hold them harmless from all claims including cancellation due to inclement weather or acts of God. Each Exhibitor & Food Vendor further warrants that he/she will obey all rules, regulations and laws of the event and the City of Little Rock. This is a family-oriented community event. Entertainment and vendors with obscene/explicit materials and offerings are asked not to apply. MTCC reserves the right of refusal of application and/or expulsion from the event without refund.

**REFUNDS:** No refunds or credits will be issued once an application has been received and accepted

**BOOTH SPACE**

Though preferences are taken into consideration, Vendor will receive a space as per the decisions of the event and applicable Exhibits Managers. Vendor is responsible for the cleanup of their space at event's end. Failure to comply will warrant a \$25 charge.

**ELECTRICAL REQUIREMENTS**

No electricity will be provided by MTCC. Any electricity that is used by vendors must first be approved by MTCC.

**EACH EXHIBITOR** must be set up within the area of the space leased as approved by MTCC. Vendors are required to remain open and ready for business and are not permitted to begin closing until after 5:30 p.m. Clean-up of all vendor areas must be completed by 7:30p.m.

**MERCHANDISE SECURITY**

MTCC will NOT be liable for any product loss incurred by the retail or food vendor or the vendor's employees at any time during the event. Retail and Food vendors may elect to remove valuables as needed.

**UNAUTHORIZED SALE**

Sale of illegal food or merchandise in any space is strictly forbidden and violators shall forfeit any rights granted under this license. Sale of such will result in immediate removal from the event without a refund.

**FAIR USE REGULATIONS**

Respect your vending neighbors! Though booth demonstrations are allowed, the volume on speakers and musical equipment must not interfere with the business of either adjoining booths or the Exhibits Manager. Booths must not block the passage of shoppers or customers at any time. Vendors will be given warning by event officials once a complaint is filed by the offended parties. After two warnings, the offending vendor may be asked to relocate or vacate their booth without a refund.

By signing below, vendor hereby indemnifies MTCC from any and all liability and agrees to conform to any regulations as set forth by MTCC and applicable City of Little Rock vendor requirements and ordinances.

Understood and Agreed: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Print Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_  
Company name and phone number:  
\_\_\_\_\_