

28th Arkansas River Valley Lawn and Garden Show
“Through the Garden Gate”
October 8-9, 2022

We are accepting applications for vendor booth space at the 2022 show to be held October 8-9, 2022, at the Learning Fields at Chaffee Crossing, 7300 Gardener Avenue, Fort Smith, Arkansas 72916.

The River Valley Master Gardeners and the University of Arkansas, Division of Agriculture Cooperative Extension Service sponsor this event.

We will be accepting payment by Credit or Debit Card this year with a 4% service charge fee for this convenience.

Set-Up

Friday, October 6th, 9 AM – 5 PM

Show Hours

Saturday, October 8, 9:00 AM – 4:00 PM

Sunday, October 9, 1:00 AM – 5:00 PM

Tear Down

Monday, October 10, 9:00 AM – 5:00 PM

We look forward to hearing from you soon and if you have any questions, please feel free to contact us.

Sylvia Varnadore, ARVLGS President
(479) 461-6408
arvlawngardenshow@gmail.com

ARKANSAS RIVER VALLEY LAWN and GARDEN SHOW

October 8-9, 2022

The Learning Fields at Chaffee Crossing

7300 Gardener Avenue

Fort Smith, Arkansas 72916

BOOTH INFORMATION

This year's event is outdoors. Each booth space is 10 feet wide and 10 feet deep. Tents will be available if needed.

SINGLE BOOTH (10' WIDE BY 10' DEEP) VENDOR PROVIDES TENT/NO TENT NEEDED

\$100.00, EACH ADDITIONAL BOOTH \$75.00

One (1) table and two (2) chairs will be provided with each booth.

SINGLE BOOTH (10' WIDE BY 10' DEEP) ARVLGS PROVIDES TENT

\$150.00, EACH ADDITIONAL BOOTH \$75.00

One (1) table and two (2) chairs will be provided with each booth.

Electricity is limited and will be available upon request; however, you must provide your own extension cords. If electricity is required, please note on your application and add the \$25 fee.

Water is available upon request, and you must provide your own water hoses.

SPACE ASSIGNMENTS

Space is available on a first come, first served basis. A diagram of The Learning Fields is included in this packet. We will expand areas as they fill up.

PAYMENT POLICY

A non-refundable deposit of 50% is required at the latest on August 31, 2022 to reserve exhibit space. This deposit must be received in our office before a booth will be reserved. A space contract will be issued upon receipt of the reservation and deposit. All balances must be paid in full no later than September 15, 2022.

TERMS AND CONDITIONS

Complete rules and regulations are included in this packet. PLEASE READ THESE CAREFULLY and sign the bottom of the contract acknowledging receipt and understanding.

Make all checks payable to: ARVLGS

Mail to: ARVLGS, P.O. BOX 5424, FORT SMITH, AR 72913

EXHIBITOR NAME BADGES

All exhibitors and their representatives must wear name badges at all times. Badges may be picked up at the registration desk. Each vendor will be given 4 badges.

PRODUCT SALES

Cash and carry selling is permitted in exhibit booth areas only. Sale of food for immediate consumption is not permitted. Orders may be taken for merchandise or service to be delivered at a future date. All sales taxes collected are the obligation of the booth vendors and will be collected daily. Vendors will be given a tax form and envelope. Please pay by check.

PARKING

Vendors should park in the designated vendor parking lot during show hours to leave room for attendees.

Terms and Conditions of the Arkansas River Valley Lawn & Garden Show

Contract

The application, properly executed by applicant/exhibitor, shall upon acceptance by the Arkansas River Valley Lawn & Garden Show (ARVLGS), constitutes a valid binding contract.

Assignment of Space

Booth space is assigned first come, first served, based on receipt of payment. After assignment, the space location may not be changed, transferred or canceled except upon request and with the subsequent approval of ARVLGS Board. Space assignments may be revoked or changed by ARVLGS at any time the minimum payment schedule is not met.

Subletting

Subletting or leasing of the space allocated to the exhibitor, or use of the space not previously authorized by ARVLGS is prohibited. No exhibitor shall exhibit or permit to be exhibited in the space allotted any merchandise other than specified in the application.

Booth Requirements

All booth arrangements shall conform in all aspects to the dimensional and height requirements specified by show management. Exhibitors may not erect a back wall higher than 8 feet without prior approval of ARVLGS. No booth shall obstruct the general view or access to surrounding displays, aisles or public space within the exhibit facilities. No booth shall use audio equipment to enhance their voice for attracting individuals to their booth or for selling purposes. Booths must be manned by at least one person during the show. The volunteer coordinator with ARVLGS may provide temporary volunteer assistance to man a booth. All exhibitors and their officers, agents, and employees shall obtain the designated number of passes from ARVLGS registration desk and wear the pass at all times during the show.

Directory

The ARVLGS will list the exhibitor's firm name and space assignment on its website. Additional information pertaining to exhibitor's merchandise may be included at the sole discretion of the ARVLGS. However, the ARVLGS will not be responsible for errors or omissions or for unintentional failure to include an exhibiting firm.

Compliance

The exhibitor assumes all responsibility for compliance with all pertinent ordinances, regulations, and codes duly authorized by local, state, and federal governing bodies concerning fire, safety, and health, together with the rules and regulations of the operators and/or owners of the property wherein the show is held.

Payment Requirements and Cancellation Policy

A 50% minimum deposit (non-refundable) is required by August 31, 2022 with the application. The balance is due by September 15, 2022. Make all checks payable to ARVLGS, P.O. Box 5424, Fort Smith, Arkansas 72913-5424. In the event of cancellation by exhibitor, it is understood that the ARVLGS reserves the right to reassign canceled booths without any obligation or refund to the exhibitor. Exhibit space not claimed by 5:00 pm on the day prior to the show reverts back to the ARVLGS to be used at the discretion of the show management.

Exhibitors shall observe and abide by additional rules and regulations that may be adopted by ARVLGS, which shall be as much as, part hereof as though full incorporated herein. The ARVLGS reserves the right to move or remove an exhibit for the good and welfare of the show.

If the show or any part thereof is prevented from being held, it will be cancelled by the ARVLGS. If the exhibit space applied for herein becomes unavailable because of war, fire, strike, government regulations, public catastrophe, act of God, or the public enemy or other cause, the ARVLGS shall determine and refund to the applicant its proportional share of the balance of the aggregate exhibit fee received. This shall be determined after deducting expenses incurred by and reasonable compensation to the ARVLGS, but in no case shall the amount of refund to the applicant exceed the amount of the exhibit fee paid.

Liabilities

Neither the ARVLGS nor any of its officers, agents, employees and other representatives, shall be held accountable or liable for and the same are hereby released from accountability for any damages, loss, harm, or injury to the person or property of the applicant or any of its officers, agents, employees, or other representatives, resulting from theft, fire, water, accident or other cause and the same are hereby released from accountability or liability.

Important:

All vendors must send Proof of Liability Insurance with application, or sign a waiver upon entering the show. This proof of insurance can be obtained from your liability insurance carrier. The applicant hereby agrees to indemnify, defend, protect and hold harmless, the ARVLGS against any kind of nature which might form or arise out of any action or failure to act, of the applicant or any of its officers, agent, employees, invitees, or other representatives.

Signs and Advertising

No demonstrations or solicitations shall be permitted outside the exhibitor's assigned space and no signs or placards may be displayed on persons or otherwise outside the exhibit space. Distribution by exhibitors of any printed matter, samples, or other articles shall be restricted to within the confines of the exhibitor's booth. Exhibitor shall not have or operate any display or exhibit, which in the opinion of the ARVLGS is objectionable including signs, lights, and the costuming of exhibit personnel.

Unions and Subcontractors

It is further agreed that the exhibitor will abide by and comply with the rules and regulations concerning local unions having agreements with the ARVLGS or with authorized contractors employed by ARVLGS.

2022 ARKANSAS RIVER VALLEY LAWN AND GARDEN SHOW
The Learning Fields at Chaffee Crossing
7300 Gardener Avenue
Fort Smith, Arkansas. 72916

PLEASE PRINT

APPLICATION/CONTRACT FOR BOOTH SPACE

Firm Name _____ Telephone _____

Address _____ Fax _____

City _____ State _____ Zip _____

Name/Title of Contact Person _____

Email _____ Web Address _____

ALL EXHIBITORS MUST WEAR BADGES DURING SHOW HOURS. Limit 4 per vendor. PRODUCT or SERVICE to be exhibited, Arkansas Sales Tax, payable by check, will be collected at the end of each day.

BOOTH RENTAL

This Booth/Garden requires electricity YES _____ NO _____

If yes, please add \$25 to your total. \$25.00 _____

Amperage needed _____

This Booth/Garden requires water YES _____ NO _____

BOOTH RENTAL - VENDOR PROVIDES TENT/NO TENT \$100.00 _____

ADDITIONAL BOOTHS \$75.00 _____

Booths Required _____

One table and two chairs per booth

BOOTH RENTAL - ARVLGS PROVIDES TENT \$150.00 _____

ADDITIONAL BOOTHS \$75.00 _____

Booths Required _____

One table and two chairs per booth

4% SERVICE CHARGE (Credit/debit card) _____

Total Price of Booths Requested \$ _____

Name on Card _____

Card Number _____

Expiration Date _____ 3 Digits on Back of Card _____

One Half Booth Cost due August 31, 2022 Balance due September 15, 2022.

Please make check payable to ARVLGS. Return with this rental form to:
ARVLGS, PO BOX 5424, Fort Smith, AR 72913.

_____ Yes, I will provide "Proof of Liability Insurance" or will sign a waiver.

_____ Yes, I am willing to donate an item for the silent auction.

_____ Yes, I am willing to allow a show sign at my place of business. (Sign will be removed 48 hours after show.)

_____ Yes, I am willing to allow placement of the show flyers at my place of business.

_____ I received a copy of the "Terms and Conditions" for the show and have read and understand said "Terms".

Signature _____ Date _____

Indemnity Hold Harmless and Waiver Agreement

The undersigned, a vendor at the Arkansas River Valley Lawn and Garden Show, hereby acknowledges that a "Proof of Liability Insurance" is required in the Vendor Agreement with Arkansas River Valley Lawn and Garden Show. The undersigned, having failed to make the "Proof of Liability Insurance", hereby Agrees as follows:

The Arkansas River Valley Lawn and Garden Show from any and all claims, demands, suits, liability, damages, loss, cost, attorney's fees and expenses of whatsoever kind and nature which might form or otherwise out of any action or, failure to act of the applicant or any of its officers, agents, employees, invitees or, other representatives associated with any activities of substitute vendor for, undersigned in conjunction with substitute vendor's participation in the Arkansas River Valley Lawn and Garden Show in Fort Smith, Arkansas.

Vendor acknowledges and understands that this agreement is in lieu of furnishing "Proof of Liability Insurance" with vendor's application to be a vendor at the Arkansas River Valley Lawn and Garden Show.

By signing this agreement, the undersigned represents to the Arkansas River Valley Lawn and Garden Show that it is authorized to execute this agreement on Behalf of vendor.

Dated this: _____ day of: _____

Printed name of Vendor

Signed name of Vendor