

# Get Down Downtown Vendor Application

## September 29-30, 2023-Downtown Searcy

Mail completed application to Main Street Searcy at PO Box 1127, Searcy, AR 72145 or email to [mainstreetsearcy@gmail.com](mailto:mainstreetsearcy@gmail.com) by Wednesday, September 20. Acceptance is contingent upon vendor type, available space and timeliness of application return. **Please refer to the attached festival guidelines for set-up details.** For additional information after reading guidelines, call 501-593-6920.

Main Street Searcy	
Space Assignment(s):	_____
Number of Spaces:	_____
Electricity:	_____
Date App Received:	_____
Payment Received:	_____
Notes:	_____ _____

Business Name & Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

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

Description of items to be sold or given away: \_\_\_\_\_

- Write Space Quantity:**
- \_\_\_\_\_ 12x12 Merchandise/Business/Political/Non-Profit **(\$80 payment + \$50 refundable deposit)**
  - \_\_\_\_\_ 12x12 Food/Drink **(\$190 payment + \$50 refundable deposit)**  
*Submit Health Department Certificate with Application*
  - \_\_\_\_\_ 12x12 Main Street District Business **(No Charge)**  
*1 Complimentary Space, Non-Transferable*

**Payment Info:** If your display (including trailer hitch) is larger than 12 ft., you will need to pay for an additional space. Vendors paying for multiple spaces only pay one deposit and one electricity/water fee as applicable. **Checks:** Send two separate checks-one for space(s) with additional charges and one for refundable deposit. **Credit Cards:** Call (501) 593-6920 with card information. There is a \$5 card processing fee. **Venmo:** @MainStreet-Searcy.

**Electricity:** \_\_\_\_\_ Yes \_\_\_\_\_ No **If Yes:** \_\_\_\_\_ 110 Volt or \_\_\_\_\_ 220 Volt **(\$10 payment)**

**Water:** \_\_\_\_\_ Yes \_\_\_\_\_ No **(\$10 payment)**

Electricity is available for necessary prep, displays and lighting. **Fans, radios, etc. are not allowed unless permission is obtained in advance.** Participants need to bring EXTENSION CORDS and TAPE to secure cords. Water hook-ups are limited so please bring water in holding tanks if possible.

**Attending:** \_\_\_\_\_ Friday and Saturday \_\_\_\_\_ Saturday Only

**Location Request:** \_\_\_\_\_  
*Location requests will be considered but final placements are determined by event organizers.*

# Get Down Downtown Vendor Guidelines

## September 29-30, 2023 - Downtown Searcy

Get Down Downtown will be held from 6 to 9:30 pm on Friday, September 29, and from 10 am to 9:30 pm on Saturday, September 30, 2023. The Funnel Cake 5K will take place at 8 am on Saturday.

### Application Process

**Complete and return the attached application to PO Box 1127, Searcy, AR 72145 or email to [mainstreetsearcy@gmail.com](mailto:mainstreetsearcy@gmail.com) by Wednesday, September 20.** Acceptance is contingent upon vendor type, available space and timeliness of application return. If you are a returning participant or have received prior approval from festival organizers, include payment with the returned application. If you are a first-time applicant, please submit a photo or online link that shows your merchandise, artwork or materials to be displayed or sold. Photos can be texted to 501-593-6920. First-time applicants do not send payment unless participation has been approved by organizers. Each vendor will be contacted once your application is received. If you have not been contacted, we have not reserved a vendor space for you. Vendors paying for multiple spaces only pay one deposit and one electricity/water fee as applicable. **Checks:** Send two separate checks-one for space(s) with additional charges and one for refundable deposit. **Credit Cards:** Call 501-593-6920 with card information. There is a \$5 card processing fee. **Venmo:** @MainStreet-Searcy.

### Vendor Set-Up and Placement

Participants can begin setting up Friday at 10 am. Saturday set-up begins at 8 am. Vendors can unload vehicles in the venue on Friday but cars/trucks must be removed by 4 pm. No vehicles are allowed in the festival venue during Saturday set-up or anytime during the event. The Funnel Cake 5K will be taking place prior to Saturday morning's festival activities so please keep streets and sidewalks clear. If your display area exceeds your 12x12 space, you will need to pay for an additional space. Information/products can only be distributed in your space. There is no solicitation allowed outside of your paid booth space. **Maps showing space locations will be posted on street barricades during set-up hours on September 29-30. PLEASE DO NOT CALL THE MAIN STREET OFFICE FOR YOUR SPACE ASSIGNMENT PRIOR TO THE EVENT.** Space numbers will be painted on the streets. Place back tent legs against the curb during set-up. Participants need to have canopies, tables and chairs. You may also want to bring sandbags, blocks, etc. to hold canopies in place but do not leave them behind after the festival. Do not drive stakes into the asphalt. Participants must be set up and operational from at least 10 am-6 pm on Saturday in order to have deposits returned. However, we ask that you stay later on Saturday if possible. The headline act is scheduled to play at 8 pm so new attendees will be arriving after 6. Participants are also encouraged to attend Friday night's activities beginning at 6 pm. There is no additional charge to attend both Friday and Saturday. Overnight security is provided.

### Rules

Only vendors paying the food/drink vendor fee are allowed to sell drinks, including sodas and bottled water. The sale of tea, lemonade, frozen drinks, etc. is permitted as approved by the Department of Health. Vendors are not allowed to give away food or drinks. Participants wanting to give away merchandise or promotional items must list all items on the application. Vendors are not allowed to sell or give away anything that is not reported on vendor applications. Charitable raffles are only allowed for "authorized organizations" as approved and permitted/licensed by the Arkansas Department of Finance and Administration. This is a family-friendly event so please refrain from displaying explicit or controversial signage and merchandise. During clean-up, place all trash by cans for collection and do not leave blocks, broken chairs, etc. in the venue. Do not dispose of trash, food or grease in the portable toilets.

### Miscellaneous Information

Get Down Downtown organizers reserve the right to refuse participation of any applicant. For the protection of all participants, organizers reserve the right to ask a vendor to leave if festival guidelines are not followed. Payment will not be returned if you are asked to leave. A maximum of 3 spaces is allowed per vendor. It is the responsibility of participants to report all taxable earnings. The event will continue rain, wind or shine. If vendors choose not to participate due to inclement weather, payments will not be refunded unless the event is cancelled by organizers due to unsafe conditions. Prorated refunds will be determined by organizers if cancellation is due to weather. Main Street Searcy, White County, the City of Searcy, Get Down Downtown sponsors and festival volunteers are not liable for loss, damage or injury to persons or property.