

Harvest Craft Show
November 5th, 2022
Paragould Community Center
3404 Linwood Dr. Paragould, AR 72450
(870) 239-7530

September 1st, 2022

Dear Exhibitor,

Paragould Parks & Recreation Department is pleased to sponsor the annual Harvest Craft Show. The date will be November 5th and show hours are 10am-3pm.

We are excited to be hosting this event. The **12x12** gym space is **\$30** and the **12x24** gym space is **\$55**. Lobby space is approx. **10x8** and is **\$30** and Classroom space is approx. **10x10** and is **\$20**. Please select a booth size that is appropriate for your needs. In the past we have had some booths that were only half full. Please don't take a larger booth if you don't need the space. This makes it look like the venue is not full and takes up space that could be rented to another vendor.

Enclosed are a registration form, a list of rules and an event flyer. Registration forms are being provided to vendors from last year first and all other vendors will be able to register beginning September 5st. Booths will be rented on a first come, first serve basis. Please return your registration form and fees as soon as possible. We will try to accommodate requests for electricity and wall space but neither is guaranteed. Also, we ask that each exhibitor donate one item for our door prize drawings. Door prizes must be turned in prior to booth set-up.

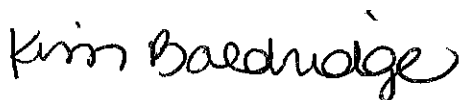
Business booths will be offered on a first come, first serve basis and we allow only one vendor for each type of business. (Example: Scentsy Candles, Pampered Chef, etc.) There is a limited amount of business booths available.

Booth set-up times will be Friday, November 4th, 1 pm – 7 pm and Saturday, November 5th, 8 am – 9:45 am. Please be completely set-up by 9:45 am Saturday and have your vehicle moved to the far parking lots. All booths must be ready for business at show opening time. Breakdown time will be Saturday from 3 pm until 5 pm.

A tax packet will be given to each vendor the morning of the show. This is required by the State of Arkansas Department of Finance & Administration (dfa.arkansas.gov). Each vendor is required to submit sales tax money from their show sales at the end of the show. Sales tax is 9%. To make it easier on vendors and buyers, most vendors just figure in the tax when they price their goods. Forms and money must be turned in at end of show. Envelopes are to be sealed when turned in to staff. Staff does not see amount enclosed. Exemptions are any nonprofit organizations that hold tax exempt status. Any vendor that has a tax id number may submit their sales tax on their own.

Please respond as soon as possible. For questions or more information, please call (870) 239-7530. We are really looking forward to the festival and hope that you will join us in making it a great success again this year.

Sincerely,



Kim Baldrige
Event Coordinator

HARVEST CRAFT SHOW REGISTRATION 2022

(Space is not guaranteed until form is turned in and payment is made.)

REGISTRATION DEADLINE: **OCTOBER 21st** (\$10 Late Fee for booths reserved after this date)

NAME _____

ADDRESS _____

CITY/STATE/ ZIP _____

PHONE # _____ EMAIL _____

CRAFTS (TYPE OF ITEMS YOUR BOOTH WILL BE SELING) _____

	\$30	\$55	\$30	\$20
BOOTH SIZE	12 X 12 Gym	12 X 24 Gym	10x8 Lobby	10x10 Classroom

(please circle one)

If you have any special needs (electric, wall space, etc.) please list below. We try our best to honor requests but they are **not guaranteed.**

ORGANIZATION NAME (IF APPLICABLE) _____

Signature confirms that vendor has read and understands rules of the show and will provide a donation for door prize drawings and will move their vehicle to the far parking area before start of show.

Signature, Must be signed in order to receive booth

Please return to: **Harvest Craft Show**
3404 Linwood Dr.
Pargould, AR 72450

OFFICE USE ONLY

Receipt # _____ Date Received _____ Staff Initials _____

Booth Size **12x12** **12 x 24** **10x8** **10x10** (circle one) # of extra tables _____
*limited number of tables available

Harvest Craft Show

Saturday, November 5th

10 am – 3 pm

Paragould Community Center

(870) 239-7530

Set-Up Times

Friday, November 4th

1 pm – 7 pm

Saturday, November 5th

8 am – 9:45 am

Booth Rental Rates

Gym Space – 12x12

Rental Fee - \$30.00

1 table included

Gym Space – 12x24

Rental Fee - \$55.00

2 tables included

Lobby – 10x8

Rental Fee - \$30

1 table included

Class Room – 10x10

Rental Fee - \$20

1 table included

TABLES: 8 ft x 2 ft Extra tables for rent \$6 each (limited number available)

There are a limited number of booths with electric and a limited amount with wall space. Booths will be rented on a first come, first serve basis. We do not reserve booth space from one year to the next. We will try our best to honor requests.

Harvest Craft Show

Rules & Regulations

1. All display tables must have a tablecloth or some type of covering. (Exceptions: decorative, wooden or iron tables.)
2. The City of Paragould Parks Department is not responsible for accidents, thefts, fire or other damages of any type. We have staff members in the building at all times and will do our best to watch your merchandise.
3. Only in an emergency will we allow early breakdowns. When a booth breaks down early it hurts our show as well as the other exhibitors. Early breakdown will disqualify you from future shows. Please make plans to have someone at your booth until it is time for the show to close. Also, please make sure to have enough products to fill your space and keep your booth open the entire show.
4. We ask that each exhibitor donate one item for a door prize. This item should be turned in to the office prior to booth set-up.
5. Food items being sold must be prepackaged. No sales of food to be consumed at vendor booth will be allowed.
6. All vendors must turn in sales tax form and money in SEALED ENVELOPE at end of show unless exempt. (Requirement of Arkansas Dept. of Finance & Admin.)
7. All vendors must move their vehicles and trailers to softball parking lots after moving items. This helps with customer parking. Failure to move will result in not being allowed in future shows.

If you have any questions, please call the Community Center at (870) 239-7530.

46TH ANNUAL

Harvest

CRAFT SHOW

SWEETS-CANDLES-WREATHS-SIGNS
FARMHOUSE FURNITURE-GIFTS-JEWELRY-SOAPS

November
5th

OVER 75 LOCAL VENDORS
FREE ADMISSIONS &
FREE PARKING

10:00am
3:00pm

PARAGOULD COMMUNITY CENTER
3404 LINWOOD DRIVE PARAGOULD, ARKANSAS

