

VENDOR APPLICATION



Business Name: _____

Contact Person: _____

Address: _____ City: _____ State: _____ ZIP: _____

Phone: _____ Alt Phone: _____

Email: _____

Vendors are not charged for their booths but are required to provide at least 2,000 food samples. Optional: special offers, products, or coupons donated for 150-200 VIP gift bags.

Please select which size exhibit you prefer:

10 x 10 Booth - 1 standalone 10x10 tent, three 6-foot tables for display and workspace, two 110 V (four total outlets), and 4 entrance passes (request more if needed)

I will bring my own tent I want a tent no tent

Larger Exhibit Area - up to 4 tents can be provided, up to six 6-foot tables for display and workspace, two 110 V (four total outlets; specify if more needed), and 6 entrance passes (request more if needed)

I will bring my own tent I want ___# tents, if available no tent

I would like to request the same spot as previous year (not guaranteed)

Special needs: _____

Set-up time begins at 9 am on November 7th. Overhead doors will be closed at 12 noon for cooling of the building and ALL SET UP MUST BE COMPLETE BY 4pm.

Each exhibit will have the electrical and table amenities specified. If you have special electrical needs, they must be listed below. We encourage you to keep your electrical needs to a minimum to prevent blown breakers and other issues. You must bring your own ice if needed – only a limited amount will be provided.

The number of worker passes per size is listed – if more are needed, they may be purchased for half price for booth workers only. These passes are separate from general admission and are for employees working your booth only and may not be used for general admission. Extra passes may be purchased until 4 pm from Harvest staff the day of set-up for half price.

Tents are available at a first-come-first-serve basis and Christmas-style lights will be available to use for decorations. All other decorations must be provided by the vendor and are encouraged. Awards will be given to the “best of” in five categories. So all other guest can enjoy the band, no external music please.

Harvest Food Bank will provide napkins, plates and forks for patrons. Harvest Food Bank will collect any remaining food at 8pm for the food rescue program.

PLEASE RETURN THIS COMPLETED FORM:

**By mail, Harvest Texarkana, 3120 East 19th St, Texarkana, AR 71854
Fax - 870-774-1905, or by Email Development@hrfb.org by October 15**