



Jacksonville Parks & Recreation  
P.O. Box 793  
Jacksonville, AR 72078  
Attention: Spring Bridal Expo

Phone: (501) 982-4171  
Fax: (501) 982-8273  
Email: blawson@cityofjacksonville.net

## Terms and Conditions

### GENERAL RULES AND INFORMATION

If a vendor leaves before the expo is over, the vendor will forfeit his/her space for the following year.

Vendors are NOT to break down their spaces until the end of the sale day. Early breakdown is unfair to the incoming shoppers, and will result in forfeit of his/her space for the following year.

Vendors will be able to sell directly to the public at the expo. You are welcome to bring products for immediate sale, sign contracts, and accept deposits just like you do at your shop.

### SET-UP HOURS:

Saturday, March 25, 12:00 pm – 8:00 pm

Sunday, March 26, 7:00 am – 9:00 pm

### EXPO DATE:

Sunday, March 26, 9:00am- 4:00 pm

### LOCATION:

Jacksonville Community Center  
#5 Municipal Drive  
Jacksonville, AR 72076

### FEES—:

Single Space (10'x10')--\$50.00  
Double Space (10'x20')--\$85.00  
Triple Space (10'x30')--\$115.00  
Additional Space --\$25/per space  
**No Walk Ways Between Spaces**

**TABLES AND CHAIRS** will be available for rental during the Spring Bridal Expo. All items must be returned at the end of the sale. If items are not returned at the end of the sale, the vendor will be invoiced for the full cost of the item including replacement, shipping and any other incurred cost.

**Chair--\$2.00**

**Table--\$5.00**

**ELECTRICITY:** If you need electricity, please bring extension cords as electricity is not readily available at all booths. **The need for electricity must be noted on your application or confirmation or it is not guaranteed as the electricity will be run to each booth before set-up begins.**

**DISPLAY:** Your display is just as important as your product. Your display is part of the consideration to approve you as a vendor. Booth displays should be decorated and have a visual affect using backdrops, shelves, racks, and other décor. Please explain in your application how you will present your products or business.

**SET-UPS:** You must furnish your set-ups. No sharp edges on legs of tables or display shelves.

**CLOSING:** The Spring Bridal Expo ends at 4:00 p.m. on Sunday. Vendors must remove displays after the sale ends. Please be mindful that there are other events following the expo both in the gym and in the banquet hall. We provide plenty of staff to help the vendors with loading up their products and with clean-up.



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**ADMISSION:**

Admission is \$2 for each individual.

**SPACES:** The Spring Bridal Expo coordinator will assign spaces. Requests for certain locations will be taken under consideration.

**SALES TAX:** On October 1, 2007, the City of Jacksonville passed a 2% prepared food sales tax. This means that if you sell any prepared food at the Holiday Craft and Gift Sale you must charge 11% on all prepared food items and 9% on all other items. A copy of the ST 370 Sales Tax Form will be given to you when you arrive. If you have a State Sales & Use Tax Permit for retail sales, you will only remit the 2% on prepared foods to us. You are required to complete the entire form and turn it in with the 2% sales tax collected on the prepared foods at the end of the sale. It will be your responsibility to report the other 9% tax to the State. If you DO NOT have a State & Use Tax Permit for retail sales, you will complete the form and turn in all taxes (11% on prepared food items and 9% on all other sales) at the end of the sale.

**PHOTO/VIDEO RELEASE:**

I hereby consent to the use, reproduction, editing and/or broadcast by the City of Jacksonville, Arkansas of any and all photographs, video recordings and audio recordings of me and/or my family, taken by or on behalf of the Jacksonville Parks & Recreation department, without any compensation to me. All negatives and positives prints video-recorded images and audio recordings shall constitute the property of the City of Jacksonville solely & completely.

**CLEAN-UP:** You are responsible for your area. Brooms and mops are furnished.

**PARKING:** Vendors will be required to park their vehicles in designated areas. Leave prime parking for customers. Please be mindful that your customers will want to park as close to the building as possible. There is plenty of parking to the north and south of the building.

**NO SMOKING** allowed in the building or within 25 feet of any entrance, per state ordinance.

**MOTOR HOMES:** Motor homes must be self-contained. Dumping site is not available. If you travel with an attached trailer with your crafts and gifts, the trailer must be disconnected from the home in order to work out of it during the sale and parked in the back or north side of the Community Center. Motor homes are to be parked on the south side of the Community Center away from the main parking areas.