



HAMBURG AREA CHAMBER OF COMMERCE  
108 N. MULBERRY STREET  
HAMBURG, AR 71646

## FOOD VENDOR RULES AND REGULATIONS CONTRACT

### FESTIVAL DATES

April 30<sup>th</sup> – May 3<sup>rd</sup>

### **General Information - Procedures, Conditions, and Rates**

This document contains pertinent rules and regulations that govern the operations of the World Famous Armadillo Festival hosted by the Hamburg Area Chamber of Commerce.

We are extending invitations to vendors who submit fully executed applications with required enclosures and payments (see application page) by the **April 1<sup>st</sup>, 2025** deadline. Priorities for space will be reviewed based on past participation, date of receipt of fully executed application, length of stay and type of product/item. **NOTE: if you have more than one food trailer, please fill out separate applications for each trailer.** This makes it easier for us to be able to see what items are available.

Hamburg's Armadillo Festival strives to maintain a balance and diversity in vendor offerings, and quality offerings. All applications and products are reviewed so that we may maintain this balance. Our goal is to keep standards high and promote a safe, successful and fun festival. The policies and regulations set forth in this document are designed to maintain order and to regulate activities on the Festival site. Regulations will be enforced.

### **PROCEDURES**

The following application and agreement must be fully completed, signed and returned with the following enclosures in order to be considered for participation:

1. A photograph of the concession set-up and detailed description of products/items to be sold is required for vendors who have never participated at the Armadillo Festival.  
(photo may also be emailed to [chamberofcommercehamburg@gmail.com](mailto:chamberofcommercehamburg@gmail.com))
2. Detailed menu of all products/items sold identifying offerings and projected pricing for those offerings.
3. **\$400.00 vendor fee** with a completed and signed application by **April 1<sup>st</sup>, 2025** for all day **Friday and Saturday**. If the vendor wishes to start selling on **Thursday evening**, the vendor fee will be **\$525.00 for Thursday, Friday, and Saturday**. If vendor fee is not paid by **April 1<sup>st</sup>, 2025**, \$100 will be added to the vendor fee. If you are not accepted for the Festival, your payment will be returned to you in full.

### **Festival Display Times**

Friday, May 2nd, 10:00 a.m. – 11:00 p.m.  
Saturday, May 3rd, 9:00 a.m. – 11:00 p.m.

**Set up: Thursday, May 1st, 3:00 p.m. – 5:00 p.m. AND 9:00 p.m. – 10:00 p.m.**

If you are not there by 5:00 pm on Thursday, you will not be allowed to get in your spot until after 9:00 p.m. because we have events going on.  
If you decide to sell on Thursday, set up may begin Thursday at 10:30 a.m.

**CONDITIONS FOR 2025**

1. All locations will be assigned by the Armadillo Festival staff. While written location requests will be considered, **placement will be at the sole discretion of the Armadillo Festival staff.**
2. You are responsible to have the right amount of power cord and water hose. Also, you are responsible to have the right hook up. We are not responsible for any part of this; your location is subject to change. So please make sure to bring enough of everything. Please email a picture of your electrical plug so we have the correct power outlet available.
3. Exhibitor/Concessionaire parking is provided in designated areas. With the exception of specified set-up/load-in and break-down/load-out times, vehicles will not be permitted at event site. Vehicles will be removed immediately when asked to be by the Armadillo Festival staff.
4. A photograph of the concession set-up and detailed description of products/items to be sold is required with the application before the application can be approved. All items food vendor/concessionaire wishes to sell are subject to approval by the Armadillo staff. Any product not specified in the application will not be allowed at the Festival, unless permission is sought and given, in writing. Items will be removed from the concession stand when asked by the Armadillo staff during the Festival if they were not approved. Failure to abide may result in not being asked back to the festival in future years.
5. Food/Concessionaire must provide a certificate of insurance to the Hamburg Chamber by April 1ST, 2025.

**INSURANCE VERIFICATION** - Each exhibitor must provide the Hamburg Chamber of Commerce with a certificate for Comprehensive General Liability and Automobile Insurance, \$1,000,000 minimum.

6. All signs and displays must be of a professionally produced nature. Prices of items must be displayed.
7. Food/Concessionaires are required to keep a neat, presentable booth at all times. Tables should be covered. Empty boxes and trash will not be permitted around the booth. This looks unprofessional and sloppy.
8. It is the sole responsibility of each exhibitor/concessionaire to obtain the applicable and appropriate state and local licenses and permits as well as payment of taxes pertaining to their operation. Please note: Food vendors should expect inspection of food operations by Arkansas Department of Health.
9. Food vendors provide their own serving wagon, camper or booth set-up material. Water hook-ups will be available.
10. Food Vendors will indemnify and hold the sponsor harmless from all costs, losses, damages, or expense including expense of litigation, and attorneys' fees resulting from loss, injury, or damage real or asserted, to any person or property arising out of any act or omission of vendor or his employees or other representatives.
11. Security will be provided during festival hours.

**World Famous Armadillo Festival**  
Hamburg Area Chamber of Commerce  
108 N. Mulberry St  
Hamburg, AR 71646

NAME OF BUSINESS \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

NEEDS: \_\_\_\_\_ Electricity: 110, 220, 30 AMP, or 50 AMP \_\_\_\_\_ Water \_\_\_\_\_

Please send picture for reference to make sure we have appropriate outlets available.

The deadline is April 1<sup>st</sup>, 2025. Vendor hereby requests permission to display and sell the products and/or services listed at the end of this document.

Further, the World Famous Armadillo Festival, and the Hamburg Area Chamber of Commerce, reserves the right to approve any product/item a vendor may wish to sell or dispense as well as limit the number of concessions selling the same product/item. **DO NOT** bring items to the Festival unless previously approved. On the day of the Festival, our standards committee will be monitoring compliance.

I have read and understand and will abide with World Famous Armadillo Festival 2024 general information, procedures, rates and conditions.

By signing this application, I acknowledge that the Festival is subject to various weather conditions and state and federal safety and health regulations. No refund of application fees. Exhibits must remain open until closing.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_

*The above named has read and understands the general information, procedures and conditions and seeks admission as a concessionaire.*

For more information you can call us at 870-853-8345

