

# 46<sup>th</sup> Annual Holiday Craft & Gift Sale

Submit payment to:  
Jacksonville Parks & Recreation  
P.O. Box 793  
Jacksonville, AR 72078  
Attention: Holiday Craft Sale

Phone: (501) 982-4171  
Fax: (501) 982-8273

## 2023 Holiday Craft and Gift Sale Vendor Confirmation

Name of Vendor:		Booth Number:	
Business Name:		Will you need tax forms?	
Address:			
City:		State:	Zip:
Contact Person:			
Phone: ( )		Facebook & Instagram pages:	
Email:		Number of Spaces:    1       2	
Will you require electricity?		How many tables?	Chairs?
Total Fees:			
Please describe the products you will be selling:			

Please mark with an X either yes or no	Yes	No
Will there be any hazardous machinery, mechanical devices, heat sources or food preparation being performed at your booth?		
Will you be selling food or drinks at your booth?		
If yes, please describe:		

<p>Make Checks payable to the City of Jacksonville:  <b>Driver's License number, date of birth, home &amp; work phone numbers required on check front.</b>  <b>Temporary checks WILL NOT be accepted.</b></p> <p>Checks without this information will be refused and may delay your booth confirmation. Your signature below and the payment you submit indicates you have read and agree to comply with the terms and conditions presented to you as vendor.</p>		
Vendor Signature:	Date Mailed:	Date Received:

# 46<sup>th</sup> Annual Holiday Craft & Gift Sale

Jacksonville Parks & Recreation  
P.O. Box 793  
Jacksonville, AR 72078  
Attention: Holiday Craft Sale

Phone: (501) 982-4171  
Fax: (501) 982-8273  
Email: jacksonvilleparks@gmail.com

## Terms and Conditions

### GENERAL RULES AND INFORMATION

If a vendor does not participate in the sale both days or if a vendor leaves before the sale 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.

### SET-UP HOURS:

Thursday, November 16, 2:00 pm – 8:00 pm

Friday, November 17, 8:00 am – 11:00am

### SALE DATE:

Friday, November 17, 11:00am- 6:00 pm

Saturday, November 18, 9:00 am- 4:00 pm

### LOCATION:

Jacksonville Community Center  
#5 Municipal Drive  
Jacksonville, AR 72076

### FEES—MAXIMUM 2 SPACES PER VENDOR:

Single Space (10'x10')--\$80.00

Double Space (10'x20')--\$140.00

**No Walk Ways Between Spaces**

### ADMISSION:

Admission is \$2 for adults. \$1 for children ages 12-18.

Bring a toy in exchange for admission price for the toy drive.

**TABLES AND CHAIRS** will be available for rental during the Holiday Craft and Gift Sale. 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 of crafts and gifts is just as important as your product. Your display is part of the consideration to approve you as a vendor. Booth displays should be creative, festive and have a visual affect using backdrops, shelves, racks, and other décor. Please explain in your application how you will present your crafts and gifts.

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

**NO FLEA MARKET ITEMS:** You will be asked to remove items from display.

**NO COMMERCIAL ITEMS:** To include but not limited to pre-packaged items or commercial items to entice sales. Gift-wrapped presents must be hand-wrapped with homemade bows. **Any items that do not follow this rule will be asked to be removed from the space.**

# 46<sup>th</sup> Annual Holiday Craft & Gift Sale

Jacksonville Parks & Recreation  
P.O. Box 793  
Jacksonville, AR 72078  
Attention: Holiday Craft Sale

Phone: (501) 982-4171  
Fax: (501) 982-8273  
Email: jacksonvilleparks@gmail.com

**SPACES:** The Holiday Craft and Gift Sale 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.

**BAKE SALES/FUNDRAISING GROUPS--\$40.00:** Bake sales/fundraising groups will be accepted on a limited basis. The Parks Department will provide 2 tables for each group. Vendors who wish to sale baked goods along with their crafts and gifts must be approved and those vendors will be required to pay the minimum vendor fee of \$80.00.

## **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.

**CLOSING:** The Holiday Craft and Gift Sale ends at 4:00 p.m. on Saturday. Vendors must remove displays after the sale ends. Please be mindful that there are other events following the sale 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.

**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.