

The Totally Locally Christmas Market



DECEMBER 8, 2018 RICHLAND COMMUNITY CENTER 9AM—4PM

Vendor Name: _____

Contact Name: _____

Mailing Address: _____

Phone Number: _____ E-mail address: _____

Brief Description of Product selling: _____

Special Request _____

(booths with electricity are limited so please get application in early)

Returning Exhibitor: yes/no (circle one)

Booth Fee: \$50 - includes a 10 X 10 space with a 6 ft. table and 2 chairs.

Mail application and booth fee (made payable to REDA):

City of Richland, 410 East Harper Street,
Richland, MS 39218

For information call 601-420-3400

OFFICE USE ONLY ***

Assigned Booth # _____

Cash/check or MO. _____

Amount \$ _____

Date Received: _____



Christmas Market Guidelines

◆ SETUP:

Friday, December 7— from 12 noon until 7pm

Saturday, December 8—doors will open at 6:30 am. You must be set up by 8:30 am (YOUR BOOTH NO. WILL BE MAILED TO YOU)

◆ TAKEDOWN:

You are allowed to take down at 4pm and not before—PLEASE!

- ◆ We will provide you with a 6ft table and 2 chairs. Please skirt your table and decorate with Christmas décor.
- ◆ The State Tax Commission requires us to register our events, therefore, you will have to pay the City of Richland the 7% sales tax. The form will be mailed with booth letter and we will collect at the end of the day.
- ◆ YOU ARE NOT ALLOWED TO PIN, HANG, OR TAPE ANYTHING TO WALLS
- ◆ REDA will provide coffee and donuts during the setup time, but there will be concessions for shoppers and vendors to purchase during the day.

If you have any questions, please do not hesitate to call or email.
twood@richlandms.com or 601-420-3400. Go and like our facebook page (Totally Locally Christmas Market) and help us promote!