



# City of Richland Highway 49 Fest 2018 Saturday, September 29

## Vendor Application

Vendor Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

Product to sell or promote \_\_\_\_\_

**\*\*Craft/Business vendors will need to provide their own electricity. Generators are allowed, but must be muffled.**

- Arts & Crafts Booth (10w x 12L) **\$50.00**
- Business Booth (10w x 12L) **\$50.00**
- Food Vendor Booth (20W x 12L) **\$150.00** (See page 3 for special Food Vendor Guidelines)

Please indicate if:

- REDA Member (free booth)
- Non-Profit Organization (free booth for Richland based organizations)

Please mail application & Check  
(payable to REDA) to:  
**REDA**  
**49 Fest 2017**  
**410 East Harper St.**  
**Richland, MS 39218**  
Information: Call 601-420-3400

<b>**OFFICE USE ONLY**</b>	
Assigned Booth # _____	
CASH / CHECK or M.O. # _____	
AMOUNT \$ _____	
Date Received: _____	
Received by : _____	

General Release

The undersigned does hereby and forever discharge the City of Richland/Richland Economic Development Association (REDA) of and from all manner of actions, suits, damages, claims, and demands whatsoever in law or equity from any loss or damage to the undersigned's property while in the possession, supervision, or auspices of the City of Richland/Richland Economic Development Association (REDA), its agents, representatives or employees. The undersigned has reviewed the attached Vendor Regulations and the undersigned agrees to comply with all rules set forth by the City of Richland/Richland Economic Development Association (REDA).

Applicant's Signature \_\_\_\_\_

## Vendor Guidelines & Regulations

Highway 49 Fest has been scheduled for  
Saturday, September 29, 2018

Guidelines for all vendors are listed below.

Your cooperation is greatly appreciated in following these guidelines.

**ALL ACTIVITIES INCLUDING VENDOR BOOTHS WILL BE ON THE SOCCER FIELDS THIS YEAR, NOT INSIDE OUR PARK (NEXT TO IT). THIS WILL CONDENSE OUR FESTIVAL AREA TO BETTER ACCOMMODATE EVERYONE**

1. The vendor entrance will be open from 6:30am-9:30am. The gate entrance will be locked until 6:30am and no one will be allowed in early. The gates will be locked at 9:30am in preparation for the market to open at 10:00am, so please be on time.
2. Vendor Parking will be in a designated area.
3. Vendor Entrance and Exit: Richland Community Center-Dismantle time is 4:00 PM AND NOT BEFORE  
NOTE: YOU WILL BE ALLOWED TO ENTER VENDOR AREA AFTER 4:00 PM TO DISMANTLE YOUR BOOTH-
4. Admission is free. Please be sure to enter the park during your designated time.
5. Arts & Crafts/Business booths are \$50.00 until September 14th. After September 14th, booths will be \$80.00 if still available. **FEES ARE NON-REFUNDABLE AFTER SEPTEMBER 14th.** You will need to supply your own tables, chairs, tents, extension cords, etc. Generators are allowed, but must be muffled to eliminate noise.
6. NO VEHICLES WILL BE ALLOWED TO STAY IN THE BOOTH AREA. TENTS MUST BE ANCHORED DOWN TO PREVENT SUDDEN WINDS FROM DAMAGING OTHER EXHIBITORS AND PATRONS.
7. No vendor will be allowed to sell any type of weapon, knives, or any item that promotes violence and/or is harmful to others. No vendor shall sell and/or exhibit any item that would be in moral distaste to any person. This is a "Family-Friendly Festival" and the City of Richland/REDA reserves the right to shut down any vendor that they feel has not abided by these rules; refunds will NOT be given.
8. Business booths may hand out pens, pencils, key chains, note pads, magnets, etc., but no food items may be given away or sold. This includes bottled water. Food and drinks are only to be sold by approved Food Vendors.
9. Booth spaces must be utilized by the person or company that has registered for that booth. If you intend to allow another person or company to sell or display items from your booth, you must provide a separate application for them.
10. We are not responsible for helping vendors load or unload items. We are happy to help in any way we can, however, the setup and take down of each vendor booth is the full responsibility of that vendor and must be done so during the allotted times and compliant with the guidelines set forth. If additional arrangements are needed for setup or take down, please contact us in advance.
11. The City of Richland will be collecting sales tax—forms will be issued to you.

A map with your assigned space, along with details of set-up times, will be mailed to you approximately 10 days prior to the event. Please make sure to complete your Vendor Application Form and have it submitted to us as soon as possible. SPACE IS LIMITED and booth spaces are assigned on a "first come, first serve" basis. If you have any questions, please call Terri at 601-420-3400 or email [twood@richlandms.com](mailto:twood@richlandms.com). Thank you for your support!

Visit us online at:  
[www.highway49fest.com](http://www.highway49fest.com)  
[www.facebook.com/highway49fest](http://www.facebook.com/highway49fest)

**FOOD VENDOR**  
**Guidelines & Regulations**

ALL Vendor Guidelines & Regulations apply to food vendors and must be followed.  
Food Vendor Applications must be turned in by **SEPTEMBER 21st.**

1. Please be sure to list each item that you would like to sell. If extra space is needed, you may list on the back of the application.
2. **You will need to bring your own generator for electricity and must be muffled.**
3. Food vendors are assigned on a first come first serve basis, as we try not to get too many of the same food vendors selling the same items. We will limit the number of food vendors because we would like for all of our food vendors to be profitable.
4. Please provide the amount of space you will need (feet)
5. Food vendors are solely responsible for complying with health code requirements and **must provide a copy of your food permit with your application.**

Registration is \$150.00 for a food vendor booth. Your cooperation is greatly appreciated in following these guidelines. A map with your assigned space, along with details of set-up times, will be mailed to you approximately 10 days prior to the event. Please make sure to complete your Vendor Application Form and have it submitted to us as soon as possible. SPACE IS LIMITED and booth spaces are assigned on a “first come, first serve” basis. If you have any questions, please call Barbara at 601-420-3400 or email [bcadams@richlandms.com](mailto:bcadams@richlandms.com) or Terri Wood—[twood@richlandms.com](mailto:twood@richlandms.com).  
Thank you for your support!

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