



Arts/Crafts/Food Vendor Application

Saturday, September 28

Vendor Name _____ Contact Person _____

Mailing Address _____ City _____ State _____ Zip _____

Phone Number _____ E-mail Address _____

Product to sell or promote _____

****Craft/Business/Food 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)

Length of Food Trailer: _____ ***MUST PROVIDE OWN GENERATOR**

Please indicate if:

REDA Member

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

Please mail application & Check (payable to REDA) to:

REDA

49 Fest 2019

410 East Harper St.

Richland, MS 39218

Information: Call 601-420-3400

****OFFICE USE ONLY****

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



Saturday, September 28, 2019

Richland Soccer Fields—410 East Harper Street, Richland, MS 39218

Your cooperation is greatly appreciated in following these guidelines.

1. VENDOR ENTRANCE WILL OPEN AT 6:30 AM. VENDORS MUST BE SET UP BY 9:30 AM.
2. **VENDOR PARKING WILL BE AT THE RICHLAND COMMUNITY CENTER. ONE VEHICLE PARKING PASS PER BOOTH WILL BE ISSUED. THIS WILL BE STRICTLY ENFORCED. ADDITIONAL VENDOR VEHICLE PARKING IS AVAILABLE AT THE RICHLAND EASTSIDE PARK. (VENDORS WITH TRAILERS NEED TO PARK AT EASTSIDE PARK)**
3. If you would like, you may dismantle your booth at 4:00pm or any time after, but please not before. No one will be allowed to leave the vendor entrance until 4:00pm.
4. Arts & Crafts/Business booths are \$50.00 until September 20th. After September 20th, booths will be \$80.00 if still available. **FEES ARE NON-REFUNDABLE AFTER SEPTEMBER 20th** You will need to supply your own tables, chairs, tents, extension cords, etc. Generators are allowed, but must be muffled to eliminate noise.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. You are responsible for collecting sales tax and will need to be turned in before you leave. Designated area will be on map.

A map with your assigned space, along with details of set-up times, and parking pass 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 601-420-3400 or email twood@richlandms.com. Thank you for your support!

www.richlandms.org