



# Florence Fest 2016

## Vendor Application

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

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

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

E-Mail \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

Product to Sale or Promote \_\_\_\_\_

\_\_\_\_\_ Arts & Crafts Booth (10w x 12L) \$50.00\*

\_\_\_\_\_ Business Booth (10w x 12L) \$50.00\*

\_\_\_\_\_ Food Vendor (24 x 12) \$150.00 (See special Food Vendor Guidelines)

\_\_\_\_\_ Non-Profit Organization\* (Free booth for Florence based organizations)  
(Must Be approved by the Florence Fest Board)

\* \_\_\_\_\_ 110V Electricity (additional \$10.00)

### Registration Deadline 10/28/2016

After this date, there will be a \$25.00 late fee and booths will be available until November 9<sup>th</sup> or until all booth spaces are taken.

Return completed application with check  
**(payable to Florence Fest)** to:

Florence Fest  
Booth Application  
P.O. Box 191  
Florence, MS 39073

### General Release

The undersigned does hereby and forever discharge the City of Florence, Florence Fest and it's officers 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 Florence, Florence Fest, its agents, representatives or employees. The undersigned has reviewed the attached Vendor Regulations and agrees to comply with all rules set forth by the Florence Fest Board.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Vendor Guidelines & Regulations**

Florence Fest has been scheduled for  
**Saturday, November 12, 2016**  
Guidelines for all vendors are listed below.

1. Vendor setup will be Friday from 5:00pm – 7:00pm and Saturday morning from 6:30am – 9:30am. The market will open at 10:00am and all vehicles must be out of the park by then.
2. The normal parking lots of the park will be used for food vendors and activities. Parking for all event staff and vendors will be at the Florence Middle School and free transportation to and from the event every ½ hour will be provided.
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 October 28th. After October 28th, booths will be \$75.00 if still available. FEES ARE NON-REFUNDABLE. Electricity is \$10.00, in addition to the booth fee. Booths with electricity are limited, so please call in advance to make sure it is still available. 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 Florence Fest board and City of Florence 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. 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.
10. All vendors are responsible for their own sales tax and turning in the proper documentation to the Mississippi State Tax Commission.

A map with your assigned space, along with details of set-up times, will be mailed to you 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 you may contact Todd Bridges at 601-940-6947 or email [msflorencefest@gmail.com](mailto:msflorencefest@gmail.com)

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

# FOOD VENDOR Guidelines & Regulations

ALL Vendor Guidelines & Regulations apply to food vendors and must be followed.  
Food Vendor Applications must be turned in by **OCTOBER 28th**

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.  
\*\*Due to civic/non-profit organizations having first choice of food items to sell, certain items will NOT be able to be sold by our food vendors. Please check with us to get a complete and up to date list of these items.
2. 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.
3. 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. A map with your assigned space, along with details of set-up times, will be mailed to you 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 contact Todd Bridges at 601-940-6947 or email [msflorencefest@gmail.com](mailto:msflorencefest@gmail.com)

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Thank you for your support!