

## **SOUTHAVEN ARTS COUNCIL VENDOR DISPLAY SPACE APPLICATION**

**TERMS AND CONDITIONS:** The word "EVENT" in this Agreement refers to SOUTHAVEN ARTS COUNCIL SUNFLOWER ARTSAN FESTIVAL to be held in Southaven on the grounds of Graceland Christian Church 2126 Stateline Road on the date September 21, 2019 8:00 AM to 2:00 PM.

### **RAIN OR SHINE – NO REFUNDS**

Anyone renting space, hereafter referred to as Vendor, by signing this agreement, hereby accepts the following Terms and Conditions.

1. Vendors will be allowed to set up between 6:00 and 7:30 AM only. Event opened to the public from 8:00 AM to 2:00 PM. Vendor agrees to remain open from 8:00 AM to 2:00 PM. **Vendor agrees to deposit trash in provided receptacles or take it with him at the end of the event.**
2. Vendor agrees to confine operations to his own assigned space and agrees not to infringe upon neighboring Vendor. Spaces are approximately/no less than 10'x10'.
3. Vendor may set up tents, umbrellas, or other shelters providing they are structurally sound and securely anchored and pose no threat of injury to the public or another vendor. Vendor will NOT drive stakes, nails, or pins into the pavement for any reason.
4. 110 volt service is available only in certain locations in the event area and will be reserved for Food Vendors, and then on a first come basis. Generators or portable power units can be used, but they must be sufficiently muffled as to be unobjectionable.
5. Vendor may not engage in any activity which is illegal or which is deemed unacceptable to Event Authority.
6. There will be no alcoholic beverages consumed nor any open container of such on the property.
7. Vendor agrees, by signing agreement, to release and hold harmless, the City of Southaven, The Southaven Arts Council, Graceland Christian Church and any employee or member of either entity from any claims for losses, injuries, damages or judgments that may be suffered by the Vendor to his person or property while participating in the event.
8. Vendor agrees, by signing agreement, to release and hold harmless, the City of Southaven, The Southaven Arts Council, Graceland Christian Church and any employees or members of either entity for any damages or injuries caused by any action of the Vendor, whether negligent or otherwise.
9. The Vendor agrees to pay the Southaven Arts Council the below listed fee as a rental for the space used on the day of the event. Check for full payment must accompany the application. Vendor is responsible for collecting 7% Mississippi Sales Tax. An envelope from the Mississippi Sales Tax Revenue will be provided to each vendor and vendor must submit tax payment to Event Coordinator prior to leaving the event area.
10. Vendor agrees that the space being rented will be used for the selling or giving away of products or services and that the space will not be left vacant.
11. Southaven Arts Council reserves the right to refuse any vendor's booth application in order to maintain the integrity of our event.
12. Vendor agrees, only the items listed on this application will be allowed for sale in their booth the day of the event.
13. **This event does not permit trademark company representatives;** you may sell your own handcrafted items or locally handcrafted items you represent directly for the artist.

I have read, **FULLY UNDERSTAND, AND AGREE** to the above listed terms and conditions.

Vendor's Business Name (please print)

Date

Vendor's Booth Name (if different)

Electronic Signature

Vendor's On-Site Contact Name

**CRAFT OR MERCHANDISE DESCRIPTION** (Please be specific as only ONE representative per craft type is allowed, based on date application and payment is received. i.e.: 2 hat felters would not be allowed; however 1 wood turner and 1 wood sculptor would be permitted)

Mailing Address

City

State Zip

Email Address

Phone Number

Please write in the number of spaces you would like (Spaces are 10' x 10'; Add'l space 5')

**APPROVED VENDOR** booth space.....\$50 SAC Member Space.....\$45 Additional 5' ....\$15

All vendors must stay within their 10X10 assigned space,  
if you will need more than the 10X10 space you must purchase additional space in 5' increments

**DO YOU NEED ELECTRICITY? YES\_\_\_ NO\_\_\_**

(Vendor will provide own extension cords labeled with vendor name)

Email completed form to southavenartscouncil@gmail.com

\*\*\*\*\*Do not write below here - for Southaven Arts Council use only\*\*\*\*\*

Vendor Approved by SAC: \_\_\_\_\_

Date Application Received \_\_\_\_\_ Fee Received \_\_\_\_\_ Space(s) assigned \_\_\_\_\_