

## 2018 MAYFEST ARTS AND CRAFTS VENDOR DISPLAY SPACE APPLICATION

TERMS AND CONDITIONS: The word "EVENT" in this Agreement refers to MAYFEST ARTS & CRAFTS FAIR to be held in Old Towne Olive Branch–City Hall on the date May 12, 2018 9:00 AM to 4:00 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. The event area (City Hall Parking Lot) will be open to Vendor traffic only from 6:00 AM to 8:00 AM for unloading and set up displays. The event area will be closed to ALL vehicular traffic from 8:30 AM to 4:00 PM. Vendors may drive in and unload until 8:00 AM, after which no vehicular traffic will be allowed in the event area until after 4:00 PM.
2. Vendors will be allowed to set up between 6:00 and 8:00 AM only during their assigned time. Event opened to the public from 9:00 AM to 4:00 PM. Vendor agrees to remain open from 9:00 AM to 4:00 PM. Vendor agrees to deposit trash in provided receptacles or take it with him at the end of the event.
3. Vendor agrees to confine operations to his own assigned space and agrees not to infringe upon neighboring Vendor. Spaces are approximately 10'x10'.
4. 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.
5. 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. There will be a \$35.00 charge for vendors that need electricity. Generators or portable power units can be used, but they must be sufficiently muffled as to be unobjectionable.
6. Vendor may not engage in any activity which is illegal or which is deemed unacceptable to Event Authority.
7. There will be no alcoholic beverages consumed nor any open container of such in the event area.
8. Vendor agrees, by signing agreement, to release and hold harmless, the City of Olive Branch, The Olive Branch Old Towne Preservation and Development Association 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.
9. Vendor agrees, by signing agreement, to release and hold harmless, the City of Olive Branch, the Olive Branch Old Towne Preservation and Development Association and any employees or members of either entity for any damages or injuries caused by any action of the Vendor, whether negligent or otherwise.
10. The Vendor agrees to pay the Olive Branch Old Towne Association 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.
11. 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 prior to 4 PM. Vendors that close their booths prior to 4 PM may not be allowed to secure booths for future Old Towne Events
12. Olive Branch Old Towne Association reserves the right to refuse any vendor's booth application in order to maintain the integrity of our event.
13. Vendor agrees, only the items listed on this application will be allowed for sale in their booth the day of the event.
14. If you are a trademark company representative, you may have a booth to take orders for your products, but you MUST also have cash and carry items available for sale the day of the event.

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

\_\_\_\_\_  
Vendor's name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Vendor's Name (please print)

Vendor's Business Name

**CRAFT OR MERCHANDISE DESCRIPTION** (Please be specific. If you represent a Trademark Company such as Pampered Chef, Avon, etc. please indicate as only one representative per Trademark Company is allowed, based on date application and payment is received.)

Mailing Address

City

State

Zip

Telephone

Email

Please write in the number of spaces you would like, if available \_\_\_\_\_ (**Spaces are 10' x 10'**)

CRAFT Vendors Rental per space prior to April 24 .....**\$40.00** After April 24 .... **\$60.00**

FOOD Vendors Rental per space prior to April 24 .... **\$150.00** After April 24 .... **\$175.00**

**DO YOU NEED ELECTRICITY? YES \_\_\_ NO \_\_\_ (Additional \$35.00 fee)**

**What is your preferred set-up time? 6:00 AM 6:30 AM 7:00 AM 7:30 AM**

**ON MONDAY PRIOR TO THE EVENT YOU WILL BE EMAILED YOUR SPOT NUMBER AND SET-UP TIME AS WELL AS ENTRY DIRECTIONS.**

**\*\*\*\*\*Below here for Old Towne Office – Do Not write below here\*\*\*\*\***

Space(s) assigned \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ (assigned when the fee is paid)

All vendors must stay within their 10X10 assigned space, if you will need more than the 10X10 space you must purchase a second space

**Make checks payable to O.B.O.T. For more information: 662-893-0888 Mail to O.B.O.T. / PO Box 219 / Olive Branch, MS 38654 Attn: Mayfest Arts & Crafts Fair in Old Towne**

**Date Application Received: \_\_\_\_\_ Fee Received: \_\_\_\_\_**

**Cash \_\_\_\_\_**

**Check \_\_\_\_\_**