



March 1, 2011

Dear Food Vendor Applicant,

Thank you for your interest in participating in the 33rd Annual Prairie Arts Festival to be held on Saturday, September 3rd, 2011. Enclosed is food vendor application. The booth fee for Local Vendors is \$175; \$250 for Non-local or Commercial Vendors; \$350 for Mobile Concessions. Everyone must pay a \$100 refundable deposit per vendor (not space). The booth fee includes a 12'd x 15'w with an area for workspace in the rear. Electricity is available for \$20 and water is available but extremely limited for \$20 also. Your deposit must be made with your application and can be refunded at the close of the festival upon site inspection by city and festival officials. **No additional non-food merchandise or drinks other than lemonade or slushies in a novelty cup can be sold from your food vendor booth.**

All food vendors must have their applications and fees in by June 30th, 2011 deadline. Vendors will be accepted in the order applications are received. Acceptance is at the discretion of the Festival Food Committee. Our goal with food court placement is to place the vendors in a manner that causes the food court to have a variety of food choices spread throughout. Festival organizers reserve the right to limit the number of application for any one type of particular menu item for the good of the event and participants. This will be strictly enforced this year.

The relocation of the food court to Commerce Street and the addition of require everyone to have a SafeServe certificate has proven to be a great success, so we plan to keep the same lay out for this year's festival. Please note that 8% sales tax will be collected from all vendors and is required by the MS State Tax Commission.

SafeServe classes are being offered locally. Please call Donna Cliett at the MSU Extension Office.

MSU Extension Service - Clay County
218 West Broad St., Suite D
West Point, MS 39773
Phone: 662-494-5371
Fax: 662-495-2056
E-mail: donnac@ext.msstate.edu

We are here to provide an enjoyable weekend for everyone, especially you the vendor! Please do not hesitate to contact the Growth Alliance office where all planning for the Prairie Arts Festival takes place by dialing 662.494.5121.

Thank you,

Martha Allen, Director of Community Development and Main Street
Lisa Klutts, Chair 2011
Kerrie Gentry, Chair 2011

Any questions can be directed to the Growth Alliance office:
510 East Broad Street West Point, MS 39773 phone 662-494-5121 fax 662-494-6396 mallen@westpointms.org



Reminder of Rules Food Vendors must follow:

1. You are required to maintain your booth on Saturday, September 4th from 9am until 4pm. All booths must be set up by 8:00 a.m. Please arrive early as fitting into your reserved spot may be difficult once the vendors to your right and left are in their position.
2. **An ice truck will be onsite. If you plan on purchasing ice, you need to let us know on your application and include your ice payment with your booth fee and vendor application. A 25 pound bag of ice is \$5.00.**
3. Prairie Arts Festival will not provide vendor tents. You are responsible for your own tents, tables, chairs and equipment.
4. **All signage must be professionally printed.** Hand-made signs will not be acceptable.
5. **Your TYPED menu needs to be submitted with your application and booth fee.** A list of no more than 10 menu items should be submitted to the Growth Alliance office with your application. You are responsible for submitting any changes on or before August 1st. After August 1st, all listed menu items will be included in all publicity, festival flyers, and food court signage. Change cannot be made after the August 1st date.
6. **You may NOT sell any food items that were not listed on the menu submitted.**
7. **Prairie Arts Festival will provide all drinks, except lemonade sold in novelty cups.** No other drinks are allowed to be sold. Not abiding by this rule can risk immediate expulsion from the festival.
8. **** Trash will be picked up throughout the day, but you are responsible for your own area. After breakdown you must take all your trash with you. No dumping of oil or other items in the area or in city drains. You are responsible for the cleanup of any non-water solubles (grease, etc.). Your area must be cleaned properly in order to receive your \$100 deposit back. The area will be inspected by a city official, a festival official and possibly a county environmental representative.**
 - **All refunded deposits will be available for pick up on Wednesday, September 7th from 9 am- 4-pm at the Growth Alliance office. All deposits not picked up by 4 pm will be mailed the afternoon of September 7th.**
 - **8% sales tax must also be collected before deposits can be refunded! If sales tax is not collected...you will be prohibited from participating in future festivals.**
9. You may not give away food at the end of the festival. It causes problems with other vendors that are still selling and causes chaos.
10. Your booth size is 12 X 15. Your booth space cannot be larger than the specified area of 12 X 15 except for your grill. Mobile unit sizes are different and were planned for accordingly.
11. Electricity will be provided and you should make sure that all hot grills and grease are safely out of reach of children and festival goers. Your grills must have a protective barrier so no one can get burned or hurt. You are liable if someone gets burned or hurt.
12. In order to receive electricity, include a detailed listing of your electrical needs so that we can be sure we are equipped to handle your needs.
13. If water is needed, please let us know. Water is extremely limited.
14. You **MUST** have a fire extinguisher in your booth. The fire department will be checking!!

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APPLICATION & FEES

Local Vendors \$175 Non-local or Commercial Vendors \$250 Mobile Concessions \$350
*Everyone must pay a \$100 refundable deposit per vendor (not space).

THINGS TO KNOW:

The 33rd Annual Prairie Arts Festival is Saturday, September 3rd, 2011 from 9:00 a.m. until 4:00 p.m. The booth fee includes a 12'd x 15'w with an area for workspace in the rear. Electricity is available for \$20 and water is available but extremely limited for \$20 also. Deadline for booth space is June 30, 2011. There will be NO refunds after acceptance notification.

The Prairie Arts Festival reserves the right in its sole discretion, to select qualified Concessionaires to participate in the Festival. Selection will be based upon factors designed to maximize quality of food and service. Concessionaires should understand that they may only sell products listed in the vendor concession menu and those items approved by the Prairie Arts Festival Food Committee. The Concessionaires shall fully comply with all Festival requirements and directives. Concessionaires' booth shall be designated at the sole discretion of the Prairie Arts Festival Food Committee.

Concessionaires will be notified of their selection to participate by June 30, 2011. Application and fees of those Concessionaires not selected to participate in the festival will be returned to the Concessionaire promptly. The Prairie Arts Festival will provide garbage pickup and clean up the festival grounds after the completion of the festival. However, Concessionaires are expected to do general cleanup upon conclusion. If food, grease or other trash is left the concessionaire will forfeit their deposit and not be asked to return the next year.

*8% sales tax must also be paid before leaving the festival or deposit is forfeited.

APPLICATION: (Must be filled out completed attached with all extras attached to be considered)

Individual/Company Name: _____ Business Phone: _____
Address: _____
City: _____ State: _____ Zip: _____
Cell Phone: _____ Contact Numbers at the Festival _____

Please furnish the following information: (Health Dept. Certification and Tax ID Number are mandatory.)

Health Certificate #: _____ Serve Safe: _____

Products to be sold:

Please furnish a separate detailed list of food to be sold. Your contract will reflect those items you are authorized to sell. **YOU MAY NOT SELL BEVERAGES...ONLY LEMONADE AND SLUSHIES IN NOVELTY CUPS. NO ADDITIONAL MERCHANDISE MAY BE SOLD AND ONLY FOOD ITEMS ON YOUR SUBMITTED LIST MAY BE SOLD.**

Concession Cost/Booth Size:

_____ Local Vendors \$175
_____ Non-local or Commercial Vendors \$250
_____ Mobile Concessions \$350

Number of booth spaces needed: _____ *Everyone must pay a \$100 refundable deposit per vendor (not space).
Total number of outlets needed: (electricity is \$20 extra per booth, not per outlet) _____ Amps/Volts per outlet: _____
Water: (additional \$20) _____

Please make checks payable to: Prairie Arts Festival, 510 East Broad Street, West Point, MS 39773. The total concession fee & deposit must accompany the application. Upon approval, you will receive your contract listing all items that you will be authorized to sell.

Review of what to include when submitting your Application:

- _____ Copy of SafeServe Certificate and/or Health Certificate
- _____ Booth Fee
- _____ Typed Menu
- _____ \$100 refundable Clean Up Deposit
- _____ Electricity/Water Fee
- _____ And this application!

Release of Liability:

Prairie Arts is not responsible for any lost/stolen/vandalized property during the Festival activities. The Festival is not responsible and Concessionaires accepts full responsibility for any injuries to persons or property while in or about Concessionaires booth, and any injury to people manning the Concessionaire booth.

Concessionaire's Signature _____ **Date:** _____