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VENDOR REGISTRATION CHECKLIST

- Mail or email
 - The complete Market Festival Registration Form
 - A copy of Certificate of Liability Insurance (food trucks only)
 - The signed Terms & Conditions Form
 - The signed Affirmation & Liability Release
- Make Payment
- Email High Resolution Logo
- Email a picture & description of your food/products for promotions

Forms and payments may be mailed to:

Byhalia Area Chamber of Commerce, P.O. Box 910, Byhalia, MS 38611
or emailed to info@byhaliachamber.com

REGISTRATION APPROVAL

We will be reviewing applications as we receive them. We have limited spaces for food trucks. We will respond to all vendors and food trucks within a week of your application submission.

BEVERAGE POLICY

No alcoholic beverages may be sold or given away. If you are caught breaking these rules you will be asked to shut down your operation by our security staff for the remainder of the festival, and you will not be refunded your registration fee, nor will you be approved to return for future festivals.

SPOT ASSIGNMENT

Please stop by the registration table prior to setting up to ensure that you are in your assigned location. *The festival layout is subject to change due to weather or other circumstances.*

SALES TAX FORMS

Sales tax forms will be distributed upon arrival and will be collected with payment near the end of the event. Vendors are required to complete and turn in the forms and payment before they leave the venue each week.



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TERMS & CONDITIONS FORM

- **DISCLAIMER:** A completed application does not guarantee acceptance. Approval to the festival will be considered on a first-come, first-served basis. Once spots are filled completely, vendors will be placed on a waitlist & notified should a space become available.
- Set-up time will begin at 3:30 pm on the first four Thursdays in August (3rd, 10th, 17th, 24th). **All additional vehicles must be out of the festival area by 5:00 pm.**
- Participating vendors are allowed a 10' x 10' space to set up a table and tent. Vendors are required to provide their own setup equipment, including tent, table and chairs. Vendors are responsible for securing their tent in case of heavy winds. **Electricity will not be provided. Generators are allowed.**
- Food Trucks are allowed a 10'x10' space in front of their truck to set up a tent and seating for customers. **Electricity will not be provided. Generators are allowed.**
- There will be a live band performing each week. We ask that no music be played at any booths while the bands are performing.
- Food vendors are required to follow all rules and guidelines set forth by the Mississippi State Department of Health and may be subject to their inspection.

CANCELLATION POLICY

No cancellation refunds will be made two weeks prior to the event.

It is your responsibility to have read and understood what is outlined in this document for vendors participating in the Byhalia Area Chamber Main Street Market Festival. By signing below, you acknowledge, understand, and agree to abide by the rules and regulations.

Contact Name: _____

Business Name: _____

Signature: _____

Date: _____



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VENDOR REGISTRATION FORM

REGISTRATION DEADLINE: Monday, July 24, 2023

VENDOR FEE: \$25 per week

FOOD TRUCK FEE: \$50 per week

Select your preferred date(s):

___ August 3rd ___ 10th ___ 17th ___ 24th ___ All four weeks

Business Name: _____ Contact Name: _____

Booth Description: _____

Phone: _____ Email: _____

Address: _____

City/State/Zip: _____

TOTAL AMOUNT DUE: _____

CHECK PAYMENT INFORMATION

Please make checks payable to: Byhalia Area Chamber of Commerce

Mailing address: P.O. Box 910, Byhalia, MS 38611 OFFICE USE ONLY CHECK #: _____

CREDIT CARD PAYMENT INFORMATION

I authorize Byhalia Area Chamber of Commerce to charge \$_____ on my credit card for my participation in the 2023 Market Festival.

Name as it appears on card Exp. Date CVV

Card Number Signature

Billing Address City/State/Zip

If you are not accepted for the festival, your card information will not be processed/your payment will be returned.