



2025 Market Street Festival

Food Vendor Application – Saturday, May 3, 2025

Application Deadline is March 31, 2025

Application is not complete without menu, photo of your set up, and payment.

NEW THIS YEAR! The food court has been relocated to a new and improved location at the festival. A detailed map will be included in your vendor acceptance packet.

Application Process:

A completed application does not guarantee acceptance. We will not process your fees unless you have been accepted. You may also contact MSF office to confirm acceptance. You will receive your vendor packet at least two weeks prior to the festival which will include all your set up information and vendor parking passes.

Payment:

We will not accept any applications without FULL payment. Upon acceptance, payments will be processed. Required form of payment is by check, cash, money order, or credit card via phone or in office. A payment of \$400 is required per booth space. An additional \$150 refundable deposit is required for ALL vendors. One payment may be made for both of these fees.

Refund Policy:

Refunds will be made at the discretion of the MSF committee. An accepted application is a commitment to participate. Refunds are not customary.

Trailers & Tents:

Specifications of your trailer or tent must be submitted. These specifications must be exact, should include all measurements and provide a photo of all sides. Spaces must be purchased to accommodate your entire set up. All tents must be secured by weights. Market Street Festival does NOT provide tents for vendors.

Hours of Operation/Sales:

You are required to operate your vendor booth Saturday, May 3, from 9am-5pm. As a safety

precaution, NO vehicles will be allowed to enter the festival area for pack up until 6pm on Saturday. Failure to abide by this time restriction will prohibit your consideration for future festivals and will forfeit your deposit. Booth/trailer set up must be completed on Friday afternoon.

Set up Time:

Will begin at noon on Friday, May 2. **The food court has been relocated to a new and improved location this year.** A detailed map will be included in your vendor acceptance packet.

Staffing:

You are responsible for the adequate staffing of your vendor booth. Our goal is to avoid long lines. Please plan accordingly for a very busy day when staffing your vendor booth!

Placement:

All food vendors must have their application and fees submitted by March 31, 2025; vendor placement will begin after this date. You will be placed in the most appropriate spot at the Market Street Festival committee's discretion. Festival organizers reserve the right to limit the number of applications for any one type of particular menu item while accommodating the overall success of the festival.

Menu/Choices/Signage:

Your complete and final menu WITH PRICING is due with your application. You may NOT sell any item that you do not submit on your application. All listed menu items will be published in food court signage and on our website, www.marketstreetfestival.com. **Changes can NOT be made after you submit your menu!** Menus and food vendors will be added to our website as soon as vendors are accepted. Check the website if you have any questions about what menu items have been approved that other vendors are planning to sell. **Posted signage must be highly visible at purchase line. Any altered signage will result in forfeiture of your deposit and/or you will be shut down.** VENDORS ARE REQUIRED TO DISPLAY PRICING FOR ALL ITEMS THEY ARE SELLING. Prices may NOT be changed during the festival. The prices you submit with your menu and application are the ones that MUST be displayed at your booth.

Beverage & Drink Policy:

Food vendors may **NOT SELL** beverages of **ANY KIND** from their booth. This includes anything that can be perceived as a drink, i.e. lemonade, slushes, etc. **YOU MUST abide by this rule.** By selling beverages, you will not be allowed as a vendor at this festival or any other Main Street Columbus event in the future and will forfeit your deposit. This festival is

a fundraiser for our non-profit, Main Street Columbus, and we sell drinks at our own designated booths throughout the festival.

Insurance:

All food and restaurant vendors participating at the Market Street Festival must have \$1,000,000 of liability insurance. If you do not already have a policy, you may purchase one for a nominal rate from the insurance carrier of your choice. Proof of insurance must be provided with your application.

Health/Fire Permits:

You must abide by all health department guidelines that will be included with your vendor acceptance packet. Temporary permits are not required for events less than 3 days. The health department will be present at the event doing inspections and the Columbus Fire Department will do an inspection after you set up. **Completion of Columbus Fire Department forms included in your vendor acceptance packet MUST be returned to the Columbus Fire Department at least a week prior to the event.** You are **REQUIRED** to have a minimum of one 10 pound fire extinguisher at your booth and the permit that will be issued by Columbus Fire Department upon inspection.

Grease/Trash:

All food vendors MUST provide ground cover inside their booth and cooking area for the absorption of grease. No food vendor will be allowed to open for business if the ground cover is not in place. No grease or water is to be poured onto the ground or down any drains. Anyone found doing this will be asked to leave the event & your deposit will be forfeited. There will be an on-site waste bin provided for your grease. You will be responsible for any & all environmental cleanup costs & subject to prosecution by city or state officials if you do not abide by this procedure. Trash – Vendors are responsible to collect & properly bag trash within your sales location. Event staff will collect properly bagged trash from outside of your sales location.

Water/Ice:

Water may or may not be located close to your booth, but will be located in the food court area. Please bring appropriate hoses, hose connections, & transport buckets. For your convenience, ice can be purchased for \$5.00 for a 20 pound bag.

Sales Tax:

As required by Mississippi State law, Market Street Festival is required to collect 7% sales tax from all vendors. Taxes must be paid before you leave the festival. If you fail to pay taxes, you will forfeit your deposit and this will be reported to the state tax commission.

Taxes will be collected by a police officer and festival staff by 5pm on Saturday. Make checks payable to Market Street Festival.

Deposit Refund:

All refunded deposits will be mailed the week following the festival. 7% sales tax must be collected before deposits can be refunded.

Market Street Festival is the main fundraiser for Main Street Columbus and is organized by volunteers and citizens of our community. Our goals are to raise funds to operate our programs, provide a quality community event and help you, the vendor, have a profitable event.

Please contact Barbara Bigelow, Main Street Columbus Executive Director, or Amber Brislin, Market Street Festival Chairman, at the Main Street Columbus office (662-328-6305) or Kenneth Montgomery, Food Court Chairman (662-327-2663) should you have any questions or if we can be of assistance.

Market Street 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.

SATURDAY, MAY 3, 2025 MARKET STREET FESTIVAL FOOD VENDOR APPLICATION

Name of Group/Restaurant: _____

Vendor Booth Name: _____

Name of Contact Person: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Website: _____ Tax ID Number: _____

Business Permit Number: _____

Insurance Carrier & Provider: (Attach copy of insurance certificate) _____

Safe Serve Certificate Number: (Please provide copy of certificate) _____

Type of food vendor entry, circle one. Tent Food Sales Trailer Food Truck
(Must attach photos in email to info@columbusmainstreet.com with completed application)

If you have a food trailer, from which side do you serve? Circle one.

Passenger's Side Driver's Side

Have you ever been a vendor at the Market Street Festival before? Which years?

Please indicate your TOTAL power needs (defined as the maximum amperage used at any given time) for your operation. Please provide photo of plug.

Total amperage: _____

How many 110 outlets: _____ How many 220 outlets: _____

Number of 10' x 10' booths, food truck or food sales trailer dimensions: _____

Fee Enclosed, \$400 per booth: _____

Deposit Enclosed, \$150 per vendor: _____

Please make checks payable to: Market Street Festival, P.O. Box 1062, Columbus, MS 39703. All fees, photos and menus must accompany this application. Upon approval, you will receive a listing of all items that you will be authorized to sell.

Release and Liability: Market Street Festival is not responsible for any lost/stolen/vandalized property during the festival activities. The festival is not responsible and concessionaire accepts full responsibility for any injuries to persons or property while in or about concessionaire's booth, and any injury to people manning the concessionaire booth.

I have read and agree to abide by all specified terms as noted in this application.

Concessionaire's signature: _____

Date: _____

Must be signed and dated.

