



2024 MARKET STREET FESTIVAL

FOOD VENDOR APPLICATION – SATURDAY, MAY 4, 2024

Application deadline is **March 29, 2024**

Application is not complete without Menu, Photo of Your Set Up & Payment.

APPLICATION PROCESS: Vendors who apply early will have the best chance of receiving their location request. A completed application does not guarantee acceptance. We will not process your fees unless you have been accepted; if your check has cleared, you have been accepted. You may also contact the MSF office to confirm acceptance. If you have not been accepted, you will receive a letter stating so along with your returned fees and application. 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. A \$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.

FRIDAY NIGHT:

- This food vendor application is for SATURDAY ONLY. For logistical reasons, ALL FOOD VENDORS ARE REQUIRED TO SET UP ON FRIDAY AFTERNOON, MAY 3 (JUST LIKE YEARS PAST.)

TRAILERS & TENTS: Any food serving trailers, food trucks and tents that you plan to use at the festival must be approved before your application. 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 4, from 9 am to 5 pm. As a safety precaution, **NO vehicles will be allowed to enter the festival area for pack up until 6:00 pm 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: You will be called on the cell phone number that you provide on this application as soon as electricity poles are set up and your vendor area is ready for set up on Friday. Our goal is to have everything ready for set up by Noon on Friday.

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 in by March 29, 2024; vendor placement will begin after this date. All returning food vendors will be placed in the same location in the food court as last year ONLY if your application is received by the deadline. If you wish to change your placement from 2023, please note this request on your application. You will be placed in the most appropriate spot at the Market Street Festival committee's discretion. Our goal in the food court 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 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 all publicity, festival flyers and food court signage and on our website marketstreetfestival.com. Changes can NOT be made after you submit your menu! Menus and food vendors will be added to marketstreetfestival.com as soon as vendors are accepted. Check the website if you have questions about what menu items have been approved that other vendors are planning to sell.

VENDORS ARE REQUIRED TO DISPLAY PRICING FOR ALL ITEMS THEY ARE SELLING. Prices may not be changed during the festival. The price you submit with your menu and application are the ones that will 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. If you break this rule, you will be asked to leave immediately and will not be allowed as a vendor at this festival or any other Main Street Columbus event in the future. All drinks are sold by Market Street Festival. Dismissal from the festival is left up to the discretion of event staff. **YOU WILL BE DISMISSED WITHOUT REFUND IF YOU SELL ANY KIND OF DRINKS!!!**

INSURANCE: All food & restaurant vendors participating at Market Street Festival must have \$1,000,000 of liability insurance per event. 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 may be present at the event doing inspections and the Columbus Fire Department WILL do an inspection after you set up. You are REQUIRED to have a minimum of one 10 pound fire extinguisher at

your booth and the permit that will be issued by the Columbus Fire Department upon inspection.

GREASE/TRASH: All food vendors need to 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 gray 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. **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 5:00 pm 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 goal is to raise funds to operate our programs, provide a quality community event and to help you, the vendor, have a profitable weekend.

Please contact Barbara Bigelow, Columbus Main Street 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. Concessionaires should understand that they may only sell products listed in the vendor concession application and those items approved. The Concessionaires shall fully comply with all Festival requirements and directives. Concessionaires' booth shall be designated at the sole discretion of the Festival. Electricity and water source will also be provided to vendors; therefore detailed electrical needs should be indicated on your application below. A complete menu must be submitted with this application.

SATURDAY, MAY 4, 2024 Market Street Festival Food Vendor Application

Name of Group/ Restaurant:		
Vending Booth Name:		
Name of Contact Person:		
Address:		
City:	State:	Zip Code:
Home Phone #:	Work #:	Fax #:
Cell Phone #s at Festival:		
E-Mail 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, Check one: Use own tent <input type="checkbox"/> Food Sales Trailer <input type="checkbox"/> Food Truck <input type="checkbox"/>		
Must Attach Pictures or E-mail info@columbusmainstreet.com		
If you have a food trailer, from which side do you serve? Passenger's Side _____ Driver's Side _____		
Have you been a vendor at Market Street Festival Before? Which years? If so, please specify placement preference.		
Please indicate your <u>TOTAL</u> 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 of 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 Concessionaires booth, and any injury to people manning the Concessionaire booth.

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

