



**2024 Market Street Festival**  
**FOOD VENDOR APPLICATION- FRIDAY, MAY 3, 2024**  
**COLUMBUS SOCCER COMPLEX**

- The Friday night music concert kicks off Market Street Festival. This food vendor application is for FRIDAY ONLY. For logistical reasons, ALL FOOD VENDORS, (Friday & Saturday vendors), ARE REQUIRED TO COMPLETE SET UP ON FRIDAY, MAY 3 (just like years past.)
- If you would like to be a vendor on both Friday Night at the Soccer Complex & Saturday on Main Street, **You must pay two separate vendor fees.** These are two separate events!
- Because of space limitations, vendor space is limited for Friday night. We are only allowing a few vendors. Friday night vendors will be chosen by the first received and by the highest quality and food selection. Again, space is very limited.

**FRIDAY NIGHT**

1. The fee for food vendors is \$200 plus a \$100 refundable clean up deposit. Electricity will be provided. You are required to 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 that no one can get burned or hurt. There will be an on-site waste bin provided for grease disposal. Vendors are required to properly bag their trash and on-site trash receptacle will be available.
2. **Please note that 7% sales tax will be collected from all vendors and is required by the MS Department of Revenue.** You will be given a sales tax collection envelope upon your arrival for set up. Sales tax will be collected by event staff and a police officer prior to the end of the concert. Make checks payable to Market Street Festival.
3. You are required to maintain your booth on Friday, May 3, 2024, from 5 pm to 10 pm. Set up begins as early as 8 am and must be complete by 3 pm.
4. You are responsible for your own tables, chairs, equipment, and signage. Professional looking price signage must be displayed during all sales times, and pricing may not be changed after submitted with your application and posted at the event. Ice will be available for purchase for \$5.00 for a 25 pound bag.
5. 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 evening when staffing your vendor booth!

6. You may NOT sell any item that is not listed on the final menu list that you submit with your application. In an effort to keep duplication to a minimum, festival organizers reserve the right to limit the number of applications for any one type of particular menu item in a manner that is accommodating to the overall success of the festival.
7. Market Street Festival will provide all drinks, therefore you are prohibited from selling any beverages including water, sport drinks, colas, beer, smoothies or any others not specified.
8. Be sure to provide a cell phone or contact number where you can be reached prior to and during the festival.
9. 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. **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.
  - **All refunded deposits will be mailed the week following the festival. 7% sales tax must be collected before deposits can be refunded!**
10. You MUST have at minimum a 10 pound fire extinguisher in your booth and abide by health department guidelines. The fire and health departments will be checking! A copy of health department and fire department guidelines will be included in your vendor acceptance packet.
11. 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.
12. 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.

**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. We look forward to having you as a vendor at our event!!**

## APPLICATION & FEES

Applications require a payment of \$200 per space, plus a \$100 site clean-up deposit per vendor (not space), which may be refunded after the festival once inspection is passed. Deadline for booth space is **March 29, 2024**. Refunds are not customary.

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 will also be provided to vendors; therefore detailed electrical needs should be indicated on your application. A complete menu must be submitted with this application. There will be little, if any, duplication of food items sold at the event.

Concessionaires will be notified of their selection to participate by April 5, 2024. Application and fees of those Concessionaires not selected to participate in the festival will be returned to the Concessionaire promptly. The Festival will provide garbage pickup and clean up the festival grounds after the completion of the festival. However, Concessionaires are expected to provide trash receptacles at booths during the festival and to do general cleanup throughout the festival and 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. 7% sales tax must also be paid before leaving the festival or deposit is forfeited.

## FRIDAY, MAY 3, 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 <a href="mailto:info@columbusmainstreet.com">info@columbusmainstreet.com</a>		
If you have a food sales trailer, food truck, 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. <b>Please provide photo of plug.</b>		
Total Amperage: _____		
How many 110 outlets: _____		
How many 220 outlets: _____		
Number of 10' x 10' Booths, food truck or food service trailer dimensions		
Fee Enclosed, \$200 per booth: \$		
Deposit Enclosed, \$100 per vendor: \$		

