

Ole Brook Festival

43rd Annual

Saturday, October 7, 2017

Over 200 Booths!
Kid's Area! & Much More!!
Mississippi's Premier Family Festival



2017 OLE BROOK FESTIVAL VENDOR AGREEMENT

Return this form with payment. Payment can be paid by check or by credit/debit cards.

Make checks payable to **Brookhaven-Lincoln County Chamber of Commerce**. Contact the Chamber office at 601-833-1411 to pay by card.

DESIGNATE TYPE OF VENDOR BOOTH: (CHECK ONE)

- ARTS & CRAFTS** (Handcrafted Items)
PHOTO REQUESTED
- RETAIL (Non-Food)**
(Any booth selling or fundraising) (Fundraising must be for a 501C3 or equivalent)
- Non-Retail (Non-Food)**
(Promotional, Political, religious or informational)

NO VENDOR WILL BE ALLOWED TO SELL OR DISTRIBUTE SOFT DRINKS, WATER OR SPORTS DRINKS. ANY OTHER BEVERAGE SALES ARE SUBJECT TO APPROVAL AND ADDITIONAL FEES TO BE DETERMINED BY THE FESTIVAL COMMITTEE. YOU WILL BE CONTACTED BY A FESTIVAL COMMITTEE MEMBER AFTER YOUR SUBMITTED APPLICATION HAS BEEN REVIEWED.

- Organizational/Fundraising Food Vendor** (must be 501C3 or equivalent)
- Food Concession Vendor**

VENDOR SET UP TIME: (CHECK ONE)

Friday/5:30pm-8pm

Saturday/6am-8am

NO Vehicles allowed in Vendor areas during festival hours from 8am - 4pm! (STRICTLY ENFORCED)

FEES (NO Refunds for cancellations after September 18th)

Spaces are limited & will be assigned on a first come, first serve basis with paid application!
Booth Locations will be assigned by the festival committee.

ALL VENDORS (NON-FOOD)	\$75 per 12'x12' SPACE (after August 15th - \$90)	# Spaces	\$
ORGANIZATIONAL / FUNDRAISING FOOD VENDOR**	\$75 per 12'x12' SPACE (after August 15th - \$90)		\$
COMMERCIAL FOOD CONCESSION VENDOR** (Fill out Food Section Below)	\$200 20' of frontage (12' depth) (after August 15th - \$225) \$250 30' of frontage (12' depth) (after August 15th - \$275)		\$
Beverage License (additional fee) Refer to Rule #14 on page 2	\$150		\$
ELECTRIC: (check below) # ___ 110v outlet (20 amp max)	\$15.00 per 110 outlet		\$
# ___ 220v outlet (New electrical boxes are in place and we can no longer allow tie ins or hardwiring directly into an outlet-you must use a 3-prong 220 plug)	\$25.00 per 220 outlet		\$
PAYMENT MUST ACCOMPANY APPLICATION	TOTAL AMOUNT (Add all columns)		\$

Vendor _____ Phone (____) _____
(Individual/Business/Group/Organization)

Contact Name _____ Cell Phone Number (____) _____

Day Phone (____) _____ Night Phone (____) _____

Email: _____

Address _____

City _____ State _____ Zip _____

Describe specific items you will sell or state the purpose for your booth if you are not selling items (use separate sheet if necessary):

Waiver I agree to comply with the rules and regulations of the festival. I understand booth fees are non-refundable for cancellations after September 18, 2017. Submission of this application is a commitment to show, if accepted by the Ole Brook Festival Committee. I and my representative(s) expressly release and hold harmless the Ole Brook Festival Committee, the Brookhaven Lincoln County Chamber of Commerce, the City of Brookhaven and its directors, employees, agents and volunteers from any and all liability for injury, property damage or loss which may arise in connection with my participation in the Ole Brook Festival.

Signature of Applicant _____ Date _____

INDIVIDUAL RESPONSIBLE (Signature Required)

Spaces are limited!

Booths will be juried by festival committee according to information on application and photos submitted by vendor.

www.brookhavenchamber.com

Physical Address:

(Do not use this address for mail)

230 S. Whitworth Ave., Brookhaven, MS 39601

(Take exit 40 off I-55)

info@brookhavenchamber.com

Mailing Address:

Brookhaven-Lincoln County

Chamber of Commerce

P.O. Box 978, Brookhaven, MS 39602

(601)833-1411 or 1-800-613-4667

Exhibit Rules and Regulations

- 1 The Ole Brook Festival Committee reserves the right to refuse or relocate any vendor.
- 2 **Any booth activity including offensive, obscene, unethical or dishonest items, or infringement to the peaceful enjoyment of the festival will not be tolerated and will result in immediate dismissal from the festival.**
- 3 No canvassing or solicitation outside booth area will be allowed. Any and all booths must be manned at all times.
- 4 No stakes or nails are to be driven into the asphalt or concrete. Vendors are responsible for leveling their own booth space. Please note Vendors will be held responsible for damage.
- 5 The Ole Brook Festival reserves the right to publish or otherwise utilize photos taken during the festival for advertising and promotional purposes.
- 6 **The following items are not allowed: Alcoholic beverages, drug related items, firearms, weapons of ANY kind, bullhorns, silly string, colored hair spray, itch powder, stink bombs, potato guns, snap-pops or any type of fire works.** The Ole Brook Festival Committee reserves the right to remove other items deemed inappropriate.
- 7 **All booths must remain open and staffed during festival hours on Saturday (8am-4:00pm). All booths must be broken down no earlier than 4pm and no later than 5:00pm.**
- 8 Vendors must keep their area clean and safe, particularly fire safety. Sidewalks must remain clear and are not included as part of the booth space. Food vendors and any booth using fire in any form **MUST** bring a fire extinguisher
- 9 All vendors must bring trash bags and **CLEAN UP** their areas before leaving. A trash receptacle is located in the parking lot on the north side of the Chamber building. **DO NOT leave trash bags at your booth location.**
- 10 **Food vendors must use the grease receptacle provided to dispose of any and all grease or similar waste.**
- 11 A vendor cannot **increase** the number of electrical receptacles by using extension cords, surge protectors, or multi-plugs.
- 12 Booth spaces do not include tents/coverings, tables, chairs or any other similar amenities.
- 13 **Unauthorized vehicle use during the festival is strictly prohibited.**
- 14 **NO VENDOR WILL BE ALLOWED TO SELL OR DISTRIBUTE SOFT DRINKS, WATER OR SPORTS DRINKS. ANY OTHER BEVERAGE SALES ARE SUBJECT TO APPROVAL AND ADDITIONAL FEES TO BE DETERMINED BY THE FESTIVAL COMMITTEE. YOU WILL BE CONTACTED BY A FESTIVAL COMMITTEE MEMBER AFTER YOUR SUBMITTED APPLICATION HAS BEEN REVIEWED.**

Security and Liability

Brookhaven city police will be present during festival hours and on patrol overnight. The Brookhaven-Lincoln County Chamber of Commerce, Ole Brook Festival Committee, and the City of Brookhaven do not guarantee vendors against theft, loss or mysterious disappearance or damage of any type. All vendors should consult their insurance carrier for proper theft coverage as well as liability coverage.

Sales Tax

Each vendor, **regardless of corporate or non-profit status**, who sets up a booth is required by the Mississippi State Sales Tax Commission to complete a tax form on the day of the Ole Brook Festival. The Brookhaven-Lincoln County Chamber of Commerce, Ole Brook Festival Committee and the City of Brookhaven will not be responsible for anyone who does not comply with state law. If the vendor does not return the form to the Chamber on October 7, 2017 the vendor's name, address and detailed information will be given to the Mississippi State Tax Commission. A drop box for the vendors to deposit their tax form and taxes will be located inside the Chamber of Commerce until 5pm on the day of the event. Per the Mississippi State Tax Commission, failure to comply with this requirement will prevent a vendor from entering another show in the State of Mississippi.



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Saturday, October 7, 2017
 Historic Downtown Brookhaven
 South First Street





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