

## DIAMONDHEAD FESTIVAL AND BBQ COMPETITION

November 16, 2019 10am to 4pm

### ARTS AND CRAFT VENDOR'S APPLICATION

### SPECIALITY FOOD VENDOR APPLICATION

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Type of Art/Craft/Merchandise: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\$75 x \_\_\_\_\_ (number of booths requested) = \_\_\_\_\_ **Total Vendor Fee Due**

If you are selling food items, do you need electricity? YES NO (option only available for food and beverage vendors)

Checks payable to: City of Diamondhead, 5000 Diamondhead Circle, Diamondhead, MS 39525.

#### RULES:

- Cost for one booth is \$75, and it must be paid by check with your application.
- Booth size is limited to 12 ft x 12 ft. If you need more space, you will need to purchase additional booth sites.
- Booth locations will be assigned on a first come first serve basis once a fully completed application is received with payment. Space allotted subject to availability. All decisions of event management are final.
- No electricity will be available for arts and crafts vendors. If selling food and you need electricity, please notify
- Vendors are responsible to supply their own canopies, tables, chairs, electric cords, etc.
- Tables must have cloth cover.
- Be prepared for rain and shine. No refunds for rain out.
- Set up will be Friday between 8am and 7pm and Saturday 7am to 9am. Event starts at 10am on Saturday.
- Vendors will be able to drive to their booth location to quickly drop off supplies and then move car out of the festival grounds on Friday. No vehicles will be allowed in festival grounds after 8am on Saturday.
- There will be limited vendor parking across the street on Airport Drive that will be available on a first come first serve basis. Otherwise, vendors will park on the street with general public.
- All booths are to remain set up and operable until the closing time on Saturday at 6pm.
- Art/craft must be a minimum of 50% of an identifiable talent or design skill. No store bought or garage sale items allowed.
- Specialty foods include, but are not limited to, snowballs, ice cream, nuts, kettle corn, funnel cake, desserts. In order to sell any other items, you must compete in the BBQ Competition.
- Information only booths are not allowed. All booths must sell merchandise or services.
- Number of vendors in each category is limited.
- As soon as your application is received and processed, you will receive an email confirmation with your booth assignment.
- Diamondhead police will be patrolling the area on Friday night.
- Vendors assume responsibility for collecting, tabulating and reporting 7% MS State sales tax. **IT IS VENDORS RESPONSIBILITY to turn in to show personnel Tax Form and taxes collected to the Festival Information Booth no later than 7pm on Saturday.**

#### RELEASE AND ACKNOWLEDGEMENT

I hereby agree to forever release and hold harmless the City of Diamondhead and private property owners from liability arising from accident, injury, act of vandalism, or theft during the Diamondhead Festival and BBQ Competition and from product liability due to the sale of merchandise during the show. Furthermore, I hereby grant full permission to the event organizers to use any photographs, videotapes, or recording for any legitimate purpose. No refunds.

By my signature, I agree, I have read and agree to all rules as well as the release.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## DIAMONDHEAD FESTIVAL AND BBQ COMPETITION

November 14, 2020

11am to 6pm

### RULES FOR VENDORS OF ARTS AND CRAFT & SPECIALITY FOODS

1. Applications are accepted on a space-available basis. Submission of an application does not guarantee booth space. Booth space is allotted subject to availability. All decisions of event management are final.
2. Booth locations will be assigned on a first come first serve basis once a fully completed application is received with payment. Booth size is limited to 12 ft x 12 ft. If you need more space, you will need to purchase additional booth sites.
3. Cost for one booth is \$75, and it must be paid by check with your application.
4. As soon as your application is received and processed, you will receive an email confirmation with your booth assignment.
5. Booth space is assigned on a random basis.
6. Do not exceed the space that you have rented even if the space next to you is empty. You may rent as many spaces as you will need to display your crafts and items.
7. Vendors must keep the area around their space(s) clean and free of trash.
8. Specialty foods include, but are not limited to, snowballs, ice cream, nuts, kettle corn, funnel cake, desserts. In order to sell any other items, you must compete in the BBQ Competition.
9. Number of vendors in each category is limited; However, event organizers cannot guarantee that other vendors will not duplicate your type of craft or item. Please inquire should you have concerns.
10. All vendors shall provide a clear and accurate description of products on their application form. If additional space is needed, please include a second page to describe your craft or items.
11. Information only booths are not allowed. All booths must sell merchandise or services.
12. Art/craft must be a minimum of 50% of an identifiable talent or design skill. No store bought or garage sale items are allowed.
13. No electricity will be available for arts and crafts vendors. If selling food and you need electricity, please indicate on your vendor application. There are limited spaces available with electricity.
14. No generators will be permitted – unless given special permission from the event organizers when your application is submitted.
15. Vendors are responsible to supply their own canopies, display, tables, chairs, electric cords, etc. Canopies are not required, but these are recommended.
16. All tents/canopies must always be properly secured. Please follow your tents manufacturers recommendations for anchoring your tents.
17. Tables must have cloth cover.
18. Be prepared for rain and shine. No refunds for rain out.
19. Due to the magnitude of this event, it is impossible to schedule a rain date or indoor alternative site. The festival will run on the scheduled date regardless of weather.
20. Set up will be Friday between noon and 7pm and Saturday 7am to 10am.
21. Security will be patrolling the area on Friday night.
22. All vendors must be ready and open for business at 11am on Saturday. Event hours are 11am to 6pm on Saturday. Vendors will not be allowed to take down prior to close of the event on Saturday at 6pm. In the event of bad weather, event organizers will take special consideration.
23. Vendors will be able to drive to their booth location to quickly drop off supplies and then move car out of the festival grounds on Friday and on Saturday from 7am to 9am only. **NO vehicles will be allowed in festival grounds after 9am on Saturday.**
24. There will be limited vendor parking across the street on Airport Drive that will be available on a first come first serve basis. Otherwise, vendors will park on the street with general public.

25. All vendors must clean up the area around their booth space(s) before they leave at the end of the festival. Those vendors failing to clean their area may be banned from participating in the following year's festival.
26. The event organizers are not responsible for damage or theft of equipment, products, or goods. Security will be provided on Friday night, but we are not responsible in the event of loss, financially, or through products.
27. Vendors assume responsibility for collecting, tabulating, and reporting 7% MS State sales tax. IT IS VENDORS RESPONSIBILITY to turn in to show personnel tax form and taxes collected to the Festival Information Booth no later than 7pm on Saturday.
28. Vendors must accept the festival "BBQ Bucks" given to sponsors and will be reimbursed upon checkout and submission of sales tax reporting form.
29. Vendors agree to forever release and hold harmless the City of Diamondhead and private property owners from liability arising from accident, injury, act of vandalism, or theft during the Diamondhead Festival and BBQ Competition and from product liability due to the sale of merchandise during the show.
30. Vendors shall grant full permission to the event organizers to use any photographs, videotapes, or recording for any legitimate purpose.
31. Event organizers reserve the right to remove any vendor from the festival if it feels the vendor is in violation of the rules or the spirit of the festival. Booth fees will not be refunded if the vendor is considered to be in violation of the rules. Please ask prior to the event if you have any concerns.
32. All vendors who are selling any food or drinks must have hand sanitizer available for public use in your booth area.