

RiverFest Music & Arts Festival
P.O. Box 1144
Vicksburg, MS 39181
www.riverfestms.com



25th Annual RiverFest Street Vendor & Food/Beverage Concessionaire Space Application

Event Dates: April 20 -21, 2012

Thank you for your interest in being a food concessionaire at the 25th Annual RiverFest Festival. Please review these instructions carefully. If you have any questions regarding this application, please contact Kim Hopkins, kimh@vicksburg.org or also visit our website at www.riverfestms.com.

Please submit your completed application to:

Riverfest, Inc.

Attn: Kim Hopkins

P.O. Box 1144

Vicksburg, MS 39181

Incomplete applications will not be considered!

**APPLICATION FOR SPACE
25th Annual RiverFest
APRIL 20 - 21, 2012**

(Please Print)

Check One: ___ **New Applicant** ___ **Returning Applicant**

This application is not an offer or guarantee of space. All questions must be answered completely before consideration for space can be given. This form is neither a commitment by the applicant, nor an offer by the Riverfest Committee. **If you are applying for more than one location, you will need to complete a separate application for each booth, and provide a list of items for sale and prices.**

Owner/Contact Name: _____

Business Name: _____

Mailing Address: _____

City/State/Zip: _____

Business Phone: _____ Residence Phone: _____

Cell Phone: _____ Email: _____

Please list other fairs, festivals, or events, including a contact person and telephone number, in which you have participated:

PLEASE ATTACH YOUR PROPOSED ITEMS FOR SALE AND PRICES!!!

Size of your Stand:

Width: _____ Length (including tongue/hitch): _____

Additional Space needed for awnings: ___Yes ___No

Size of Space Needed: (Ground measurements, including storage area & overhead awnings)

Width: _____ Length: _____

Electrical Requirements: **(NOT GUARANTEED)** Volts _____ Amps _____

Additional Utilities Required: **(NOT GUARANTEED)** Water: ___ Yes ___ No

How long have you been in this business? _____ years

Number of employees per day: _____

Please list all person(s) authorized to pick up vendor passes:

_____, _____, _____,
_____, _____, _____.

Please attach a photograph of your unit.

VENDOR TERMS & CONDITIONS

Initialing each box signifies I have read and understand these terms & conditions.

Each application will be date stamped and festival vendors will be selected on a first come, first served basis. Vendors not accepted will have all materials and fees returned.

Vendors will be required to be lined up and ready to set up at a certain time and will be notified of specific time upon acceptance as a vendor for Riverfest. If you miss your set up time, you will be relocated.

SPACE INFORMATION: Vendors will be provided appropriate amount of space, but space is limited. Each space is approximately 10 x 15 and the cost of the space is \$600 + a \$50 electrical fee and a \$20 non-refundable application fee (total \$670). *Currently, we only accept payment on our website through Pay Pal. Once you have sent in your application and have been approved, we will notify you with further payment instructions.* Riverfest does not take any commission on sales. This festival is held rain or shine and no refunds will be provided. You will be required to bring your own displays, chairs, tables, etc., to fit your space.

_____ (Initials)

SELECTION: Space is limited. Selections are made based on date received, duplication of items and past participation in our event. Every effort will be made to accommodate special requests, BUT are not guaranteed. ELECTRICITY IS NOT GUARANTEED! All placement decisions are final. NO EXCEPTIONS!!!

_____ (Initials)

SET-UP: Vendors will be notified of a specific time to be in the staging area located on Clay Street. You must register with the Vendor Chairperson upon your arrival. If you have not checked in by the specified time, you will be deemed a no-show, without refund, and your space will be forfeited. Your space must be completely set-up by 5:00 pm, Friday, April 20, 2012. **All vehicles must be moved from the event area immediately after unloading. NO EXCEPTIONS WILL BE MADE!!!**

_____ (Initials)

TEAR DOWN: All vendors agree to participate for the entire event and understand that tear down before Saturday, April 21, 2012 @ midnight is not allowed. Vendors may not bring vehicles into the street until 12:30 am Sunday morning (the 22nd). We must give the public time to leave safely. All vendors are required to be completely torn down by 1:30 am on Sunday, April 22, 2012. MS State Tax Commission forms and funds will be collected shortly after midnight.

_____ (Initials)

SECURITY: Overnight security will be provided at the event site, however risk of theft or losses are the assumption of the vendor. Riverfest has the right to prohibit and/or evict (without refund or assumption of liability for lost sales or expenses) and presentation or person who is in any manner deemed offensive or unprofessional. The vendor will be held liable in the event that their display causes damage to the display or work of another vendor or event site property, or if anyone is injured due to your negligence.

_____ (Initials)

INSURANCE: Each contractor must provide Riverfest with proof of an original certificate of general liability insurance in the amount of \$1 million or more. The business name listed on the insurance certificate must match the business name on the application. Insurance must be on file no later than March 15, 2012. **Vendors without current insurance on file will not be allowed to setup.**

_____ (Initials)

HOLD HARMLESS: This event is held rain or shine and no space fees or vendor expenses will be refunded should an emergency of any nature arise prior to the opening time or during the event that would prevent or cancel its production. In consideration for being allowed to attend and participate in the 25th Annual Riverfest, April 20 – 21, 2012, vendors agree to protect, defend, and hold harmless Vicksburg-Warren Co. Riverfest, Inc, The City of Vicksburg, County of Warren, and their respective elective or appointed Boards, Officers, Agents, employees & contract employees from any and all claims, liabilities, expenses, or damages of any nature, including attorney’s fees, to the extent such claims, liabilities, expenses, or damages arise out of the participation by the Vicksburg-Warren Co. Riverfest, Inc, The City of Vicksburg, County of Warren, its agents, officers, employees, volunteers, subcontractors, or independent contractors, at the festival.

_____ (Initials)

The undersigned agrees that he/she has read and understood the Terms & Conditions of Riverfest, Inc. and will be able to comply with all terms and conditions described. The undersigned understands non-compliance may, at the discretion of the Board; result in removal of the activity from the boundaries of the festival. The undersigned further certifies that he/she is the responsible person referred to in the terms & conditions and that he/she is authorized to (1) execute this application on behalf of the group and (2) accept legal process on behalf of the group.

Date: _____

Signature: _____

Print Name: _____