

Holiday BAZAAR

December 11-12, 2019

The Mill | 600 Russell Street | Starkville, Mississippi

This document serves as your application, and if you are accepted as a Holiday Bazaar vendor, your payment will be processed and this document becomes your binding contract.

Please complete form and return with check to:

Starkville Main Street Association, Holiday Bazaar
Attn: Paige Watson
200 East Main Street
Starkville, MS 39759

Company Name: _____

Contact Person: _____ Email: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Website/Social Media: _____

Tax ID # or SS #: _____ Summary/List of Items to be Sold: _____

***Vendors MUST submit PHOTOS or application will NOT be processed. Years of Participation: _____ # of Credentials Needed: _____

Do you sell products with MSU graphics/logos? _____ YES _____ NO If **YES**, list your Licensing Contract Number: _____

Are your items self-produced? _____ YES _____ NO If spaces are filled, would you like to be put on the waitlist? _____ YES _____ NO

DESIRED BOOTH SPACE

TOTAL COST

MAXIMUM AMOUNT AVAILABLE IS 2 BOOTHS

EARLY-BIRD AMOUNT

(Applicable if paid in full **BEFORE** June 1, 2019)

_____ 10' X 8' (corner booth).....\$175

_____ 10' X 8' (interior booth).....\$150

NON-DISCOUNTED AMOUNT

(Applicable if paid in full **AFTER** June 1, 2019)

_____ 10' X 8' (corner booth)..... \$225

_____ 10' X 8' (interior booth)..... \$175

BOOTH PRICE: _____

ELECTRIC FEE: _____

(+\$25.00 PER BOOTH)

VOLTAGE REQUIREMENTS: _____

(Must be listed)

GRAND TOTAL: _____

DEPOSIT WITH APPLICATION: _____

(At least 50.00 Per Booth)

BALANCE: _____

(Must be paid IN FULL by June 1, 2019 for discount)

*****MAKE CHECKS PAYABLE TO STARKVILLE MAIN STREET ASSOCIATION (SMSA)**

GENERAL GUIDELINES

DEADLINES

June 1st – Early-Bird Discount ends & **REMAINING BALANCE IS DUE.**

October 15th – Deadline to request a refund. (After this date, refunds will NOT be issued.)

BOOTH INFORMATION

All booths will be 10' wide and 8' deep and located throughout the Mill Conference Center. After registering, your information packet will provide you with a detailed map and your booth placement. **SHARING OF BOOTHS BETWEEN STORES/VENDORS IS ABSOLUTELY NOT ALLOWED.** Booths must be rented for all days of the event. You are welcome to bring your own tables, chairs & displays, but they must fit within your allotted space. Please note that we will not provide any tables or chairs. Electricity is available but outlets are limited. If you request electricity we will do our best to place your booth close to an outlet. You are not guaranteed a spot with electrical access until you receive your confirmation packet. **There will be an additional electricity fee of \$25 PER BOOTH SPACE** (no exceptions). If you buy two booths, you must pay the electricity fee for both booths. Vendors are responsible for providing an extension cord and power strip. Voltage requirements must be noted on your application. Requests made for certain booths or booth placements are not guaranteed. We will do our best to honor everyone's needs.

REGISTRATION PROCEDURE

Please return the enclosed application with payment as soon as possible. We operate on a first-come, first-served basis, allocating booth space in the order in which accepted applications and full payments are received. You will not be placed on the vendor list until we have received both your application and payment. Applications will be accepted up until the day prior to the event if there is space available. Show dates are 10:00 a.m. – 7:00 p.m. each day. If an application is submitted and all spaces have been filled, your payment will be returned immediately or will be held while putting you on a waiting list. If you would like to be put on the waiting list, please indicate on the designated line on the application. **A vendor confirmation packet will be mailed prior to the Bazaar. Booth placement is not guaranteed until you receive your confirmation packet.**

ABSENTEE / LATE ARRIVAL / EARLY DEPARTURE POLICY

Vendors are required to participate in the bazaar for both full days. Vendors that arrive late or leave early will not be invited to participate in the bazaar in future years. This is a very firm policy.

CANCELLATION / REFUNDS

If you wish to cancel your reservation please contact the Partnership office. It may take up to 4 weeks for a refund to be processed. All refunds are subject to approval by the Holiday Bazaar Director. The deadline to request a refund is October 15.

PRODUCTS/MERCHANDISE

The Holiday Bazaar operates on a juried selection process. New and returning applicants' merchandise will be reviewed in committee each month prior to the Bazaar. Preference will be given to handmade items, and all new applicants will be required to submit photographs of their merchandise in order to be considered. Photographs will not be returned. **HOLIDAY BAZAAR WILL NO LONGER ACCEPT DIRECT SALES OR MLM COMPANY VENDORS.**

MSU MERCHANDISE

It is the responsibility of the vendors to follow MSU product and logo licensing guidelines. All products bearing MSU logos or graphics may only be sold by vendors who are licensed accordingly. If a vendor intends to sell MSU merchandise, the "licensing contract number" must be provided with application. For questions regarding MSU licensed products, please contact Sharon Hewlett, Office of General Counsel, and Mississippi State University at 662-325-8131 or shewlett@legal.msstate.edu.

SALES TAX

Sales Tax is collected at the Holiday Bazaar. Vendors will report sales tax in accordance with the rules and regulations of the Holiday Bazaar and the State of Mississippi. You will remit a check for the amount of sales tax on the final day of the Holiday Bazaar. **VENDORS WHO FAIL TO REMIT SALES TAX IMMEDIATELY AFTER BAZAAR CLOSING WILL NOT BE INVITED BACK.**

CREDENTIALS

Credentials (badges) will be provided for each member that will work in your booth. Only individuals with credentials will be granted access to the areas prior to and following shopping hours. Please designate a number of credentials requested on the specified line on the application.

LOST OR STOLEN PROPERTY

Merchants and customers, not the Holiday Bazaar or its entities, are responsible for the safe keeping of personal property and goods offered for sale. In the event of stolen or loss of property, the police will be contacted and appropriate action taken. During the event, lost items will be stored at the information desk. Upon closure of the Holiday Bazaar, all property will be held in the Partnership office, (662) 323-3322.

OVERSIGHT

On behalf of the Starkville Main Street Association, the Special Events and Projects Coordinator, serving as the Holiday Bazaar Director, shall enforce the guidelines uniformly, consistently, fairly, and without bias or favor. The director shall have the authority to interpret, enforce, and amend the guidelines. Furthermore, the director has the right to accept or decline any items or vendors, new or returning. If you have any questions or wish to forward information on the Holiday Bazaar to friends, please call us at (662) 323-3322, or email Paige Watson, Holiday Bazaar Director, at pwatson@starkville.org. We look forward to your participation!

Company Name _____

Signature _____

Date _____

Accepted by GSDP (Internal Office Use Only) _____ Date _____