



## 30<sup>th</sup> Annual RIVERFEST Arts & Crafts Show Application

Dear Vendor:

Make plans to join us for the 30<sup>th</sup> Annual RiverFest in Historic Downtown Vicksburg! Please find Arts & Crafts Application enclosed.

In its 30<sup>th</sup> year, RiverFest offers arts & crafts, food booths, day & nighttime entertainment, kid's games and much more! Attendance for Saturday daytime activities is free, and parking is free for the whole weekend! For more information, please see our website [www.riverfestms.com](http://www.riverfestms.com)

Extensive marketing and advertising in the Southeastern Region, including Central Mississippi, Louisiana & Alabama, attracts an attendance of over 10,000 people to downtown Vicksburg.

### How to Apply:

1. Carefully read and complete the enclosed application. Items not listed on the application will not be allowed to be displayed or sold, and you will be asked to remove them.
2. **At least 70% of the items in the booth must be handmade or enhanced by the exhibitor.**
3. Read the terms & conditions on the bottom of the application carefully, and *sign the acceptance waiver*. Please make sure to retain a copy for your records. **Your application will not be accepted unless you have signed the Acceptance Waiver.**
4. Prospective Exhibitors: Please include (2) photos of products you will be selling. Pictures may be emailed to [riverfestartsandcrafts@yahoo.com](mailto:riverfestartsandcrafts@yahoo.com). Applications without photos will not be considered.
5. Returning Vendors who haven't applied by March 15, 2017 forfeit their same booth location.
6. We accept payment on our website [www.riverfestms.com](http://www.riverfestms.com) through Paypal or you may pay via check when mailing your application. Your spot in the show is not guaranteed until payment is received!

**Please do not hesitate to email ([riverfestartsandcrafts@yahoo.com](mailto:riverfestartsandcrafts@yahoo.com)) if you have questions. We look forward to seeing you at this year's event!**

**MAIL COMPLETED APPLICATION AND WAIVER TO:  
RIVERFEST ARTS AND CRAFTS SHOW  
ATTN: ANGIE WILKINSON  
P.O. BOX 1144  
VICKSBURG, MS 39181**

**30<sup>th</sup> Annual RiverFest Arts & Crafts Show**  
**April 8, 2017**  
**8:00 am to 4:00 pm**  
**Historic Downtown Vicksburg**  
**Early Bird Registration Deadline – January 15, 2017**

Please fill out the application completely. Read the terms & conditions, sign and mail. Make sure you keep a copy for your records. Early bird registration deadline is January 15, 2017. A \$25 fee will be added for applications received after this date. Applications will be accepted until sold out.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

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

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

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_ (Email address is for Riverfest use only)

**CRAFT INFORMATION:** *(Include 2 photos of items-photos may also be emailed to riverfestartsandcrafts@yahoo.com).*

One word that identifies your draft category: (e.g.: wood, glass, jewelry, clothing) \_\_\_\_\_

Please describe your work in detail. Include all items for sale (attach price list if necessary).

\_\_\_\_\_  
 \_\_\_\_\_

Average retail price range for items/products (From \$ to \$): \_\_\_\_\_

For repeat vendors: Are you requesting the same booth space location?(Please circle one) YES or NO

**FEES (We DO NOT take commission on sales)**

Booth Type	Fee	Number of Spaces	Total Due
12x12 Booth Space	\$75		
12x12 Food Booth Space	\$100		
12x12 Booth Space (AFTER 1-15-2017)	\$100		
12x12 Food Booth Space (AFTER 1-15-2017)	\$175		

**BOOTH INFORMATION:** □ Each booth is 12 x 12. The booth fee is \$75 for the space only. All vendors are required to bring their own canopies, tables, chairs, etc. **Electricity is NOT provided.** Riverfest does not take any commission from sales. We will provide you with a tax form from the Department of Revenue, and you are responsible for completing and returning the form by 4:00 the day of Show. Application must be submitted and approved and then we will send you payment instructions. No refunds will be provided for cancellations received after March 15, 2017. The show will only be cancelled due to severe inclement weather.

**FOOD VENDOR INFORMATION:** Booth space for Food Vendors will be \$150 per space before January 15<sup>th</sup> and \$175 after January 15<sup>th</sup>. (which includes a cleanup fee). Spaces are 12 x 12. Food Vendors are expected to properly dispose of any waste (batter, cooking oil, etc) and will limit the exposure of such waste to the City of Vicksburg sidewalks and streets and surrounding areas. Booth areas are to be properly cleaned prior to leaving the area. Only gas operated cookers will be allowed. **No generators will be permitted.**

The Riverfest Arts & Crafts Show has the right to prohibit and/or evict (without refund or assumption of liability for lost sales or expenses) any presentation or person who is in any manner deemed offensive or unprofessional. Vendors must provide their own display and must conform to the assigned space. The vendor will be held liable in the event that their display causes damage to the display or work of another vendor, event site property, or if anyone is injured due to your negligence.

**SELECTION:** All applications must be screened and are juried. Selections are made based on quality, date received, and past participation in our event. Applications and payment must be received by the deadline date of February 15, 2017. Any applications received after that date will be charged a \$25 late fee. The Selection Committee will review applications upon the deadline date and notify you of your acceptance or non-acceptances by March 15, 2017. Then you will receive information on how to pay via *Pay Pal*. Once the deadline is past, the Selection Committee will review applications every 2 weeks, until 142 spaces are filled. If not accepted, all materials will be returned promptly. Every effort will be made to accommodate special requests and are not guaranteed. All placements are final.

**REGISTRATION: Notification of booth location will be emailed to all applicants two weeks prior to the Show.** Registration will open on **Saturday, April 8<sup>th</sup>, from 5:30 a.m. to 7:30 a.m.** All vendors should be registered by 7:30 a.m. If you have not checked in by 7:30 a.m., you will be deemed a no-show, without refund and the adjoining booths will absorb your space. All vehicles must be off the grounds by 7:30 a.m. and all booths must be completely set-up and ready for business by 7:45 a.m.

**SET-UP:** If you set-up in the wrong area/location, you will be asked to move. Please drop your booth equipment and merchandise off at your booth space and proceed directly to a parking area. Your space must be completely set up by 8:00 a.m. **All vehicles must be moved from the event area immediately after unloading. NO EXCEPTIONS!** If your vehicle is left unattended during set-up, you WILL be towed.

**TEAR DOWN: All vendors agree to participate for the entire event and understand that tear down before 4:00 pm is not allowed for any reason.** Vendors may not bring vehicles onto the grounds until 4:30 p.m. We must give the public time to leave safely. All vendors are responsible to clean up and bag their own trash. At the conclusion of the show, all vendors are required to be completely torn down by 5:00 p.m. Please do not expect an early departure. Exhibitors who leave early will not be invited back to Riverfest.

**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 production. In consideration for being allowed to attend and participate in the Annual Riverfest Arts & Crafts Show, vendors agree to protect, defend and hold harmless Vicksburg- Warren County Riverfest, Inc., and their respective elective or appointed boards, officers, agents, and 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 Riverfest, Inc., its agents, officers, employees, volunteers, subcontractors or independent contractors, at the festival.

**WAIVER:** I have read and fully understand the Terms & Conditions on this application. In consideration for being allowed to attend and participate in the annual Riverfest Arts & Crafts Show, April 8, 2017 I agree to abide by these terms and conditions, as outlined above.

**APPLICANTS MUST SIGN, SIGNIFYING ACCEPTANCE OF WAIVER**

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

Print Name: \_\_\_\_\_