

# VENDOR APPLICATION

**Vendors eligible to participate must reside or own a business in the Greater Belhaven neighborhood or participate in the Farmer's Market on High Street**

This agreement exists between Bright Lights, Belhaven Nights, LLC (c/o 954 Fortification Street, Jackson, MS 39202) and Vendor for August 11, 2018 for the hours between 4:30 p.m. and 9:30 p.m. This agreement also serves as documentation that the vendor understands and agrees to the stipulations found below. **GBNF will be the sole provider of alcoholic and non-alcoholic beverages.**

Vendor/Vendors agree to:

- Pay the sum of \$100 for the vending of food during the festival. Complimentary for Festival Sponsors.
- Provide a description of items to be sold, which must be approved by the Bright Lights, Belhaven Nights Committee. Describe items in the area below.
- Provide, set-up and dismantle any and all things related to my space. **(NOTE: The festival does not provide any items for vendors other than electricity. Vendors are responsible for their own tent, table, chair, power cords, power strips, fan, lights, trash removal and any other items needed for vendor's booth.)**
- Check-in at the intersection of Kenwood and Manship streets between 1:00 pm and 3:00 pm. (Vehicle access will NOT be allowed on Carlisle Street after 3 pm.) Remove vehicle/vehicles from the vendor area by 4 pm.
- Keep booth/tent open until festival ends at 9:30 pm. Vendor will not dismantle booth/tent until 9:30 pm.
- Abstain from the sale or distribution, in any fashion, of any alcoholic or drug merchandise or paraphernalia, exploding merchandise, knives, whips or any item which may render harm or injury.
- Locate vending space in the area assigned by the festival staff person(s).
- Recognize that allocation of spaces will be on a first come, first served basis. Payment must be received by the Greater Belhaven Neighborhood Foundation before setting up the booth.
- Accept any liability directly related to vendor merchandise offered by vendor at Bright Lights, Belhaven Nights.
- To have all necessary licenses, permits and insurance to sell applicable food/merchandise. **Food Vendors Only** - a copy of the Certificate of Insurance. The additional insured name should read BRIGHT LIGHTS, BELHAVEN NIGHTS, LLC
- **All food vendors must have a fire extinguisher and grease disposal receptacle (if cooking with grease) on site.**
- No loud music in the vendor area.
- Adhere to the stipulations of the agreement with the understanding that violations could result in being asked to leave the assigned site.
- **Sales tax will be collected. Use the sales tax form provided (food establishments subject to 7% plus additional 2% food & beverage tax). Forms and sales tax will be collected starting at 9:00 pm. You may not leave until sales tax and forms are turned in. Failure to comply will result in being restricted from participating at the festival in the future.**

Vendor's Name/Business Name (please print) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone(s): \_\_\_\_\_ Email: \_\_\_\_\_

Items to be sold: \_\_\_\_\_

How many years have you been a vendor at Bright Lights, Belhaven Nights? \_\_\_\_\_

Vendor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Application Deadline: June 15, 2018. Please return this form and retain a copy for your records or download one from our website.** Please make check payable to Greater Belhaven Neighborhood Foundation and mail to 954 Fortification Street, Jackson, MS 39202. If you have questions, contact Casey Creasey by email at [ccreasey@greaterbelhaven.com](mailto:ccreasey@greaterbelhaven.com) or call 601-352-8850.