

BRANDON DAY 2010

May 6-8, 2010

February 25, 2010

Dear Brandon Day vendor,

Brandon Day 2010 will be held May 6-8 at Shiloh Park in Brandon. This year's event will include baseball & softball tournaments, a patriotic outdoor concert, arts & crafts, a carnival, entertainment, beauty pageant presentations and more!

Enclosed please find a copy of the vendor guidelines for Brandon Day 2010. Please review the vendor guidelines as changes may have been made from previous years.

Food vendors: Any drink items sold at Brandon Day 2010 must be Pepsi products purchased through Brown Bottling Company in Brandon, MS. Please see vendor guideline #12 for further information regarding these sales.

If you are interested in being a Brandon Day vendor, please turn in your application, booth fees, and proof of liability insurance by April 30, 2010.

If you have any questions, please contact Brandon City Hall at 601-825-5021.

Sincerely,

Brandon Day Committee

VENDOR GUIDELINES FOR BRANDON DAY 2010

Guidelines for all vendors are listed below. **These guidelines will be strictly enforced.** Your cooperation is greatly appreciated.

1. Booth spots will not be available by carnival rides but in the vendor/arts-n-crafts and concert area only. To accommodate the growth of our festival, the carnival rides are now located in a separate location from the vendor and concert areas.
2. Booth Spots will be marked by Wednesday, May 5, 2010.
3. The Brandon Day Booth Committee will not hold applications without payment past April 30, 2010. Booth spots will not be reserved for vendors without payment either.
4. Upon arrival, please check in at the City tent located at the top of the hill. The Booth Committee will provide you with a check-in slip and will be available to assist you to your booth location.
5. **Do not set up your booth area until you have been checked in by a Booth Committee member and they have shown you your designated spot and allotted footage.** This will allow you as a vendor to make sure that you are in the appropriate location and keep confusion to a minimum. If you set up in the wrong location, the Booth Committee will have to ask you to dismantle your booth and relocate to the appropriate space, even if it means moving just a foot or slightly more. Booths are connected to one another; therefore, it leaves no room for vendors to shift or take up additional space that they did not purchase.
6. Food vendors will have assigned set-up times to allow trailers to get into designated spaces. If you can not set-up at the requested time, other arrangements will need to be made with the Brandon Day Committee. All other vendors may set up at any time Thursday or Friday from 9a.m. to 7p.m. Carnival rides will be operating from 5p.m. until 10 p.m.
7. If you elect to set up on Saturday, it is mandatory that you do so by 8a.m. If you have not checked in by this time, your booth spot may be given away.
8. If setting up on Saturday morning, all vendors will be required to unload from the parking lot. Vehicles will NOT be allowed on grass area.
9. The City of Brandon is not responsible for helping vendors load or unload their booth equipment or merchandise. We are happy to help vendors in any way possible with their booth needs; however, the setup of each booth is the full responsibility of that vendor and must be done during the allotted times and by the guidelines set within. If additional arrangements need to be made for booth setup or dismantle, please see the Brandon Day Booth Committee for assistance.
10. **There is absolutely NO PARKING allowed in the vendor booth area.** There will be no designated parking area for vendors either. Parking is on a first come, first serve basis for vendors and citizens alike in the public parking areas. If you need a parking space close to the vendor section, please come early in an attempt to accommodate your needs. The City of Brandon will not hold parking spaces for anyone.
11. All vendors, whether you sell a product or not, including non-profit organizations, must complete a Mississippi State Tax Form. Forms will also be available at the City tent. This form must be turned in to the Brandon Day Committee before you leave the event.
12. **Food vendors may only sell Pepsi drink products purchased through Brown Bottling Company in Brandon, MS during Brandon Day 2010. The City of Brandon is contracted through Brown Bottling Company to sell their products at Shiloh Park during the Brandon Day event. You may contact Shelley Gentry at Brown Bottling Company at (601) 607-3011 or at sgentry@browngroup.net for further information. The Brandon Day Committee will be coming by each booth to check product information. If other brand name**

products are sold from any booth, the Brandon Day Committee reserves the right to ask the vendor to cease all sales of said products or possibly leave the event without refund.

13. The Mississippi State Department of Health will be onsite checking permits for all food vendors. Please make sure that you bring a copy of your permit for their review. MSDH will issue permits to temporary food vendors for a fee based on the type of food served. You must have a permit to serve food/drinks of any kind. All food vendors who do not have a permit will be shut down by the Health Department. Refunds will not be given. Please contact the MSDH at 601-824-2564 for information regarding the issuance of temporary food permits.
- 14. All vendors selling food or beverages, including bottled water, must provide proof of liability insurance to the City of Brandon with application. Your application will not be accepted without this form attached.**
- 15. No vendor is allowed to have weapons or harmful, obscene, or sexually explicit products of any kind or products, actual or fake, that encourage or replicate the use of tobacco, alcohol, or drugs or any other substances that are illegal for people 21 years of age or younger for sale or show at the event. There will also be no racial or discriminatory actions or promotions of any kind. This is a “family festival” and the Brandon Day Committee reserves the right to shut down any vendor that they feel has not abided by these rules; refunds will not be given.**
16. There will NOT be any ice for sale by the Brandon Day Committee. If you need ice, other arrangements will need to be made.
- 17. No booth is allowed to give out free food and drinks. These items are to be sold by approved food vendors only.**
- 18. Your booth size measures either 12x12 or 20x20. All tent stakes, trailer hitches and any other obstacles from your booth must be inside your booth area...not your neighbor's. Also, please take into consideration the allowance of room to get out of your vendor trailer. The Brandon Day Booth Committee does not sale additional footage for booth spaces. If you need additional space outside of your 12x12 or 20x20 booth area, you must purchase additional booth spaces at the regular booth price to accommodate your needs.**
19. No vendor is allowed to move booth spaces without prior consent of the Brandon Day Booth Committee. If a vendor has been found to have moved spots without prior consent, the Booth Committee will ask that vendor to relocate to their original assigned space or possibly leave the event without refund. We have made every attempt to put you in a good location; however, the Booth Committee is the only body that can make booth arrangements and reserves the right to change your booth location without notification.
20. All purchased booth spaces must be utilized by the person or company that has purchased that booth. If you intend to allow another person or company to sell items from your booth, you must provide an application for them or their company so that the Brandon Day Committee will have their vendor information and product information for reference. All vendors are responsible for turning in their own sales tax forms upon leaving the Brandon Day event.
21. Vendors are responsible for tents, tables, chairs or any other items that you may need. The Brandon Day Booth Committee supplies only your booth spot. We do not supply water hoses, electrical cords, or any other necessity you may need.

We look forward to seeing you at the Brandon Day festival. Should you have any questions, please contact City Hall at (601) 825-5021.

BRANDON DAY BOOTH APPLICATION

MAY 6th-8th, 2010

Vendor's Name: _____ Contact Person: _____

Mailing Address: _____

Daytime Phone Number: _____ Email Address: _____

Detailed Description of items to be sold: _____

BOOTH FEES

\$ _____ 12'X12' (no electricity)	\$75.00
\$ _____ 12'x12' (with 110 Outlet)	\$100.00
\$ _____ 20'x20' (no electricity)	\$150.00
\$ _____ 20'x20' (with 110 Outlet)	\$250.00
\$ _____ 20'x20' (with 220 Outlet)	\$300.00

\$ _____ 220 Volt Plug - \$75.00 (All 220 volt outlets will require a plug. If you tie directly into outlet with wires, you will need to rent a plug at a cost of \$75.00. This fee will be refunded after plug is returned.)

CONCERT AREA BOOTHS – these booths will be open all three days of the Brandon Day event, will be located on a main walkway, and will be the only booths located in the concert area. There will be a limit of three (3) 12'x12' booths & three (3) 20'x20' booths located in the concert area and booths are on a first come, first serve basis.

\$ _____ 12'x12' (with 110 Outlet)	\$400.00
\$ _____ 20'x20' (with 110 or 220 Outlet)	\$500.00

\$ _____ Total Amount Due

Generators are allowed

CHECKLIST

- _____ Application Form
- _____ Check for Booth Fee
- _____ Proof of liability insurance (Food Vendors Only)

General Release

The undersigned does hereby and forever discharge the City of Brandon of and from all manner of actions, suits, damages, claims, and demands whatsoever in law or equity from any loss or damage to the undersigned's property while in the possession, supervision or auspices of the City of Brandon, its agents, representatives or employees. The undersigned has reviewed the attached vendor's regulations and map and is aware of new changes to layout and the undersigned agrees to comply with all rules set forth by the City of Brandon. Refunds will not be given under any circumstances.

Applicant's Signature

Please mail to:

Brandon Day Booth Committee, P.O. Box 1539, Brandon, MS 39043