

VENDOR APPLICATION



April 15th

9:00 am-4:00 pm

Main St. - Downtown Madison

One 10' x 12' Booth - \$25

Two 10' x 12' Booths - \$50

Limited to two spaces per business. Make checks payable to Madison the City. Deadline to reserve space is April 7th unless sold out before then. No exceptions.

Contact Name: _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____

Email: _____

Website or Facebook link: _____

*If website/Facebook link isn't available, please list items being sold.

By signing below you agree to all vendor/market policies & guidelines.

Signature: _____ Date: _____

OFFICE USE ONLY

Date Application Received: _____

Payment Received Date: _____

Approved Date: _____ Space Number: _____



2023 Vendor Guidelines and Application

Madison the City Market on Main

Saturday, April 15, 2023

Main Street 9:00AM-4:00PM

Reserving a Booth Space/Vendor Approval

Thank you for your interest in becoming a vendor at Market on Main. Please read the information carefully and fill out the attached vendor application. Return the application with photos. (Via email or mail). After your application has been reviewed, you will receive an email notifying you of your acceptance or denial into the market. Once approved, vendors will pay a booth fee by check. **No booth space will be reserved until payment is received.** Space is limited and applications will be reviewed on a first-come, first-served basis.

Permitted Items for Sale

Market on Main promotes the sale of original artwork, crafts, and gift items. The market manager reserves the right to refuse any vendor.

Booth Space Logistics and Rent

- The Market Manager will assign booth spaces and will email a map of reserved spaces by Friday, April 14. Please provide an email address on the application.
- Market on Main space rental is \$25 for one booth or two booths for \$50. Deadline is April 7th unless sold out before then. NO EXCEPTIONS!
- Booth spaces are limited to a 10' x 12" space. Each vendor must fill out a separate application, no shared booths will be allowed.
- Electricity will not be provided for vendors.
- Tables, chairs and tents are the responsibility of the vendor.
- Tents MUST be properly weighted down.
- Booth rental fees are non-refundable. Failure to show for reserved space without prior notice to the Event Manager will result in the denial of future booth rentals.
- Cancellation of market due to weather or other conflict is at the discretion of the Market Manager; booth fees will not be refunded but may be applied to a future event.
- This is a smoke free, drug-free and alcohol-free event.
- Sales tax is collected at each show. NO EXCEPTIONS! You may price your items to include the tax.
- Tax forms will be included in your check in packet. Failure to comply may result in denial of future booth rentals.

Procedures for Set-Up

Vendors may begin setting up at 6:00 a.m. the morning of the market. All setups must be completed, and vendors must be ready for business at 8:30 a.m. Vehicles must be moved by 8:00 a.m. Vendor parking will be available.

Procedures for Clean-Up

Vendors must be clear of the market area within 90 minutes after the close of the market. Main Street will reopen at 6 p.m. Vendors will be responsible for maintaining the cleanliness of their selling areas.

Vendors are responsible for filling out and turning in tax forms and payment to us before leaving the show. Vendors are required to stay until the end and are not allowed to take down prior to 4 p.m.

Health Regulations

Vendors are responsible for any permits as applicable. Food vendors will need to check with the State Department of Health to ensure they have the proper licensing.

Photo Release

Vendors at the Market on Main may appear in pictures for publication by the City of Madison or the general public. By signing the application, vendors agree to have themselves or their products photographed and printed in an event publication or posted on affiliated websites and social media outlets.

Questions

Contact the Madison Economic Development office at 601-856-7060 or email us at acummins@madisonthecity.com.



SEND APPLICATION AND PHOTOS TO:
City of Madison Economic Development
P.O. Box 40
Madison, MS 39130
Or via email:
acummins@madisonthecity.com