

VENDOR APPLICATION



DECEMBER 10TH

9:00-4:00 PM

MAIN ST - DOWNTOWN MADISON

One 10' x 12' Booth - \$15

Two 10' x 12' Booths - \$25

Limited to two spaces per business. Make checks payable to Madison the City.
Deadline to reserve space is Dec. 1st unless sold out before then. No exceptions.

Contact Name: _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____

Email: _____

Website or Facebook link: _____

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: _____



2022 Vendor Guidelines and Application

Madison the City Merry Market

Saturday, December 10, 2022
Main Street 9:00AM-4:00PM

Reserving a Booth Space/Vendor Approval

Thank you for your interest in becoming a vendor at Merry Market 2022. 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

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

Booth Space Logistics and Rent

- The Merry Market Manager will assign booth spaces and will email a map of reserved spaces December 8th. Please provide an email address on the application.
- Merry Market space rental is \$15 for one booth or two booths for \$25. Deadline is Dec 1st unless sold out before then. NO EXCEPTIONS.
- Craft Booth spaces are limited to a 10'x12' space.
- Electricity will not be provided for craft 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. You may price your items to include the tax.

Procedures for Set-Up

Vendors may begin setting up at 7:00a.m. the morning of the festival. All setups must be completed, and vendors must be ready for business at 8:30am. Vehicles must be moved by 8:00a.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 St will reopen at 7PM. Vendors will be responsible for maintaining the cleanliness of their selling areas.

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 Merry Market may appear in pictures taken 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 event publications 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
PO BOX 40
Madison, MS 39130

