

# VENDOR APPLICATION



**NOVEMBER 29, 2025**

**9:00AM-5:00PM**

**LIBERTY PARK**

Booth fee is \$50. Make checks payable to Madison the City.  
Deadline to reserve space is Nov. 15 unless sold out before then. No exceptions.

Contact Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

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

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

Cell Phone: \_\_\_\_\_

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

Website or Facebook link: \_\_\_\_\_

If you do not have a website or Facebook page, you must email photos of your product with this application.

Please list the products you will sell:

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

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

I, \_\_\_\_\_, on behalf of \_\_\_\_\_ (organization), its agents, servants, employees, and representatives agree to fully defend, indemnify, and hold harmless the City of Madison and its employees, agents, and officials with respect to and from and against any and all claims, demands, causes of actions, damages, injuries, fees, expenses, penalties, lawsuits, judgments, and orders, including, without limitation, attorneys' fees, which in any way arise out of or relate to any acts of omission or commission of or attributed to \_\_\_\_\_ (organization) and/or its agents, servants, employees, visitors, invitees, guests, and representatives, including but not limited to, those asserted as negligent, gross negligent, and/or intentional.

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

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

Please keep the Vendor Guidelines page and send this application page and product photos via email to [edurrett@madisonthecity.com](mailto:edurrett@madisonthecity.com) or deliver to the Business Network office at 2023 Main Street, Madison.  
For questions, call Beth Durrett at 601-856-8958, ext. 1804.

## Office use only

Received: \_\_\_\_\_

Payment Received: \_\_\_\_\_

Approved Date: \_\_\_\_\_

Space Number: \_\_\_\_\_



# 2025 VENDOR GUIDELINES

## GUIDELINES

Merry Market is a product of the City of Madison. Anywhere the term Merry Market is used, that term also means the city of Madison, Mississippi. The Merry Market celebrates the spirit of the season by offering a festive atmosphere where vendors showcase handcrafted goods and unique gifts. To ensure a joyful experience for all participants, we have established some basic rules of operation. The Merry Market reserves the right to modify these guidelines at any time to better serve the goals of the event. 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 of \$50 by cash or check - **ONLINE PAYMENTS ARE NOT ACCEPTED**. No booth space will be reserved until payment is received. All payments for booth spaces are non-refundable, but may be applied to future markets.

## RULES OF OPERATION

- Merry Market is a non-smoking event. No alcohol, controlled substances, or gambling are allowed anywhere on the Market grounds. Failure to comply will result in expulsion from the Market.
- Hours of operation: 9:00 a.m. - 5:00 p.m.
- Vendors will be allotted a 10' x 12' space and are responsible for their own set-up including weighted tent.
- No tents may be shared by anyone other than the listed applicant.
- Vendors are encouraged to post their business sign or name.
- Vendors will maintain their spaces in a clean and sanitary condition and are responsible for disposing of any debris at the close of business.
- Cancellation of the Market due to weather or other conflicts is at the discretion of the Market Manager; booth fees will not be refunded but may be applied to a future event.
- Electricity will not be provided for vendors.
- No vendor shall play loud music, radios, or anything that would be disruptive to other vendors or customers.
- The City has the authority to enforce these regulations and to exclude non-conforming vendors.
- **Sales Tax:** Vendors are responsible for collecting, reporting, and paying their sales tax to the City at the conclusion of the event. You will receive a packet when you check-in for the event. Taxes must be paid in **exact cash** or by check.
- Permitted Items: Merry Market promotes the sale of original artwork, crafts, and gift items.
- Set-up
  1. Tent must be set up by 8:30 a.m. on the day of the Market.
  2. The City makes final determination on booth assignments.
  3. You are required to be completely set up by 8:45 a.m. on the Market day.
  4. You may pull up to your spot and unload, but your vehicle must be moved before you set-up/decorate your booth. No vehicles will be allowed to enter the Market area after 8:30 a.m. until the Market concludes and Madison Police deem the roadway safe.
  5. All vendors are expected to stay for the duration of the Market.
  6. If you arrive after 8:30 a.m., please be prepared to transport your items from the parking lot to your tent.
  7. As space is limited, please be respectful of all that goes into the Market from our staff, and notify us if you cannot attend **72 hours prior to the Market**. Failure to notify the city 72 hours before the event will result in denial of future participation.