



Christmas on Deer Creek Pop-Up Shops

Shops are placed inside storefronts on Broad & Third

Festival Date: Saturday, December 3, 2016

Location: Historic Downtown, Leland MS

RETURN YOUR SPACE RESERVATION BEFORE THANKSGIVING TO AVOID A LATE FEE

Vendor Fee: \$25 for one standard booth space

Late Fee: Vendors reserving space after November 23, 2015 will be charged a \$10 late fee. The Chamber reserves the right to reject any late vendor registrations.

9:00am – Vendor Check-In and Set-Up Begins

12:00pm – Pop-Up Shops Open

5:00pm – Shops Close

Vendors are asked to be set up by 12:00pm and are not permitted to pack up prior to 5:00pm unless authorized to do so by event personnel.

The Leland Pop-Up Shops are an INDOOR event. All vendors will be assigned a space inside a downtown storefront. The event is designed to activate our storefronts; some vendors may be placed into a vacant retail space and some may be assigned a space inside an active business.

Booth Size: While all efforts are made to provide equal space for each vendor, we are dealing with the limitations of existing buildings and floorplans. Vendors are asked to plan for a space that measures roughly 10'x10', although some spaces may be longer and narrower.

Booth Furnishings: All vendors must furnish their own tables, chairs and display equipment as needed.

Electricity: Vendor spaces with electricity may be made available upon request and will be assigned in the order the requests are received. Please indicate the type of equipment you will be connecting on your returned form. *We will do our best to accommodate requests, but not all vendors are guaranteed access to electricity.*

Sales Tax: Sales tax of 7% must be collected on all sales and turned in to event officials before the end of the day. Businesses who pay regular sales tax as part of their standard operations are STILL required

to pay the event tax to event officials, according to MS DOR policies. Any sales made during the festival should not be reported as part of your regular business sales.

Beverage Policy: No vendor or sponsor may sell or provide samples of any beverages, including carbonated soft drinks, iced tea, bottled fruit juices, water or alcoholic beverages of any kind without specific advance permission from the Leland Chamber.

Festival Vendor Policies

1. The festival will be held rain or shine, and will only be canceled in the event of severe weather. There is no rain date. In the event of a festival cancellation, vendor fees will be forfeited.
2. The Leland Chamber reserves the right to change the location, dates, or hours, or to cancel the operation of the scheduled event at any time and without prior notice to the vendor. The Leland Chamber will make all reasonable efforts to provide advance notice to the vendors of any changes or cancellations.
3. Only one business or organization may operate in each exhibit space. Sharing booth space with other businesses or organizations, or selling or representing another company's product(s) from your booth space must be approved in advance by festival organizers.
4. Event vendors may not hawk, peddle, sell or advertise their wares outside of their designated area. No booth music is permitted unless approved in advance by festival organizers.
5. Vendors must return their area to pre-Festival conditions. The Chamber reserves the right to fine and/or ban from future festivals any vendors causing damage to festival grounds or adjacent property.
6. A special parking area will be designated for vendors. Vendors will be permitted to unload items from their vehicle near their designated space, and will be asked to promptly move their vehicle to the vendor parking location. Event vendors are not permitted to park on or near the festival grounds unless special arrangements have been made with festival organizers in advance.
7. Festival personnel will be stationed in the festival area beginning at 8:00am and will remain until the last vendor has packed up.
8. All vendors are required to complete the attached liability release or provide a certificate of insurance naming "Leland Chamber of Commerce" as additional insured.
9. If there arises a situation that renders you unable to participate in the festival, please notify festival organizers immediately. Vendor cancellations made the week of the festival will forfeit all monies paid to the festival.

Your vendor application, signed liability release and all applicable fees MUST be received by the Chamber ten (10) days prior to the event. Any vendors whose paperwork has not been returned to the Chamber by this date will not be included in any printed festival materials, including festival maps, flyers, and signage.

Return your application early! Applications received prior to preparation of any media placements, press releases and other festival advertising and promotion, including the Chamber's website and social media, may be promoted as participating the festival.

For more information, contact by phone or email: 662.379.FROG (3764) or lelandcoc@gmail.com.



2016 Vendor Application

Amount enclosed: _____

Standard Booth: \$25

Please make checks payable to
Leland Chamber of Commerce.

Please return this form, payment and liability release to:

Leland Chamber of Commerce
P.O. Box 67
Leland, MS 38756

*Reservation Deadline is
Wednesday, November 23!*

Company Name		
Contact Person		
Mailing Address		
City	State	Zip
Email		
Phone	Cell Phone (day of event)	
Please provide a brief description of what you intend to sell/display:		
Special Requests:	<input type="checkbox"/> Booth Sharing Company/Organization sharing with you: _____ Products Represented: _____	
<input type="checkbox"/> Electricity Number of receptacles: _____ Please describe equipment to be connected: _____		
<input type="checkbox"/> Other (please specify): _____ _____ _____		

HOLD HARMLESS AGREEMENT

This agreement, made this day is by and between the Leland Chamber of Commerce, Inc. (hereinafter "Chamber") whose principal offices are located at 206 N. Broad St, Leland, Mississippi and the company listed below, who intends to display products and/or sell merchandise or food at a festival organized by the Chamber (hereinafter "Booth Vendor").

It is mutually agreed between the parties as follows:

Booth Vendor hereby agrees in signing this agreement that with respect to third parties, Booth Vendor shall defend with competent counsel, indemnify and hold the Chamber, its Board of Directors, coordinators, agents, employees and volunteers harmless from and against any and all liabilities, claims, suits, damages, losses, judgements, penalties, premiums, contributions, fines and increased costs and expenses (including reasonable attorneys' fees and other expenses) arising out of damages caused by either the willful conduct, error, omission or negligent act of the Booth Vendor or its agents, employees or volunteers. This obligation shall survive the termination of this Agreement. The person signing below also agrees that they have authorization on behalf of the Booth Vendor to enter into this agreement on behalf of themselves or the company or organization they represent, and that they have read and understood the attached festival policies.

Date: _____

Print Name: _____

Signature: _____

Title of Signer: _____

Company: _____

Company Address: _____