

FRUGGFEST

kids fun run • chili cookoff • children's art • southern music

Vendor Information

Festival Date: Saturday, October 22, 2016, 9:00am – 2:00pm

Location: Historic Downtown, Leland MS

Vendors are asked to be set up by 9:00am and are not permitted to pack up prior to 2:00pm.

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. Vendors must supply their own tent, table, chairs and equipment. Canopy tents are strongly encouraged, as this event will be held rain or shine. We have been blessed with lots of sunshine in previous years, and those without tents were envious of the shade!
4. Stalls with electricity are available on a first-come, first-served basis. If you are requesting electricity for your booth, please indicate the type equipment you will be connecting on your returned form.
5. Vendors are not permitted to sell beverages of any sort from their booth. This includes bottled water and soda, juice, and alcoholic beverages. To request special consideration, please contact event organizer at 662-379-3764.
6. 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.
7. 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.
8. 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.

9. 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 sales.
10. 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.
11. Festival personnel will be stationed in the festival area beginning at 6:00am and will remain until the last vendor has packed up.
12. All vendors are required to complete the attached liability release or provide a certificate of insurance naming "Leland Chamber of Commerce" as additional insured.
13. If there arises a situation that renders you unable to participate in the festival, please notify festival organizers immediately.
14. This is a family-friendly, outdoor event. Please keep the youngsters in mind as you plan your booth!

Your signed vendor application, liability release and all applicable fees MUST be received by the Chamber no later than October 1, 2015. Any vendors whose paperwork has not been returned to the Chamber by this date will not be included in any festival promotional materials, including festival maps, posters, flyers, signage, website and social media.

Applications received after October 15 will be assessed a \$10 late fee.

For more information, please contact:

Melia Christensen, Executive Director
Leland Chamber of Commerce
662.379.FROG (3764)
lelandcoc@gmail.com



2016 Frogfest Vendor Application

Please return this form, payment and liability release to:

Reserve your space by October 14

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

Standard Booth: \$50

Food Vendor: \$125

Amount enclosed: _____

Please make checks payable to Leland Chamber of Commerce.

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"/> Electricity Number of receptacles: _____ Please describe equipment to be connected:	<input type="checkbox"/> Booth Sharing Company/Organization sharing with you: _____ Products Represented:	
<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: _____