

Picayune Main Street / Street Fair Rules and Regulations
Phone / Fax: 601-799-3070 Email: www.picayunemainstreet.com

April 14th & 15th, 2012

Application is hereby made for space at the Picayune Street Fair for the purpose of exhibition and sale of products indicated and agreement to abide by all of the following terms of this contract, to wit:

1. Priority will be given to our local organizations, businesses and individuals. Picayune Main Street reserves the right to refuse any and all applications.
 2. Picayune MAIN STREET, Inc. shall not be responsible or liable for any injury or loss that may arise or come to lessee, or his/her employees or goods, for any cause whatsoever. Picayune MAIN STREET, Inc. PROVIDES OVERNIGHT SECURITY FRIDAY AND SATURDAY NIGHT BUT ASSUMES NO LIABILITY OF ANY VENDORS PROPERTY OR BELONGINGS. Picayune MAIN STREET, Inc. provides no insurance. Any insurance must be placed and paid for by the Vendor. Vendor relieves the sponsor and the property owners of all responsibility in connection with the safekeeping of property during the fair. Vendors shall not park in nor block any private driveways.
 3. Antiques shall be limited to things that are definitely old, collectible, and suitable to the character of an antique show. All crafts shall be limited to hand-made or hand-decorated Items. No YARD SALE type items are allowed. Picayune MAIN STREET, Inc. – Street Fair Committee reserves the right to require the withdrawal of any item from display or sale for any reason whatsoever. Fireworks of any type are forbidden as is Silly String, pop ball guns, knock off or illegal items, etc. Any change or additional merchandise other than on original application must be turned in to the office to add to application.
 4. No firearms of any kind allowed. Knives, swords, or any sharp objects must be kept out of reach of children. They are **not** to be handled by spectators of any age.
 5. Vendors shall furnish their own set-ups, tie downs and necessary coverings. Picayune MAIN STREET, Inc. will NOT provide tables, shelving, rain coverings, garbage bags, **extension cords**, etc. All tents must be 10x10 or 10x20 to fit the booth space that you have purchased. TRASH MUST BE BAGGED AND TIED AND PLACED IN DESIGNATED AREAS. All areas must be kept clean and sanitary. NO FOOD PRODUCTS MAY BE LEFT OUT OVERNIGHT.
 6. All set up must be completed between **6:00 p.m.-10:00 p.m.** on Friday or by **7:30 a.m.** Saturday and vehicles moved to authorized parking areas. NO VEHICLES WILL BE ALLOWED TO REMAIN ON FAIR-UTILIZED STREETS. No vehicles will be allowed on the streets to load until 5:00 p.m. Saturday or Sunday after all visitors have cleared the streets.
 7. **Picayune Main Street, Inc. will NO LONGER dispose of cooking waste.** All food vendors are responsible for disposing of their own cooking oil, water and food. Any items or products that you bring to sell or prepare food you **MUST take with you when you leave.** Do not dump any food, water, grease, ashes, etc., in street gutters, storm drains, lots parking lot areas or porta-potties.
***** Violators will NOT BE ALLOWED to participate in future Picayune Main Street, Inc. fairs. *****
 8. There will be no refunds once fee's are paid. There are NO rain dates. (no refunds due to inclement weather)
 9. **All food items** must have MS Health Department permits and approval.
MS Health Department Contact: Melissa Murray. Ph:601-798-5354 / Email: melissamurray@msdh.state.ms.us
 10. No Food Booth will be allowed to open without a certificate of **Insurance** with a minimum of **\$1,000,000.00 general liability coverage.** The **Picayune Main Street, Inc. and the City of Picayune must be listed as Certificate Holder on the insurance certificate. The Picayune Street Fair must receive the insurance certificate no later than March 15, 2012 in order to allow time to verify the information.**

- 10. All FOOD vendors must provide a fire extinguisher**
- A Fire Extinguisher is required for any booth or trailer using any heat source for cooking or for any other use that could be considered a fire risk. The extinguisher must be of a sufficient type and size to handle any fire that could possibly erupt within your specific location. You will be asked to show our Street Fair Captain the extinguisher if you are required to have one, and will not be allowed to operate your booth or trailer without one. If you have questions concerning the size and type needed, please check with your local fire marshal to determine the needs for your specific operation prior to setting up.**

11. **A clear, visible menu of all items sold with pricing must be posted on your booth in plain view of customers. No changes are to be made to the menu within thirty (30) days of the fair.**
 12. **All booths must remain open for the duration of the fair. ALL sidewalks and store fronts** are to be kept clear.
 13. Vendors are not allowed to place fryers, tables, ice chest, chairs, food, signs etc beyond their designed booth space.
 14. **NO PETS OR ANIMALS OF ANY KIND ARE ALLOWED AT THE STREET FAIR. NO EXCEPTIONS.**
 15. **No booth of any kind will be allowed to sell or give out SOFT DRINKS AND WATER.** (No fountain, can or bottled drinks; only to exclude local restaurants.)

FEES: Regular Booth 10x20 is \$120.00 (2 days): 10x10 booth \$65.00 Food Booth is \$375.00; plus cost of electricity. \$125.00 Food Booths are available for **SINGLE ITEM FOODS** such as Popcorn, Kettle Corn, Snowballs, Preserves, Candies, Cookies, Muffins, Cakes, etc. BE SURE YOUR APPLICATION CLEARLY STATES FULL DESCRIPTION OF THIS CATEGORY FOOD ITEMS. Regular Booths are approximately 10x20 feet. Food trailers over 20' in length, including tongue, will be charged a \$10.00 per additional foot fee. SPECIFY IN APPLICATION LENGTH OF TRAILER.

Electricity is limited and priced accordingly:

15 amps / \$15.00	30 amps / 220 volts \$40.00	60 amps / 220 volts \$70.00	100 amps / 220 volts \$ 120.00
20 amps / 110 volts \$30.00	50 amps / 220 volts \$60.00	80 amps / 220 volts \$90.00	

Electricity is used for booth spaces only. Either for setup take down or during the fair. **No over night electricity will be provided.**

16. You must inform us if you have any water requirements upon applying for your booth space.

- 17. **SALES TAXES:** All vendors whether local or not are responsible for collecting sales tax (**7% non-food & 8% food**) and for paying those taxes **prior to departure**. Designated members of Picayune MAIN STREET, Inc. – Street Fair Committee will collect taxes before the close of the fair. Any Vendor not paying taxes **will be reported** to MS State Tax Collections. Your Tax ID number or Social Security number is required on your application. **Sales tax checks are to be made payable to Picayune Main Street, Inc. NO Exceptions!!**
- 18. **NOTE:** 7:30 am on Saturday is **“NO SHOW”** time and your space will be lost.
- 19. Please complete and mail the enclosed application along with signed rules and regulations for the Next Street Fair. You may also leave it and your fee with a Street Fair Worker. Incomplete applications will be returned.
- 20. Booths cannot be re-rented or sold by the vendor.
- 21. Picayune Main Street continues to improve the quality and appearance of it’s fair. Our booths will be juried. Any booth not holding up to the Picayune Main Street guidelines/standards, will be given a warning. If things stated in the warning are not corrected, the vendor will not be allowed back.
- 22. Tents are requested – Tablecloths are required for tables.
- 23. The vendors in your booths will **not be allowed to smoke**. If you feel you must smoke, please do it away from and outside of your designated booth area, as it can be offensive to the shoppers. Picayune has a no smoking where food is prepared or served ordinance- Please observe
- 24. There is a one **time \$50.00, nonrefundable**, clean up fee for first time food vendors. Any vendor who leaves their booth unclean will not participate in the next fair.

I agree, that I will hold harmless and indemnify Picayune Main Street, Inc. Board Members, Employees, Street Fair Committee and the City of Picayune, (Picayune Main Street) shall not be liable for any loss, Injury, death or damage to persons or property which at any time may be suffered or sustained by the Business or any persons, Whether such loss, injury, death or damage shall be caused by or any way result from or arise out of any act, omission, or negligence any person or entity or any occupant or visitor or other matter or thing whether of the same kind as or of a different kind that the matters or things above set forth, and the Business shall indemnify Main Street against all claims, liability, loss or damage caused by or happening in connection with the business’ use and equipment or appliances located on or to be located thereon, or by reason of any other casualty, whether due to the Business’ negligence or otherwise.

I have read AND understand the Rules and Regulations of the Picayune Street Fair.

Printed Name: _____

Signature: _____ Date: _____

TO REQUEST “SPACE” RENEWAL FOR THE NEXT FAIR, YOUR APPLICATION AND FEES MUST BE RECEIVED NO LATER THAN THIRTY (30) DAYS FOLLOWING THE CURRENT STREET FAIR.