

WELCOME,

OUR CITY COUNCIL HAS GIVEN ITS APPROVAL FOR US TO CLOSE DOWN THE ENTIRE CHARLESTON SQUARE FOR THE DAY ON OCTOBER 12, 2019 FOR OUR 9TH ANNUAL GATEWAY TO THE DELTA FESTIVAL. WE ARE PLANNING A FULL-SCALE EVENT WITH VENDORS FROM ACROSS THE SOUTHEAST PARTICIPATING.

WE WILL HAVE A BUILT-IN DAYLONG CROWD WITH THE MANY FESTIVAL GOERS WE ANTICIPATE. IN ADDITION, WE EXPECT DOZENS OF CLASS, CHURCH, AND FAMILY REUNION GROUPS TO ATTEND OUR FESTIVAL. WE HAVE A GREAT MUSIC LINEUP PLANNED, WHICH IS SURE TO BE A DRAW. WE ARE PLANNING TO EXPAND ON LAST YEAR BY GROWING THE KIDS ZONE, LOCAL COMMUNITY CONTESTS, ARTS & CRAFTS VENDORS AND ALSO THE FOOD AREA.

WITH ALL OF THE ACTIVITIES THAT WE ARE OFFERING, PEOPLE ARE SURE TO WORK UP AN APPETITE! WE ARE LIMITING OUR SPACES THIS YEAR, AND SPACES WILL BOOK QUICKLY. BE SURE TO CONTACT US ASAP TO RESERVE YOUR SPACE TODAY.

THANK YOU,

CAROL ROARK

FESTIVAL CHAIRMAN

## A Few Details:

### When and Where:

The event will be held on October 12, 2019 on the Charleston, MS Court Square. The official festival hours are 10:00 AM - 11:00 PM.

### Pricing and Real Estate:

Vendors will be required to pay \$200.00 participation and any applicable electric charges (see chart on registration page). Vendors will have a 10 linear feet (depth) and a maximum of 30 linear feet (frontage) per booth. All cooking equipment, stock trucks, and other appliances must fit within this space.

### Legal Issues and Insurance:

Participant vendors are expected to comply with all rules and regulations of the Tallahatchie County and State of Mississippi Health Department, and any other regulatory rules that apply. Each vendor must sign a waiver releasing C.A.R.E., Gateway to the Delta Festival, the City of Charleston and Tallahatchie County of all liability. All vendors must have a Department of Health Inspection Permit or proof of Safe Serve Certification, procured by the food vendor. Food Vendors are expected to bring all needed items for vending operation.

\*Food vendors will not be allowed to sell, give away or consume alcoholic beverages..

\*Food vendors will not be allowed to sell any non-food items.

\*Use of the name "Gateway to the Delta" on any signage or other materials will not be allowed.

\*Vendors will be responsible for all collection and submission of 7% sales tax.

### Load In:

Load-in will occur between 6:30-9:00 AM. Vendors will load in through the entry street of the Festival at the east entrance of the Square. (In front of dollar General). Vendors may begin lining up no earlier than 6:30 AM without prior clearance from the festival chairman. **NO VENDOR WILL BE ALLOWED TO SET UP BEFORE 5:00pm ON FRIDAY, SEPTEMBER 29.. NO EXCEPTIONS!** Each vendor shall enter a check-in point where you will sign in. **YOU MUST SIGN IN TO GAIN ENTRY.** A map will be provided to each vendor that will assign the space for that specific vendor. Assistants will be on site that morning to help you find your space.

### Load out:

Vendor vehicles will not be allowed in the area for load out until 7:00 PM, due to traffic guidelines set in place, unless otherwise authorized by the festival chairman. Vendors are expected to operate continuously until 7:00 PM or until the food runs out. Vendors may choose to stay open until 11 PM.

# **Gateway to the Delta Festival**

## **2019 Food Vendor Guidelines and Contract**

### **Application Process:**

- All vendors must apply each year.
- All questions on application must be answered..
- Mail registration and payment to the address at the bottom of this form.

### **Vendor Fees:**

- Commercial Vendors - \$200.00 + \$50.00 for electricity. Only 6 electrical outlets are available. These are available on a first come, first serve basis.
- Nonprofits/church groups - \$100
- The total must be submitted with the returned contract to reserve your booth space. No spaces will be held without payment. Checks should be made out to "Gateway to the Delta Festival".

### **Set Up:**

- Set up begins at the Charleston Square on Saturday morning at 6:30 AM.
- Vendors will be required to have their set up complete by 9:00 AM. Each vendor is assigned a space, so there is no "land rush".
- Vendor spaces are assigned at the discretion of the festival officials. No spaces may be reserved.
- Vendors will be responsible for their own booth equipment, such as tent, tables, chairs, signs, ice trash cans, etc...

### **Hours of Operation:**

- Festival Hours are Saturday, October 12, 2019: 10:00 AM to 11:00 PM.
- Booths must be staffed to serve food from 10:00 AM to 7:00 PM.  
After 7:00 PM, you have the option to stay open and serve until 11:00 PM.  
No vehicles will be allowed for load out until 7:00 PM.

### **Weather Notice**

\*In the event of weather or other conditions which might cause the cancellation of the event, one half of vendor fees will be refunded and one half will be applied toward the following year's Festival.

### **Operation Guidelines:**

- Vendors are asked to provide an adequate amount of food to serve approximately 400+ people.
- The Gateway to the Delta Festival does not guarantee sales. In an attempt to achieve and maintain variety and profitability for all vendors, the Festival may limit vendor's food offerings. (Ex. We will not allow 5 vendors who all sell BBQ.)
- Equipment and any belongings that are left on site are at the vendor's risk.

### **Safety:**

- Vendors must comply with all federal, state and local health regulations.
- Each vendor must supply their own portable fire extinguisher.
- We suggest that workers wear some kind of clean uniform to represent their business (such as t-shirts, hats, aprons, etc.).

### **Beverages:**

- Vendors may not sell beer or other alcohol.
- Ice will not be provided.

### **Clean-Up:**

- Vendors will be responsible for the cleanup of their site.
- Vendors are responsible for trash generated by their booth.
- Vendors must plan to have their booth and all equipment removed by the end of the festival at 11:00 PM.

### **Taxes and Insurance:**

- Vendors are responsible for submission of 7% sales tax. Due the day of the event.
- Vendors must sign a waiver releasing C.A.R.E., The Gateway to the Delta Festival, the City of Charleston and Tallahatchie County of all liabilities.
- Vendors are responsible for all liabilities.

### **Electrical Hook Up:**

- If you need electricity on the day of the Festival, we highly recommend that you email a picture of the electrical plug that you will be using. This will help eliminate any confusion or difficulty on the morning of the Festival.

**Gateway to the Delta Festival**  
**Food Vendor Registration \*DUE by September 30, 2019**

Vendor/Restaurant

Name \_\_\_\_\_

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

Address \_\_\_\_\_

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

Phone (day) \_\_\_\_\_ Phone (night) \_\_\_\_\_

Email (required) \_\_\_\_\_

Federal Tax ID \_\_\_\_\_

What will you be selling? \_\_\_\_\_

\_\_\_\_\_

**In order to assure that we can accommodate your electrical needs, we highly recommend you submit a photo (via mail or email) of the plug you will be using the day of the festival.**

**\*\*Proof of liability insurance is required before your application will be approved\*\***

**Booth Rates (These fees are non-negotiable)**

- Commercial - \$200, plus \$50 electricity fee
- Nonprofit - \$100

Total Due \$ \_\_\_\_\_

Return form, waiver, proof of insurance and payment to:

**Gateway to the Delta Festival/Food Vendor**  
**PO BOX 1092, Charleston, MS 38921**

**Once your registration has been received, we will be in contact with you. Please keep a copy of all guidelines on hand for reference. You must sign waiver on next page.**

# Gateway to the Delta Festival Food Vendor Waiver

I, the undersigned, do hereby release C.A.R.E., The Gateway to the Delta Festival, the City of Charleston, MS and Tallahatchie County of any liability and cause of action of any kind. I have provided proof of current liability insurance to festival officials. I understand it is my responsibility to submit 7% sales tax for the State of Mississippi to festival officials at the end of the day. My signature below also indicates that I have read and understand all rules and regulations for the 2019 Gateway to the Delta Food Vendors included in this application and agree to abide by them. Failure to comply with these rules and regulations may result in the forfeiture of my vendor space.

Signature \_\_\_\_\_

Vendor/Restaurant Name \_\_\_\_\_

Date \_\_\_\_\_

.....  
Office use only:

Received by \_\_\_\_\_

Date \_\_\_\_\_

Accepted \_\_\_\_\_