



Welcome,

We are excited to have your interest in the 2019 Gateway to the Delta Festival. We are in our ninth year of existence and are excited to be planning a full-scale event with Arts and Craft Vendors from across the Southeast participating.

Our City Council has given its approval for us to close down the entire Charleston Square for the day on October 12, 2019. A built in day-long crowd is assured with dozens of groups booking class and family reunions and church gatherings for the day. Add to this, we will be rolling out a national and international traditional marketing campaign, utilizing newspaper, web, radio, social media, and more media outlets.

Top-notch musical performances from some of the region's most popular touring acts are expected to drive attendance up. We are also offering active forms of entertainment for the youth of the area in our expanded Kids Zone.

Spaces for a large number of Arts & Crafts vendors are being made available around the entire historic Charleston Square. With visitors coming from far and wide to enjoy a day full of authentic Mississippi music, visit with friends, shop and enjoy great food, we anticipate a lucrative opportunity for our arts and crafts vendors.

The Charleston Gateway to the Delta Festival is organized by the Charleston Arts & Revitalization Effort (CARE). We look forward to having you join us for another successful Gateway to the Delta Festival. Book now as spaces are filling up fast!

Thank you,

**Carol Roark
Festival Chairman**

2019 Gateway to the Delta Festival

Arts and Crafts Vendor Guidelines and Contract

When and Where:

- The event will be held on October 12, 2019 on the Charleston, MS Court Square.
- Official festival hours are 10 am - 11 pm.

Application Process:

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

Vendor Fees:

- The art and craft vendor booth fee is \$60.00 per 10x10 space.
- Due by 9/30/19. Booths accepted after 9/30/19 will be \$75.00.
- Fees are non-negotiable
- This fee will need to be submitted with your application to secure your booth space. Checks should be made out to "Gateway to the Delta Festival."
- No electricity is available and cannot be provided.

Load-in:

- Load-in will be allowed between 6:30-9:00 am on festival morning. Vendors will load in through the entry streets of the Festival at the east and west ends of the square. Vendors may begin lining up no earlier than 6:30 am.
- Each vendor shall enter past a check-in point (in front of Dollar General) where the vendor will be checked off the vendor list. A map will be provided to each vendor that will assign the space for that specific vendor. The Gateway to the Delta reserves the right to assign vendor spaces as officials see fit.
- All vendor vehicles must exit the public walking area of the Court Square no later than 9:00 am.

Parking:

- Vendor parking will be provided in lots near the Square. You will be given a parking pass with your vendor packet.

Set Up:

- Vendors will be required to have their set up complete by 9:45 am Saturday morning.
- Vendors will be responsible for their own booth equipment, such as tent, tables, chairs, signs, trash cans, etc.
- Booths must be staffed by 10 am, and vendors are expected to operate until 7 pm, unless granted permission to exit the square by a festival official.

Clean Up/Load-out:

- Vendors will be responsible for all clean up of their site location.
- Vendor load out will begin at 7:00 pm, unless told otherwise by a festival official.
- Equipment and any belongings that are left on site are left at the vendor's risk.

Legal Issues and Insurance:

Arts & Crafts vendors will not be allowed to sell any food or beverage items, give away or consume alcoholic beverages. Use of the name "Gateway to the Delta" on any signage, T-shirts, printed materials, etc. will not be allowed. The Gateway to the Delta Festival does not guarantee sales.

Taxes:

Per the State of Mississippi Dept. of Revenue, each vendor is required to collect & remit sales tax on all sales made during this event. Even if you are already registered with the State of MS or another state, you must still remit this sales tax at the end of the day to festival officials. A tax form & envelope will be provided for you at check-in the morning of the festival.

2019 Charleston Gateway to the Delta Festival Art and Craft Vendor Agreement

Name _____

Address _____

City _____ State _____ Zip code _____

Phone # _____ Cell # _____

Email _____ Website _____

Number of Booths Needed (\$60 for each 10'x10' booth) _____

\$75.00 after October 1st

TOTAL DUE WITH SIGNED AGREEMENT _____

Briefly Describe What You Will Exhibit

General Release:

The undersigned understands that he/she is responsible for submission of all applicable taxes, and does hereby and forever discharge the Charleston Gateway to the Delta Festival of and from all manner of actions, suits, damages, claims, and demands whatsoever in law or equity from any loss or damage to the undersigned's property while in the possession, supervision, or auspices of the Festival, its agents, representatives or employees. 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. Further, undersigned indemnifies and releases Charleston Gateway to the Delta Festival and C.A.R.E. from any liability for any cause or actions of any kind.

Signed _____ Date _____

Mail to: **Charleston Gateway to the Delta Festival**
PO Box 1092
Charleston, MS 38921

For more information or questions, email us at gatewaytothedeltafest@gmail.com
or call the C.A.R.E. office at 662-647-0942.