



P.O. BOX 1450
JACKSON, MS 39215
601.960.1891

GENERAL VENDOR GUIDELINES

The Jackson Rhythm & Blues Festival is held the 3rd weekend in August each year. The 2017 festival dates are August 18th and 19th.

I. ENTRY TO THE SHOW

- a. Vendors are permitted based on application acceptance.
- b. The Festival Committee will review applications received. **DEADLINE FOR SUBMISSION IS JUNE 30th**
- c. Once applications are reviewed, vendors will receive notification of status.
- d. If accepted, vendors will be provided with the following:
 - I. An Exhibitors Kit for the Jackson Convention Complex.
 - II. An invoice for the vendor fee. **DEADLINE FOR PAYMENT OF FEE IS JULY 21th**.

II. PROCEDURE OF SHOW

- a. Vendor fee is \$350.00 for each: 10' X 10' space, 1 table, 2 chairs, ID Signage in the Gallery/Vendor Alley, 2 designated parking spaces.
- b. Vendors are required to be present in order to sell their own merchandise.
- c. Vendors may begin set up on the 17th from 11am-5pm.
 - I. Set up must be completed by noon on the 18th.
 - II. Vendors must breakdown and have all items removed by noon on the 20th.

III. ACCEPTANCE TO SHOW

- a. It is not permissible to share your booth with another vendor or to sell any other person's merchandise out of your booth.
- b. All vendors must sell only merchandise entered on the application.
- c. The Committee must approve additional items before July 31st.
- d. Vendors are not allowed to transfer their invitation to another organization.
- e. Vendor may receive 100% refunds for cancellations made by July 10th.
- f. Sales tax will be collected.
 - I. You may price your items to include the tax.

IV. NOTES

- a. Payment will confirm your registration. **DEADLINE FOR PAYMENT IS JULY 21th**
- b. Electricity is available for a \$50 per 20 amp.
 - I. Orders made after July 10th will be \$85.00 per 20 amp.
- c. The facility has limited free Wi-Fi up to 1MB/s.
 - I. If you require additional MB it will \$25.00 per day.
- d. **You are NOT allowed to sell any food or beverage items.**
- e. All Vendors must pay collected sales tax, and remit to the Festival Finance Office prior to exiting the premise on Saturday night. **NO EXCEPTIONS**

- V. QUESTIONS/COMMENTS should be directed to Wanda Watts at 601-960-1891 or wwatts@visitjackson.com

Please remit application to Jackson Rhythm and Blues Festival

Attn: Wanda Watts

P. O. Box 1450 Jackson, MS 39215

Or

Hand delivery to: 111 East Capitol Street, STE 102 Jackson, MS 39201



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APPLICATION FOR INVITATION TO EXHIBIT
DEADLINE JUNE 30th

BUSINESS NAME: _____

DBA: _____

CONTACT: _____

MAILING ADDRESS: _____

TELEPHONE: HOME: _____ WORK: _____ CELL: _____

E-MAIL: _____ CITY/STATE/ZIP: _____

Description of merchandise for sale, including price ranges.

How many people will be working your booth? _____ (max number is 4)

Vendor hereby agrees to indemnify and hold harmless the Jackson Rhythm & Blues Festival and the Jackson Convention Complex from and against any and all claims against or involving such vendor, including without limitation, all claims for personal injury or property damage against or involving such vendor for action or any conduct as the result of vendor. I agree to comply with the rules of the show.

Date: _____

Printed Name

FOR OFFICIAL USE ONLY:

Invoice Sent: _____
Fee Received: _____

Signature