

## **41<sup>st</sup> Annual Prairie Arts Festival ~ Saturday, August 31, 2019**

### **RULES AND REGULATIONS FOR ALL FOOD VENDORS**

Welcome to Prairie Arts Festival in downtown West Point, Mississippi. This is a high quality handmade crafts and juried fine arts show. Thank you for your interest in setting up as a food vendor.

This is a rain or shine event. No refunds due to inclement weather; all other refunds at the discretion of the Prairie Arts Festival Committee.

The Prairie Arts Festival Committee reserves the right to select qualified Concessionaires to participate at the Festival, depending on menu items, and meeting all requirements of a Food Vendor at The Prairie Arts Festival. Food Vendors must fully comply with all Festival Rules and Regulations, and must have all items on the check list below to be accepted.

Items requested of Food Vendor Applicants:

- Vendor application and booth fee
- Pictures of booth – email to [lklutts@westpointms.org](mailto:lklutts@westpointms.org)
- Complete Menu
- \$100 Refundable Deposit in a separate check to be returned after the Festival
- Copy of Safe Serve Certificate and/or Health Dept. Certificate
- General Liability Insurance
- Fire Inspection Form

### **APPLICATION ACCEPTANCE:**

**Deadline July 1, 2019**

Priority is given to returning vendors with an application postmarked July 1, 2019. After the deadline then new vendors will be considered based on available space. Selection is then based upon factors designed to maximize quality of food and booth appearance at the Festival. Professional signage is preferred over handwritten poster signs. You must include a list of food and drink items you plan to sell at the Festival with your application. Only food/drink items then approved by the Festival Committee may be sold. No additional items may be sold.

There will be NO refunds after acceptance notification. Food Vendors can only sell products listed in the menu submitted in the application and approved by the Festival. This is to ensure a diverse selection of concessionaires. We only accept a limited number of vendors selling the same menu items – corn dogs, funnel cakes, chicken-on-a-stick, and lemonade. We understand the costs and requirements involved in being a food vendor and strive to ensure everyone has a profitable day and good experience at the Festival.

### **FESTIVAL HOURS AND SET-UP:**

Festival hours are 9:00 a.m. until 4:00 p.m. However, Food Vendors are allowed to remain open and sell remaining items until 5:00 p.m. (no additional cooking) Booth fee includes space wide enough for tent or mobile concession. If excess space is needed (tent next to a mobile) additional charges will apply. Due to layout and size of the Festival space is limited for mobiles. To maximize Festival space and ensure you are given adequate space for your set-up you must include specific dimensions of your set up, or mobile truck, including trailer hitch. Send pictures of your set-up to [lklutts@westpointms.org](mailto:lklutts@westpointms.org)

Food Vendors can begin set up Friday at 6:00 p.m. and continue until 8:30 a.m. Saturday. Vehicles must be moved out of the Festival area by 8:30 a.m. on Saturday. Please be aware 5K race registration begins at 7:00 a.m. and race time is 8:00 a.m. During these times the Broad Street entrance will be temporarily

blocked until the race starts. NO TRAFFIC WILL BE ALLOWED TO ENTER DURING THIS TIME. NO EXCEPTIONS. Also, please hold off doing a full set up of extra flags, banners or displays until the 5K race runs through at 8:00 a.m. to avoid potential hazards.

Person listed on the application, General Liability and Serve Safe Certificate must be present in the booth during the entire Festival.

### **FIRE INSPECTION:**

Fire Inspection Form is included with your application. This is to be completed and returned to the West Point Fire Department once accepted and prior to set up at the Festival. An onsite inspection will be conducted by the City of West Point Fire Inspector Friday evening beginning at 5:00 pm and again Saturday morning at 7:00 am. This will be done once you are set up and before you can start cooking. **It is important that you return your Food Vendor Fire Inspection Form to the West Point Fire Department and review the Fire and Life Safety Rules for compliance;** these are the items the Fire Inspector will be checking for. Once inspection is complete and compliance met then a temporary Food Vendor Permit will be issued to you for that day. This is to be displayed in your food booth during the duration of the Festival.

If you have any questions concerning this requirement please call the West Point Fire Department at 662-494-6377 or The Growth Alliance at 662-494-5121.

### **IMPORTANT THINGS YOU NEED TO KNOW:**

\* Do not dump oil/grease in the grass or curb of the street. Repeat: **DO NOT DUMP YOUR OIL/GREASE IN THE GRASS OR CURB OF THE STREET.** Do NOT leave oil/grease containers for the Festival to clean up. You, the Food Vendor, are required to leave your area free of oil/grease containers and loose garbage. This is not a new rule. We will be strict enforcing it. Damage has occurred in the past due to negligence -The Festival incurs additional costs due to damage of equipment and property and can in turn cause an increase in vendor fees for future Festivals. Not adhering to any part of this Rule will result in your \$100 deposit forfeited, as well as not being accepted back as a Vendor at future Festivals.

\* **SALES TAX ON FOOD IS 9% IN WEST PONT, MS. AND MUST BE PAID BEFORE LEAVING THE FESTIVAL.** You will be given a sales tax envelope at the beginning of the day on Saturday at the Festival. Whether you are an established business owner and pay sales tax regularly or just a casual festival vendor YOU MUST PAY SALES TAX TO THE PRAIRIE ARTS FESTIVAL COMMITTEE BEFORE YOU LEAVE THE FESTIVAL – NO EXCEPTIONS. This is a requirement by the Mississippi State Tax Commission. The MS State Tax Commission has a copy of our vendors and is subject to audit. Failure to pay taxes to the Prairie Arts Festival will result in not being accepted back to The Prairie Arts Festival as a vendor in future years. Sales tax will be collected at your booth beginning at 3:00 p.m. or can be delivered to the Growth Alliance building located next to the main information booth after the close of the Festival. Food vendors will receive their deposit mailed back once taxes are collected and space is left clean. If for any reason you are not able to turn your money in the day of the Festival they can be mailed in no later than 5 days after the Festival, with the Coordinator's approval. Deposit check will be held until taxes are received.

Lisa Klutts  
Prairie Arts Festival Coordinator  
662-494-5121