



RULES AND REGULATIONS

BEGINNING & END:

- This is a rain or shine event - no refunds due to inclement weather; other refunds at the discretion of the Prairie Arts Festival Committee. No refunds at all the week of the festival.
- Festival hours are 9:00 a.m. to 4:00 p.m. You cannot tear down and leave early if you sell out. Food vendors must stop cooking by 4:00 pm but can sell remaining food until 5:00 p.m.
- All vendors need to be set up by 8:30 a.m. and vehicle out of Festival area Saturday morning
- You will be given a sales tax envelope at the beginning of the day. Sales tax will be collected beginning at 3:00 pm by a festival volunteer. (See sales tax information below)
- Leave your space clean and litter free

BOOTH SET-UP/LOADING AND UNLOADING:

- Vendors located in the **Park** can begin set-up any time Friday morning and continue all day Friday, up to 8:30 a.m. Saturday. Vendors located in the **Street** can begin set up after **6:00 p.m. Friday, when the street closes to thru traffic**. All vendors must be in place and cars parked outside the designated festival area by 8:30 a.m. Saturday morning.
- **YOU NEED TO UNLOAD AS QUICKLY AS POSSIBLE AND IMMEDIATELY MOVE YOUR VEHICLE** - Unload all items at your marked booth and then come back to set up your merchandise; Do not attempt set up with your vehicle inside the festival area. This will cut down traffic congestion.

Once the Festival has begun vehicles will not be allowed to transport merchandise into the Festival area.

- For vendors who set up on Friday night the streets will be blocked and the area will be patrolled by the West Point police Dept. However, they are not responsible for your belongings or merchandise.
- Booth size is at least 12 feet wide by 12 feet deep, or larger, and will be clearly marked. Emergency vehicles must have access throughout the festival area; therefore, all tents and set-ups cannot extend outside your marked spot. We have been generous in the spacing of booths so please be considerate of your neighbor. The Festival does not provide tents, tables, chairs or extension cords; you must bring everything you need for your own set-up.
- **IMPORTANT!** You must **follow the traffic pattern on your map** and listen to volunteers and police officers for flow of traffic. Streets are one way -one way in and one way out - so loading/unloading runs smoothly and everyone can get in/out without creating a road block.

****BRINGING VEHICLES IN AT THE END OF THE DAY:** LAW ENFORCEMENT WILL HOLD VEHICLES AT THE BARRICADES, letting you in sporadically, TO ALEVIATE TRAFFIC OVERLOAD. You all came in at various times to set up, everyone CANNOT come in and leave at the same time. We know you are ready to go home but please be patient and traffic will run smoother.

PARKING:

- Vendor parking is **outside of the barricaded festival area**. Review the enclosed vendor map for parking areas and vendor entrance/exit routes and one way traffic flow thru the festival.
- **Display your parking pass in your vehicle window; Displaying your parking pass will allow us to contact you rather than tow any vehicle that is parked inside the festival area or blocking any structures.** Call our office prior to the festival or ask a volunteer or police for best parking of your vehicle and/or trailer. Overnight parking to sleep is not recommended downtown near festival area.

OTHER IMPORTANT THINGS TO KNOW:

- **PETS NOT PERMITTED IN THE FESTIVAL.** Signs are posted throughout the Festival area.
- No live animals of any kind can be sold at the festival.
- No toy knives/toy guns can be sold. The Police have authority to ask you to remove any toy items that look like a real weapon.
- Handmade knives must get prior approval from the Festival Coordinator. You must secure them so they cannot be handled/removed from your booth easily.
- Arts and Craft vendors cannot sell food or drinks. Vendors cannot hand out water as a promotion of a business, church or political campaign. You must sell what you list on your application. You were accepted on this basis and any deviation can exclude you from future festivals.
- West Point Police Dept. and hired security move throughout the Festival for your safety. The safety of all our vendors and the public is our #1 priority. A first aid trailer and ambulance are on site for any medical emergency or heat related incident. **For any emergency please call 911.**
- Electricity is not available on the Street. Generators not permitted.

SALES TAX:

Tax collection envelopes will be handed out to all vendors Saturday morning after you have set up. 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 BEFORE YOU LEAVE THE FESTIVAL.** The Festival will then write one check to the State Tax Commission for the Prairie Arts Festival. This is a requirement by the Mississippi State Tax Commission. The State Tax Commission has a copy of our vendors on file and is subject to audit. Failure to pay taxes to the 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 pay sales tax the day of the Festival arrangements must be made with the Coordinator's approval.

Make checks payable to: Prairie Arts Festival.

The following taxes apply at the Prairie Arts Festival:

Arts and crafts/Juried fine arts vendors - 7%

Food vendors - 9% (7% + 2% tourism tax for the City of West Point)

Please contact us if you have any questions, concerns, comments/suggestions.

Lisa Klutts

Festival Coordinator

lklutts@westpointms.org

Office: 662-494-5121

www.prairieartsfestival.org