



# FESTIVAL INFORMATION AND GUIDELINES

## TIME AND LOCATION:

- The festival will be held in downtown Moss Point: 4400 Denny Street Moss Point, MS 39563
- Setup for FOOD AND CRAFT VENDORS is from 7am – 11am on day of event.
- **Streets must be cleared of all vehicles by 11:00 a.m.**
- **Take down time is from 6:00 pm – 8:00 pm for Food Vendors and CRAFT Vendors, that same day.**
- **Exhibitors must remain during the entire duration of the Festival. Absolutely no vehicles will be allowed after initial setup.**

## ENTRY:

- Exhibitor is any individual, club, church, sorority or business.
- If the person whose application is accepted is unable to attend, space reverts to festival.
- Exhibitors deemed inappropriate for the show may be asked to leave.
- Entry fees shall be submitted **NO LATER THAN 14 DAYS BEFORE EVENT..**
- Money will NOT be refunded for cancellations received after 14 DAY TIME FRAME . Must provide written request of refund. Cancellation notifications will be greatly appreciated. **NO ROLLOVERS** to next year OR event. **Issuance of any refunds takes 4-5 weeks.**
- Space assignments shall be made on a first come basis. **No guaranteed specific spaces.**
- Exhibitors will be notified of space assignments by mail before the Festival.
- Campaigning is not allowed on festival grounds, unless registered as an exhibitor.
- Campaigning must be confined to booth space.

## SPACE:

- Size of the space shall be approximately 10' x 12' for Exhibitors.
- The Festival is outdoors and majority of spots are in full sun.

## SETUP/LOADING:

- No equipment is provided. Tables, chairs, screens and canopies are the responsibility of the exhibitor
- Loading and unloading is the responsibility of the exhibitor.
- Exhibitors shall park in designated parking areas.
- **Power requests MUST be received on original exhibitor form.**
- **Limited availability for 220 power and is an extra \$25 fee.**
- You are responsible for your own generator. **Quiet generators are required.**
- PLEASE ensure that your tent is staked for wind. Along the river is a wind-prone area so bring extra stakes.

## SECURITY:

- Law enforcement officials will be present for the duration of the Festival.

## SPECIAL REGULATIONS AND PRECAUTIONS:

- **Mississippi law requires collection of Mississippi State Sales Tax of 7%** by all exhibitors. Each vendor will be required to mail in all paperwork. The Recreation & Community Engagement Department will provide paperwork for vendors to submit to the Department of Revenue.
- Exhibitor must occupy their booth at all times.
- Please take your own trash to the dumpsters, do not stack at a trash can, please help us stay clean.
- **NO ANIMALS—FOR SAFETY AND HEALTH REASONS**

## NEED MORE INFO? VENDOR CONTACT:

Brittany Johnson – [brittany.johnson@cityofmosspoint.org](mailto:brittany.johnson@cityofmosspoint.org) or 228-475-7887  
Julius Bridges – [julius.bridges@cityofmosspoint.org](mailto:julius.bridges@cityofmosspoint.org)  
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