

Florence Day 2023
Vendor Application
Saturday, November 11, 2023
601-845-5858

Contact Name: _____ Phone: _____

Business Name: _____

Mailing Address: _____

City/State/Zip: _____

Email: _____

What are you selling/promoting? _____

_____ Arts & Crafts Booth (10 W x 12 L) \$50.00*

_____ Business Booth (to promote but not sell) (10 W x 12 L) \$50.00*

_____ Food Vendor (24 x 12) \$150.00 (see special Food Vendor Guidelines)

_____ Non-Profit Organization* (Must be approved by the Mayor)

_____ * 110 V Electricity (additional \$10.00) – very limited call for availability.

After 10/27/2023, there will be a \$25.00 late fee.
Booths will be available until November 10th, or
until all booth spaces are taken.

Return completed application with check
(payable to City of Florence) to:
City of Florence – Florence Day
PO Box 187, Florence, MS 39073

General Release

The undersigned does hereby and forever discharge the City of Florence and its officers 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 City of Florence, its agents, representatives or employees. The undersigned has reviewed the attached Vendor Regulations and agrees to comply with all rules set forth by the City of Florence.

Signature

Date

Vendor Guidelines & Regulations

Florence Day: November 11, 2023

Guidelines for all vendors are listed below. PLEASE NOTE, TIMES HAVE CHANGED.

1. Vendor setup will be Friday from 5:00 – 7:00 pm and Saturday morning from 7:30 am – 9:30 am. The market will open at 10:00 am and all vehicles must be out of the vendor area by then. A parking area will be assigned for vendors.
2. If you would like, you may dismantle your booth at 4:00 pm or any time after, but please not before. No one will be allowed to bring a vehicle into the vendor area until after 4:00 pm. All vendors will be required to fully clean their area before leaving.
3. Arts & Crafts/Business booths are \$50.00 until October 27th. After October 27th, booths will be \$75.00 if still available. FEES ARE NON-REFUNDABLE. Electricity is \$10.00 in addition to the booth fee. Booths with electricity are very limited, so please call in advance to make sure one is still available. You will need to supply your own tables, chairs, tents, extension cords, etc. Generators all allowed, but must be muffled to eliminate noise.
4. NO VEHICLES WILL BE ALLOWED TO STAY IN THE BOOTH AREA. TENTS MUST BE ANCHORED DOWN TO PREVENT SUDDEN WINDS FROM DAMAGING OTHER EXHIBITORS AND PATRONS.
5. No vendor will be allowed to sell any type of weapon, knives or any item that promotes violence and/or is harmful to others. No vendor shall sell and/or exhibit an item that would be in moral distaste to any person. This is a “Family-Friendly Day” and the City of Florence reserves the right to shut down any vendor that they feel has not abided by these rules; refunds will NOT be given. There may be multiple vendors of similar items, we will try to keep like items separated.
6. Business booths may hand out pens, pencils, key chains, note pads, magnets, etc. but no food items may be given away or sold. This includes bottled water. Food and drinks are only to be sold by approved Food Vendors.
7. Booth spaces must be utilized by the person or company that has registered for that booth. If you intend to allow another person or company to sell or display items from your booth, their name and items to be sold should be included on the application.
8. Setup and take down of each vendor booth is the full responsibility of that vendor and must be done so during the allotted times and compliant with the guidelines set forth. If additional arrangements are needed for setup and take down, please contact us in advance.
9. All vendors will be required to collect 7% sales tax for their sales. We will provide the reporting form and sales tax will be collected at the end of the day by City of Florence personnel to turn in to Mississippi State Tax Commission.

A map with your assigned space, along with details of set up times, will be mailed to you prior to the event. Please make sure to complete your Vendor Application Form and have it submitted to us as soon as possible. Space is limited and booth spaces are assigned on a “first come, first served” basis. If you have any questions you may contact the City of Florence Parks and Recreation Dept at 601-845-5858 or email dpclerk1@gmail.com.

Visit us online at www.cityofflorencems.com

FOOD VENDOR

Guidelines and Regulations

ALL Vendor Guidelines and Regulations apply to food vendors and must be followed. Food Vendor Applications must be turned in by October 27th, 2023

1. Food vendors will be assigned on a “first come, first served” basis, as we have limited spots with electrical hookups. However, you are welcome to bring your own generator if all spots with electrical hookups are taken.
2. Food vendors are solely responsible for complying with health code requirements and must provide a copy of your food permit with your application. The Mississippi State Sales tax of 9% for prepared food will need to be collected by the food vendor. We will provide the reporting form and sales tax money will be collected at the end of the day by City of Florence personnel to turn in to the Mississippi State Tax Commission.
3. Food vendors will be required to fully clean their area before leaving. Cooking oil and/or grease will need to be taken with the vendor for them to dispose of.

Registration is \$150.00 for a food vendor booth. A map with your assigned space, along with details of set up times, will be mailed to you prior to the event. Please make sure you complete your Vendor Application Form and have it submitted to us as soon as possible. SPACE IS LIMITED and booth spaces are assigned on a “first come, first served” basis. If you have any questions contact the City of Florence Parks and Recreation Department at 601-845-5858 or dpclerk1@gmail.com.

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Thank you for your support, we are looking forward to a great day!