

Florence Day 2024 – Market on the Square

Vendor Application

Saturday, October 26, 2024 – Earl Clark Dr, Florence MS
601-845-5858

Contact Name: _____ Phone: _____

Business Name: _____

Mailing Address: _____

City/State/Zip: _____

Email: _____

What are you selling/promoting? _____

_____ Vendor Booth (10 W x 12 L) \$50.00

_____ Vendor Booth – Extra Large (12 W x 20 L) \$90.00 – Only ten spots available, call for availability.

_____ Business Booth (10 W X 12 L) \$50.00

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

_____ Non-Profit Organization* (10 W X 12 L) No charge, must be approved by the Mayor.

_____ Florence Business Booth (10 W x 12 L) No charge if you have a valid City of Florence Privilege License – does not apply to food vendors.

After 10/11/2024, there will be a \$25.00 late fee.
Booths will be available until October 24th, 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

We are moving Florence Day to the area between Florence City Hall/PD – 203 College St & South Rankin Family Clinic – 128 Earl Clark Dr! We believe this change will better serve vendors in the event of rain since the areas are all paved and allow visitors to see what businesses are thriving here in Downtown Florence.

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: October 26th, 2024

Guidelines for all vendors are listed below. PLEASE NOTE, LOCATION HAS CHANGED.

1. Vendor setup will be Saturday morning from 6:30 am – 9:30 am. The market will open at 10:00 am and all vehicles must be out of the vendor area by 9:30. All parking will be at Florence Middle School parking lot.
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. Vendor/Business booths are \$50.00 until October 11th. After October 11th, booths will be an additional \$25.00 late fee if still available. FEES ARE NON-REFUNDABLE. You will need to supply your own tables, chairs, tents, etc. There are no electric booths. 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 OR WEIGHED DOWN TO PREVENT SUDDEN WINDS FROM DAMAGING OTHER EXHIBITORS AND PATRONS. BOOTHS WILL BE ON A PAVED AREA, PLEASE PLAN ACCORDINGLY.
5. No vendor will be allowed to sell any type of weapon, large knives or any item that promotes violence and/or is harmful to others. Pocket and/or Camping type knives are allowed. 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 11th, 2024

1. Food vendors will be assigned on a “first come, first served” basis, there will not be electrical hookups available, you are welcome to bring your own generator. Please muffle generators to eliminate noise.
2. Food vendors are solely responsible for complying with health code requirements. 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!