



**Charleston Day Organization, INC.
2019 Charleston Day Reunion
Vendor Booth Agreement**

Name _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Mobile _____

Fax _____ Email _____

Website _____

Number of Booths Needed- (\$50.00 for each 10'X10' booth) _____

TOTAL DUE WITH SIGNED AGREEMENT _____

LAST DAY TO PAY AUGUST 1, 2019

Briefly Describe What You Will Exhibit

General Release

The undersigned understands that he/she is responsible for submission of all applicable taxes, and does hereby and forever discharge the Charleston Day Organization, Inc. of and from any loss or damage to the undersigned's property while in the possession, supervision or auspices of the Charleston Day Reunion, its agents, representatives or employees. In the event of weather or other conditions which may cause cancellation of the event, there will be NO REFUND. Further undersigned indemnifies and releases Charleston Day Organization, INC. from any liability for any cause or actions of any kind.

Signed _____ Date _____

Mail to: Charleston Day Organization, INC.
P. O. Box 763
Charleston, MS 38921

For more information or questions, please contact Lynda Bradford at 662-625-0347 or Bennie Paige at 662-752-9249..

Charleston Day Organization, INC.
2019 Charleston Day Reunion - Vendor Guidelines and Contract

Application Process

- All Vendors must submit an application.
- All questions on the application must be answered.
- Applications must be received by August 1, 2019.

Vendor Fee

- The vendor booth fee is \$50.00 per 10 x10 space.
- Fees need to be submitted with your application to secure your booth space. Checks should be made out to “Charleston Day Organization, INC.”. In the “For” blank write Attn: Charleston Day Reunion.

Set Up

- Set-up begins at the Charleston Square on Saturday, August 31, 2019 at 6:00 a.m.
- Vendors will be responsible for their own booth equipment, such as tent, tables, chairs, signs, ice, trash cans, etc.

Hours of Operation

- Vendors will operate on Saturday, August 31, 2019 only.
- Electricity will NOT be provided.

Operation Guidelines

- Charleston Day Organization, INC. does not guarantee sales.
- Raffles are not allowed by vendors.
- Equipment and any belongings left on the site are left at the vendor’s risk.

Beverages

- Vendors may not sell alcohol.
- Ice will NOT be provided by the Charleston Day Organization, INC..

When and Where

The event will be held August 31, 2019 on the Court Square of Charleston, MS. The vendors are expected to be open, staffed, and ready for business by 9:00 a.m. Saturday August 31, 2019.

Load-In/Load-Out

Load-In will be allowed starting at 6:00 a.m. Saturday August 31th. Vendors will load in through the entry streets of the Festival at the east and west ends of the square. Vendors may begin lining up no earlier than 6:00 a.m. Each vendor shall enter pass a check-in point where the vendor will be checked off vendor’s list. A number will be provided to each vendor. Vendor will find a number on each space. Just look for your number. Charleston Day Organization, INC. reserves the right to assign vendor space as officials see fit. All vendors’ vehicles must exit the public walking area of the Charleston square no later than 9:00 a.m. Primary parking will be provided in lots near the square.

Legal Issues and Insurance

Vendors will be responsible for all collection and submission of 7% sales tax.

Clean Up

- Vendors will be responsible for clean-up of their site location.
- Vendors are responsible for trash generated by their booth.