

# HUBFEST

SATURDAY APRIL 1, 2017

## 2017 HUBFEST Vendor Application Checklist

1. Complete the 2017 HUBFEST Vendor Application at [www.hubfestms.com](http://www.hubfestms.com)
2. Read, sign and return the 2017 Vendor Agreement Waiver & Release of Liability
3. Read, sign and return the 2017 Vendor Rules & Regulations
4. Wait to be contacted by the Area Development Partnership staff
5. Submit payment
  - Payment will be accepted in the form of credit/debit cards, cash, check or money order.
  - Checks must be payable to Area Development Partnership.
  - Post-dated checks will NOT be accepted.
  - Vendors paying with NSF checks will be assessed a \$35.00 fee.
6. Food Vendors – Submit Certificate of Insurance.

**Vendors must sign and return the 2017 HUBFEST Vendor Agreement & Release of Liability, Certificate of Insurance (food vendors) and all payments via cash, check, or money order to:**

ATTN: HUBFEST – ADP  
One Convention Center Plaza  
Hattiesburg, MS 39401  
Email: [m.duckworth@theadp.com](mailto:m.duckworth@theadp.com)  
Fax: 601-296-7505

**IMPORTANT NOTICE: You are not a confirmed vendor for 2017 HUBFEST until contacted by the Area Development Partnership. Oall items listed above have been completed and submitted to the Area Development Partnership within two weeks of acceptance.**

For further information regarding 2017 HUBFEST, contact the Area Development Partnership at 601-296-7500.