

## 2018 HUBFEST Vendor Application Checklist

1. Complete the 2018 HUBFEST Vendor Application at [www.hubfestms.com](http://www.hubfestms.com)
2. Read, sign and return the 2018 Vendor Agreement Waiver & Release of Liability
3. Read, sign and return the 2018 Vendor Rules & Regulations
4. Wait to be contacted by the Area Development Partnership staff to see if your booth has been accepted
5. Submit payment
  - Payment will be accepted in the form of credit/debit cards, cash, or money order ONLY. **NO CHECKS WILL BE ACCEPTED.**
  - Money orders must be payable to Area Development Partnership.
6. Food Vendors – Submit Certificate of Insurance.

**Vendors must complete and return the 2018 HUBFEST Vendor Agreement & Release of Liability, Certificate of Insurance (food vendors) along with payment to the address below.**

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 2018 HUBFEST until contacted by the Area Development Partnership. All items listed above must be completed and submitted to the Area Development Partnership within two weeks of acceptance, or acceptance will be forfeited and booth space will be re-assigned.**

For further information regarding 2018 HUBFEST, contact the Area Development Partnership at 601-296-7500.