

2018 HUBFEST Policies, Rules and Regulations

ALL VENDORS

- Due to the limited number of available booth spaces, vendor applications will be reviewed and selected by the Area Development Partnership (ADP) in the order received. Following notification of acceptance by the ADP, selected vendors must submit payment and required documents within two weeks in order for booth space and vendor to be confirmed. **If payment is not received within allotted time, booth space will be forfeited.**
- Vendors must supply their own tables/tents/chairs/etc. for set up.
- Electricity will be available in specific areas (mostly food areas). There is an additional fee if you need electricity. (See below for more guidelines regarding access to electricity)
- Generators will not be allowed unless they are quiet and approved by the Area Development Partnership (ADP) prior to the event.
- Sharing of booth space between multiple vendors is not allowed.
- No booths will be accepted that contain brand imitations, weapons, drug paraphernalia, tobacco, obscene, illegal, or offensive products of any kind.
- **BOOTH FEES ARE NON-REFUNDABLE & NON-TRANSFERABLE.**
- **NO RAIN DATE.** The festival is held rain or shine unless notified by the Emergency Management District to close the festival due to inclement weather conditions. **NO REFUNDS WILL BE GIVEN.**
- No food or beverages may be sold by arts/crafts/business/info booths.
- Any food vendor selling beverages (including water) may only sell **Coke** products which **MUST** be purchased from the Hattiesburg Coca-Cola bottling company. Full details for ordering will be sent to all approved food vendors.
- **ALL** food vendors participating in HUBFEST 2017 must have at least \$1,000,000 of liability insurance for the event. Upon acceptance to the festival, food vendors will be required to name The Area Development Partnership as additional insured for the event. Certificate of insurance reflecting this addition **MUST** be received no later than 2 weeks of acceptance.
- All vendors are responsible to meet the requirements of the Hattiesburg Fire Department and Health Department including but not limited to proper fire extinguisher for your type of cooking (k rated extinguishers are required for food vendors cooking with grease), proper temperature controls, proper food handling and food storage.
- All non-food vendors must collect and remit 7% sales tax. Food vendors are required to collect and remit 9% sales tax. All vendors will be provided with a sales tax form and envelope for tax collections and must turn in collected tax at designated location at the end of the day. **Vendors who do not submit sales tax at the end of the day via cash/check will NOT be allowed to participate in the festival again. If there are NO sales, vendors with no sales must still turn in their sales tax envelope and sheet indicating there were no booth sales. All tax submittals MUST be dropped off at their assigned location no later than 5:30 pm and not given to ANY staff members or volunteers.**
- Setup will take place between 5:00 am and 8:00 am Saturday morning. All booths must be broken down no earlier than 5:00 pm and no later than 6:00 pm. You will not be permitted to set up unless your booth fee has been paid in full.
- The ADP reserves the right to refuse any application.
- **If any vendor fails to comply with the regulations, he/she will be unable to participate in future events by this organization and may be asked to leave the festival.**

ELECTRICITY

The City of Hattiesburg will provide power only to available locations, and only to vendors who have requested (and paid for) power **30 days prior to the festival**. Electricity will be available to vendors whose products **require** power to function or for product demonstration. Vendors will not be able to access power for things such as cash registers, fans, etc. Vendors are responsible for indicating how much power is needed for their booth. The city can provide either: -120 Volt (up to 30 amps) - 220 Volt (up to 30 amps)

Vendors requiring power must PROVIDE the following:

- Size of breaker needed (Must provide at least **30 days prior to festival**)
- 4 wire feeder cable long enough to reach power source (Contact the ADP for distance)
- Circuit Breaker panel in good condition
- Neutrals in trailer panel must be insulated from equipment ground
- Equipment grounds must be bonded together and bonded to metal frame of breaker panel
- Equipment grounds must be bonded to trailer frame

***** If the above requirements are not met and the Vendor is unable to connect to electricity on the day of the festival, the Vendor holds all responsibility and the ADP reserves the right to remove Vendor/Booth from the festival.**

WATER

- Water is **ONLY** available to food vendors.
- The City of Hattiesburg will provide water only to available locations, and only to vendors who have requested (and paid for) water 30 days prior to the festival. **Vendors are responsible for providing hoses.**

By signing below I acknowledge I have read and understand the 2018 HUBFEST Policies, Rules and Regulations.

Date

Vendor Business Name (Booth Name)

Vendor Representative (Printed)

Signature of Vendor Representative

If Vendor is under the age of 18, Parent or Guardian must authorize by signing below

Signature of Parent/Guardian

Date

*Return completed form via email to m.duckworth@theadp.com or mail to:
ATTN: HUBFEST – ADP
One Convention Center Plaza
Hattiesburg, MS 39401