

May 1, 2007

Kabir Karriem
Seventh Avenue Heritage Festival
708 15th Street North
Columbus, MS 39701
662-549-4314

Dear Prospective Vendor:

The 7th Avenue Heritage Festival vendor committee requests your participation in our 25th **Annual Street Festival** to be held October 5th-6th, 2007, in Columbus, Mississippi.

This year's weekend festival will prove to be a celebration that promotes the entrepreneurial spirit of businesses from the community and abroad. It will offer vendors extended opportunities to network.

The 7th Avenue Heritage Festival is both a successful and savvy southern event that is planned one year in advance. For the last 5 years the festival has become one of the fastest growing festivals in north Mississippi; increasing attendance to festival events.

Scheduled live entertainment for the 7th Avenue Festival begins on Friday, with performances by national artists and well-known local bands. On Saturday, the afternoon will be filled with sounds of blues from a renowned national artist and other live performances.

Enclosed, please find a vendor application which includes fees, rules, and regulations. Vendor opportunities are available for food, merchant, non-profit organizations, churches or other endeavors to be approved at the committee's discretion. Applications will be accepted until the festival reaches capacity. However, applications received after September 21, 2007 will be subject to an additional late fee.

****No personal or business checks will be accepted after September 21, 2007.**

The 7th Avenue Heritage Festival has exclusive rights to sell all beverages. Any vendors in violation of this term and condition will be asked to leave immediately.

For more information visit us at www.7thavenueheritagefestival.com or contact me directly via email at seventhavenueheritagefest@yahoo.com should you have any additional questions.

Sincerely,

Kabir Karriem,
Chairman

“Celebrating the Past, Present and the Future of Columbus”

*2007 7th
Avenue Heritage
Festival*

Fastest Growing Festival in North Mississippi!

EXHIBITOR/VENDOR Registration Package

**October 5th-6th, 2007
Corner of 7th Avenue & 15th Street North
Columbus, MS**

“Celebrating the Past, Present and the Future of Columbus”

**2007 7th Avenue Heritage Festival
Street Festival **Vendor/Exhibitor Application**
October 5th-6th, 2007**

PLEASE PRINT CLEARLY
Company/Organization:

_____ (Please list your company's name as you would like it shown in printed materials)

Contact Person:

Mailing Address:

City: _____ State: _____

Zip: _____

Daytime Phone: _(_____)_____ Evening Phone:

_(_____)_____

Fax: _(_____)_____ E-mail Address:

1. Your company/organization will be selling: (check one of the following)

_____ Products/Merchandise

_____ Services

_____ Exhibit Displays

September 21th 2007.

RENTAL FEES PER BOOTH

ITEMS	BEFORE SEPTEMBER 7 TH	AFTER SEPTEMBER 7TH
FOOD VENDORS/EXHIBITORS	\$200.00	\$250.00

TERMS AND CONDITIONS

FOOD VENDORS. All food vendor applications must be received in our office by September 7th, 2007. Once your application is approved, you will be notified within 2 weeks. You must be self-contained and adhere to all food handling and preparation to meet the State of Mississippi Health requirements.

PAYMENT INFORMATION:

Payments will be accepted in the form of a Check, Money Order, or Cashier's Check. Upon acceptance of your application and payment, exhibitors/vendors will receive booth assignments. ***No personal or business checks will be accepted after September 21, 2007.***

BOOTH INFORMATION:

Registered exhibitors/vendors will receive a 10'x10' booth space. Additional booth space is available at the same cost.

GENERAL RULES & REGULATIONS

1. Exhibitors/Vendors must comply with all city, county, state, and federal ordinances and laws.
2. No alcoholic beverages allowed onto or sold on festival grounds by vendors.
3. No music/entertainment will be allowed in vendor booths.(Entertainment on the main stage is open to the public.)
4. Vendors may not bring animals onto the festival grounds unless certified as a health support animal (i.e. seeing-eye dog...)
5. A description of all items to be sold **MUST** be submitted with your application.
6. **All food vendors must be state licensed and a copy of license/permit must accompany application.**
7. Food vendors must indicate foods that will be sold. No additional foods may be sold other than what is listed on application.
8. **Vendors will not be permitted to sell any beverages, including water. This applies to ALL vendors.**
9. Vendors must provide grease traps and means to dispose of them.

CANCELLATION/REFUNDS

1. Refunds will only be granted in cases of extreme emergency, i.e., death, hospitalization, etc.
2. Requests for cancellation must be received in writing no later than September 21, 2007. An administrative charge of \$50.00 will be deducted from any refunds due if request is received by the stated date.
3. Vendors requesting cancellation after September 21, 2006 will not be eligible for any refund.

ANCILLARY CHARGES/FEES

1. Returned checks (non-sufficient funds, uncollected funds, etc) will be assessed a charge of \$40.00 per check.
2. Returned checks that have not cleared or been replaced with a money order or certified check by September 28, 2007 will result in refusal of vendor participation and will subject the vendor to an additional 25% processing fee over and above the \$40.00 initial return check fee. Collection efforts will ensue up to and including prosecution to the full extent of the law.
3. Unpaid returned checks will be submitted to the Office of the State's Attorney for collection/prosecution.
4. To avoid the possibility of any of the above sanctions, it is highly encouraged that all fees be submitted in the form of money order, certified check.

SPECIAL REQUIREMENT

Each vendor is requested to provide at least two (2) promotional items to be used as stage prizes during the festival. Vendor contributions will be duly acknowledged over the PA system during the festival.

PLEASE NOTE: BOOTH RESERVATION IS BY PAYMENT ONLY. PAYMENT IN FULL MUST BE SUBMITTED ALONG WITH YOUR APPLICATION. DEADLINE/POSTMARK DATES WILL BE STRICTLY ADHERED TO.

All Vendors/Exhibitors must adhere to the following guidelines.

There will be no exceptions to the rules stated in this document.

FESTIVAL GROUNDS. (details to follow)

BOOTH ASSIGNMENTS.

All booth assignments are made on a first come, first serve basis. No assignments will be made until the completed application and appropriate fees have been received by the 7th Avenue Heritage Festival, Inc. (See Vendor Fee Schedule for deadline dates). Applications postmarked after September 7th 2007 will be accepted on a space available basis only and charged the fee as identified on the Vendor Fee Schedule.

No personal or business checks will be accepted after September 21, 2007. Payment only by money order, certified check will be accepted.

SET-UP/BREAK-DOWN

1. Only one (1) day, Friday, October 5th, 2007, has been designated for set-up.
2. Set-up time may commence no earlier than 12:00 pm and must conclude by 5:00 pm on October 5th, 2007.
3. No materials should be posted, tacked, nailed, screwed, stapled, or otherwise attached to any part of city property, including trees and walls.
4. No vehicles, including cars, trucks, vans, and RVs, may enter the area before, during, or after the festival.
5. Dismantling/breaking-down shall be permitted no earlier than Saturday, October 6th 2007, at 10:00 pm.

HOURS OF OPERATION

Vendors will be afforded two (2) days of vending.

Friday, October 5th, 2007 5:00 pm – 10:00 pm

Saturday, October 6th, 2007 10:00 am – 11:00 pm

Vendors may not break down before 10:00 pm on Saturday.

SECURITY

24-hour security will be provided for the festival grounds beginning at 12:00 pm, Friday, October 5th, 2007 and concludes on Saturday, October 6th, 2007 at 11:00 pm. **This is not a guarantee against theft, loss, or damage to your property. The Columbus-Lowndes Improvement Society, Inc., and the City of Columbus will be held harmless and will not be responsible in the event of any damage, harm, or loss to your person or property.**

CONTACT PHONE NUMBERS

**Columbus-Lowndes Improvement Society, Inc.
C/O 7th Avenue Heritage Festival
(662) 328-3063 or (662)549-4314**