



SATURDAY, DECEMBER 5
10AM-3PM

HISTORIC TRAIN DEPOT
DOWNTOWN HATTIESBURG
308 NEWMAN ST.

VENDOR INFORMATION

DO YOU HAVE CHRISTMAS GIFTS TO SELL?

Gifts for Her & Him | Art | Home Decor | Jewelry | Clothing | Toys | Handmade Items
Candles | Books | Kitchen Items | Stocking Stuffers | Specialty Foods | Gifts for Pets | & More!

DO YOU HAVE PRODUCTS OR SERVICES TO SELL OR PROMOTE FOR THE HOLIDAY SEASON?

Holiday Fashion | Interior Design | Holiday Decor | Catering | Specialty Foods | Etc!

Sell or showcase your product or service at the Pine Belt Holiday Expo & Christmas Market! This event will be fun, family-friendly and the perfect place for one-stop Christmas shopping.

GENERAL ADMISSION: FREE

KIDS' CHRISTMAS VILLAGE ENTRY: \$5 PER CHILD

Kids will enjoy Christmas-themed arts and crafts, games, activities, sweet treats, and more!

VENDOR DETAILS

Booth Space: \$175

Table Rental (8ft): \$15 Chair Rental: \$3

- Booth sharing is allowed, Vendor Agreement must be submitted by each business (*indicate on form if booth sharing*)
- Set up: Saturday, December 5, 7am-10am.
- Additional set up time for indoor booths only (optional): Friday, December 4, 12noon-3pm.
- Take down is Saturday, December 5, 3-5pm.
- Tables and chairs are not provided unless rented in agreement, vendors can bring their own if preferred.
- Vendors can select booth preference once payment is received.
- Indoor spaces are sold out. Outdoor covered and outdoor uncovered spaces are available. Canopy tents are recommended for outside uncovered spaces.
- Electricity is not available outdoors in most locations.
- See "Vendor Rules & Regulations" for more details.

SPONSORSHIPS AVAILABLE!

For more visibility let us craft a sponsorship package for you!

Specific opportunities include:

◆ KIDS' CHRISTMAS VILLAGE SPONSOR

Be a part of our fun area for kids.

◆ PAMPERING STATION

Provide pampering & relaxation area for guests.

◆ MEDIA

Trade for media coverage.

Email or call today to request more sponsorship information.

CONTACT: JENNIFER CLARK, JENNIFER@EMERGEEVENTS.COM, (601) 270-2756



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VENDOR/SPONSOR AGREEMENT

BUSINESS NAME _____ CONTACT PERSON _____

MAILING ADDRESS _____ CITY _____ STATE _____ ZIP _____

PHONE _____ EMAIL _____

WEBSITE _____ FACEBOOK PAGE _____

PRODUCT OR SERVICE *(Food and beverage sales must be approved in advance.)*

ARE YOU SELLING PRODUCTS OR FOOD? Y or N *(If yes, sales tax will be collected at the end of the event.)*

LIST ANY SPECIAL NEEDS: _____

NOTE: INDOOR SPACES ARE SOLD OUT. OUTDOOR COVERED SPACES AND OUTDOOR UNCOVERED SPACES (PERFECT FOR A CANOPY TENT!) ARE STILL AVAILABLE. ELECTRICITY IS NOT AVAILABLE OUTSIDE IN MOST LOCATIONS.

PAYMENT INFORMATION

\$ _____ BOOTH FEE x # _____ OF BOOTHS = TOTAL BOOTH FEE \$ _____

(\$175, DUE NOV 20)

\$ 15 TABLE FEE x # _____ OF TABLES = TOTAL TABLE FEE \$ _____

\$ 3 CHAIR FEE x # _____ OF CHAIRS = TOTAL CHAIR FEE \$ _____

SPONSORSHIP CATEGORY: _____ TOTAL SPONSORSHIP \$ _____

(IF APPLICABLE; CONTACT JENNIFER FOR SPONSOR INFORMATION)

TOTAL DUE \$ _____

_____ Cash _____ Check (payable to Emerge Events) _____ Credit Card *(an invoice payable online will be emailed)*

SUBMIT AGREEMENT BY EMAIL, FAX OR MAIL TO: Jennifer@EmergeEvents.com;
(440) 551-7262; Emerge Events, P.O. Box 18851, Hattiesburg, MS 39404

By submitting this agreement, the vendor agrees to the Vendor Rules and Regulations attached.



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VENDOR RULES AND REGULATIONS

Booth Space Booth size varies based on location. The average booth space is 10'x10' but is indicated on layout. Tables and chairs are NOT provided unless indicated in agreement and paid for (\$15 per table, \$3 per chair). Tables/furniture can be rented or brought in but must fit in the allotted space. Booth decorations are encouraged. Canopy tents are allowed (especially encouraged for outside, uncovered spaces), as long as they fit into your rented space.

Vendor Setup/Take Down Setup time will be Saturday, December 5, 7am-10am. An optional setup time will be Friday, December 4, 12noon-3pm for indoor booths only. Booths must be ready by 10am. Take down is Saturday, December 5, 3pm-5pm. Early take down is not allowed.

Food and Beverage Sales. Food and beverage sales must be approved in advance.

Event Cancellation In the event of event cancellation due to fire, natural or man-made disasters, strikes, governmental regulations or other causes beyond our control, Event Management shall determine an equitable basis for refunds after consideration of expenditures and commitments already made. Fees are not refunded for any other reason.

No Other Representations No oral representations, conditions, or promises will be honored unless in writing. All agreements have been incorporated into this document and supersede any other representations made by either party.

Violations The Vendor shall be bound by the rules and regulations set forth herein. All matters and questions not covered by the above will be subject to the final judgment and decision by Event Management. Any violations by the Vendor of any of the terms and conditions herein shall be subject to the cancellation of the contract to occupy exhibit space, and the forfeiture of any monies paid on account thereof upon due notice of cancellation. Event Management has the right to take possession of the Vendor's space, remove all property of the Vendor and hold the exhibit responsible for all risks and expenses incurred in such an event.

Limitation of Liability The Vendor hereby agrees to hold Event Management, Emerge Events, and the facility harmless from, any and all claims, demands, suits, liabilities, damage, loss, costs, attorney fees and expenses of whatever kind or nature which might arise out of any action or failure to act of the exhibitor or any of its officers, agents, employees, or other representatives, including but not limited to claims of damage or loss to property or harm or injury to a person or persons.

Building Regulations It is understood that the exhibitor shall not deface the premises in any way. Vendors will not be permitted to drive nails, hooks, tacks or put up decorations or adhesive that would deface the premises.

Insurance Event Management, Emerge Events and the facility are not responsible for loss or damage to exhibitor's property; and in the event the exhibitor desires to have goods, samples and other property brought upon the exhibition premises insured against loss due to any cause, he shall obtain such insurance at his own expense.

Amendment to the Rules Event Management reserves the right to adopt, orally or in writing, any additional rule or regulation, move or remove an exhibit, or take any further action if Event Management deems such action necessary for the good of the Event. Said action shall have the same force and authority as though fully incorporated in the agreement herein.

Compliance with Laws Vendors must comply with all laws, rules, regulations and ordinances in force.

Event Location If for any reason, Event Management determines that the location of the event should be changed or the dates of the event changed, no refund will be due the exhibitor, but Event Management shall assign to the exhibitor, in lieu of the original space, such other space as Event Management deems appropriate and the exhibitor agrees to use such space under the terms of this agreement. Event Management shall not be financially liable or otherwise obligated if the event is postponed or relocated.

Taxes and Licenses Vendor shall be responsible for obtaining any licenses, permits or approvals required under local, state, or federal law applicable to their activity at the event and must collect sales tax and turn in to Event Management at the end of the day.