

HATTIESBURG CRAFT BEER FESTIVAL

Saturday, June 15, 2019 | 6 – 9PM (VIP Entry at 5PM)
Town Square Park, Downtown Hattiesburg



FOOD VENDORS

The Downtown Hattiesburg Association is excited to have you join us for the 7th Annual Hattiesburg Craft Beer Festival on Saturday, June 15, 2019 from 6-9PM (VIP entry at 5PM) at Town Square Park. This event takes place during FestivalSouth, Mississippi's only multi-week, multi-genre arts festival, setting it apart from other beer festivals as we showcase the art and artists behind craft beer.

We are excited about event changes that have allowed us to grow the event, attracting more than 1,000 attendees in 2019. We have provided a basic FAQ to cover your time with us as a vendor.

FAQS

When do I check-in? Set-up is from 1 p.m. to 4:30 p.m. on Saturday, June 15 at Town Square Park in Downtown Hattiesburg. Vendors must check in at the information booth. Each vendor has a reserved booth and will be provided with a map and booth number at that time. Vendors may arrive beginning at 1 p.m. and spaces should be completely set by 4:30 p.m., with VIP attendees entering at 5 p.m. Vendors are responsible for setting up their own booth space, and volunteers will not be provided.

When and how do I take down my booth? We will end the Festival at 9 p.m. Early take down is not allowed under any circumstances. Vendors will be responsible for completely breaking down their own booth space. All remaining trash must be removed and brought to the dumpster. No items should be left in your space.

How many tickets do I receive? When registering at the information booth the day of the event, each vendor will be provided with General Admission wristbands for up to two (2) booth representatives to work your space. All representatives must wear a wristband to enter the event for set-up and throughout the event. Any representatives found without a wristband will be asked to leave or purchase one. Additional representatives may purchase tickets at hattiesburgcraftbeerfest.com. If you are a sponsor of the event, tickets and t-shirts will be delivered directly to your office prior to the event.

Can those under 21 work my booth? No. All booth representatives and assistants must be at least 21 years of age. No one without a valid ID showing they are 21+ will be allowed to enter the Festival gates. IDs must be presented at check-in to the information booth attendant.

How many people can I bring with me to work? All booth staff must be over 21 years of age. Each booth rental will receive two (2) tickets for the staff to enter. Any other staff will be required to purchase either a general admission or DD ticket.

Can I bring my children or pets? No. If your child is under 21, they cannot enter. Your fur children won't be permitted, either, no matter how many dog years they are!

What should I bring? The Festival will provide you with a designated space for your 10x10 booth. You are welcomed to bring your own lights to string inside of your tent. Everything else should be brought by you. Booth spaces are uncovered, so a canopy tent is highly recommended. Due to the possibility of winds, canopy tents should be properly anchored in a safe way without being a tripping hazard. A minimum of 20-pound weights anchored to each leg is recommended.

What services are provided? Our staff has handled every detail to make sure that this event is a success. We also have a large group of seasoned volunteers to keep things running smoothly. We will have volunteers and staff floating through the event, so look for someone in a "Brew Crew" shirt if you have questions or need help. However, vendors are responsible for keeping their stations clean and orderly, notifying the Festival of only special or unusual maintenance needs within their designated space.

What do I do with trash in my booth? Each vendor is responsible for trash at their own booth. Please bring all trash to the dumpsters located at the park at the end of the event.

What if I need help at the event? Please look for someone wearing a "Brew Crew" t-shirt for assistance. We will also employ security during the course of the event.

Am I responsible for my own space? Yes, you must manage your booth at all times. Event management does not provide tents, tables or chairs, and does not guarantee product sales, attendance, or booth success. Likewise, we assume no responsibility for personal property damage or loss, or liability for injury to any attendee, guest, participant or participant's officers, employees, agents by acts including but not limited to, losses from natural disaster, fire, theft, ordinary negligence, and accidental damage and injury or others. Vendor representatives must comply with all applicable laws, rules, regulations, and ordinances.

What is my legal responsibility? Booth representatives 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 7% sales tax (10% for food vendors) on sold items and turn in to Event Management at the end of the Festival, as required by the Mississippi Department of Revenue. The sales tax forms (provided by us) and payment may be submitted to the Festival representative at the Information Booth at the conclusion of the event.

What isn't allowed to be sold/provided at my booth? Pepsi products are not allowed as Coca-Cola is a sponsor. This includes water, soda, liquor and beer. And remember to keep anything else classy and legal, of course! If you have a question about something being sold or provided by your booth, ask! You may contact the Festival committee at hburgcraftbeerfest@gmail.com.

LEGAL

Reservation of Right. Event Management reserves the right to reject, eject, or prohibit any participant or booth representative.

Fire and Safety Regulation. All fire and safety instructions, whether verbal or posted in the facility, must be strictly adhered to at all times.

Attendance. No one under the age of 21 is allowed, no exceptions. No pets allowed.

Security. Event Management will employ security during the course of the event. Event Management, staff, nor the owners of the facility will assume any responsibility for personal property.

Limitation of Liability. Event Management assumes no responsibility for personal property damage or loss, or liability for injury to any attendee, guest, participant or participant's officers, employees, agents by acts including but not limited to, losses from natural disaster, fire, theft, ordinary negligence, and accidental damage and injury or others except that which may result from the Event Management's willful misconduct or gross negligence.

Non-Guarantee. Event Management does not guarantee product sales, attendance or booth success.

Compliance with Laws. All participants must comply with all applicable laws, rules, regulations, and ordinances.

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, the booth representative may not hold Event Management, sponsors, staff, or owners of the premises responsible for any loss incurred as a result of cancellation.

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.

Insurance. Event Management 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.

Photo Policy. By attending the Hattiesburg Craft Beer Festival (the "Festival"), you consent to being filmed and or photographed, whereas your image, voice, and likeness may be used by the Festival producers for promotional purposes. Any photography taken at the Festival, whether in digital or analog format, is subject to mandatory, non-exclusive license to the Festival producers for use in Festival promotional purposes. Any artwork or performances sponsored by the Festival or taking place on Festival grounds is also subject to a mandatory, non-exclusive license to Festival producers for use in Festival promotional purposes. No third-party videotaping is allowed.

FOOD VENDOR REGISTRATION FORM

Online registration available at: hattiesburgcraftbeerfest.com.

Thank you for your support of the Hattiesburg Craft Beer Festival! Please complete the form below in its entirety to submit your registration. If using your allotted booth space, by completing this application you indicate that you agree to the Booth Rules and Regulations included in the information packet.

NOTE: As there are a limited number of available food vendors, they will be accepted in the order deposits are received.

Company Name (as it is to be listed on materials): _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Facebook Page (for recognition): _____

Contact Person: _____ **Title:** _____

Phone Number: _____ **Email:** _____

On-Site Contact Person (must be age 21+): _____

Phone Number: _____ **Email:** _____

Food vendors must pay \$175 to have a booth at the Festival. How will you pay?

Check (HBURG Craft Beer Festival, Mail to: HHDA, PO Box 150, Hattiesburg, MS 39403)

Credit Card (We will contact you for information.)

Cash

A 10x10 space will be reserved for you. Tables, chairs, and tents are **not provided by festival.**

Do you require electricity? Yes No

*There is a limited amount available. We will do our best to accommodate this need, but it is **not** guaranteed.*

Will you be selling products at your booth? Yes No

If you are sampling or selling food and beverages, indicate product details here.

If you do not receive an email with approval, please email info@downtownhattiesburg.com to make sure you are approved.

*All food or beverages sold or sampled **MUST** be approved.*

Anything else to add? Special arrangements or requests?

We will do our best to accommodate all needs, but we cannot guarantee they will be met. Requests will be considered on a first come, first serve basis.

Email completed form to hburgcraftbeerfest@gmail.com.

Questions? Contact Andrea Saffle at info@downtownhattiesburg.com or 601.270.1373.