Main Street Clinton and the Clinton Chamber of Commerce

**Red Brick Roads**

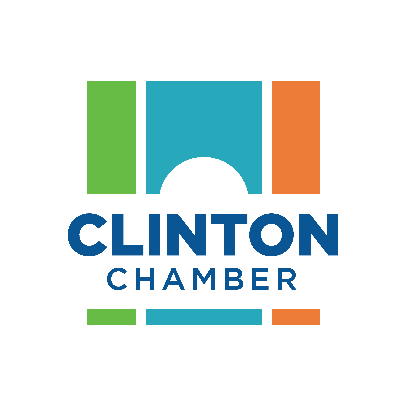
Music and Arts Fest

On the Historic Brick Streets of Clinton

August 26, 1:00 – 6:00 p.m.



Vendor Guidelines & Application



\*See details for festival pricing and deadlines.

Limited spaces available.



2023 Vendor Guidelines and Application

**Red Brick Roads**

Saturday, August 26

Olde Towne, 1:00 – 6:00 p.m.

Craft Vendor Booth Fee $60.00

Food Vendor Booth Fee $300.00

Red Brick Roads is a joint project of Main Street Clinton and the Clinton Chamber of Commerce. The festival is an outdoor concert and artist showcase that will take place on the historic brick streets of Olde Towne Clinton. Red Brick Roads will feature local singer songwriters and regional bands, visual and interactive art, food, and a homebrew competition.

All products must be produced by the vendor and should fall into two general categories:

**Category 1:** original artwork such as paintings, pottery, photography, etc.

**Category 2:** specialty handcrafted items of an artistic nature

**Category 3:** temporary food vendors such as food trucks and food stands

**Category 4:** collections of specialty curated items

**Reserving a Booth Space/Vendor Approval**

Thank you for your interest in becoming a vendor at Red Brick Roads Music & Arts Festival. We encourage your participation and have outlined the following procedures to make it enjoyable and profitable for you. Please read the information carefully and fill out the attached vendor application. Return the application with photos. Please submit no more than three pictures representing each item type you intend to sell at the festival. After your application has been reviewed, you will receive an email notifying you of your acceptance or denial. Applicants will be reviewed and notified by July 15. Approved vendor will have until July 31 to pay for their booth, after July 31, there will be a $25.00 late fee. Vendor will not be allowed to participate if the booth fee is not paid by August 15. Once approved, vendors will pay the booth fee by check (addressed to Main Street Clinton) or online by credit or debit card. **No booth space will be reserved until payment is received**. **A late fee will be assessed after July 31**. Space is limited and applications will be reviewed on a first come, first served basis.

**Permitted Items for Sale**

Red Brick Roads promotes the sale of original artwork or curated goods**.** The festival directors reserve the right to refuse any vendor.

**Category 1:** original artwork such as paintings, pen & ink, sculptures, original prints, pottery, photography, stained glass, mosaics, hand carved or hand turned woodwork; other mediums will be considered

**Category 2:** specialty handcrafted items of an artistic nature such as bath and beauty products, apparel, accessories, etc.

**Category 3:** temporary food vendors such as food trucks, food stands, etc.

*Note:* Category 3 vendors must attach a copy of a ServSafe license and/or business license, as well as a copy of your liability insurance.

**Category 4:** collections of specialty curated items including vintage clothing, Mississippi made goods, etc.

**Red Brick Roads Dates & Deadlines**

**Local Songwriters Night (food vendors only)**

August 25, 6:00 – 10:00 p.m.

Set-up time: TBD

Clean-up: 10:00 – 11:00 p.m.

**All Day Music & Arts Festival**

August 26

Market 1:00 – 6:00 p.m.

Set-up time: 10:00 – 12:30 p.m. (Will be notified if this changes.)

Clean-up: Art vendors may begin leaving at 6:00 p.m. and must be cleared out by 7:00 p.m.

Food vendors must stay until the close of the festival (10:00 p.m.)

Home Brew Competition 3:00 – 5:00 p.m.

Festival Music 4:00 – 10:00 p.m.

**Early deadline is July 31, applications received after July 31 will be charged an additional $25.00**

**Deadline for participation: August 15**

**Booth Space Logistics and Rent**

* The Red Brick Roads Festival Manager will assign booth spaces. Booth assignments will be emailed to vendors on the Thursday afternoon prior to the festival. Please provide an email address on the application.
* Red Brick Roads craft/art booth rental is $60.00 per booth. Early deadline is July 31. Any payment received after July 31 will be assessed a late fee of $25.00. Final deadline for Red Brick Roads is Monday, August 15 at noon. NO EXCEPTIONS.
* Red Brick Roads food vendor booth rental is a flat fee of $300.00 for Friday and Saturday. Vendors may take up to 30 feet. Vendors registered by noon on July 1 will appear in the festival promotional paper. Any payment received after July 31 will be assessed a late fee of $25.00. Final deadline for Red Brick Roads is Tuesday, August 15 at noon. NO EXCEPTIONS.
* Craft Booth spaces are limited to a 10’x12’ space.
* Food Booth spaces are allowed up to 30’ x 12’.
* Electricity will not be provided for craft vendors.
* Tables, chairs, and tents are the responsibility of the vendor.
* Tents MUST be properly weighted down.
* Vendors can display products on their tables facing the public, but not on the ground. Canopies, tents, or umbrellas are encouraged. Vendors are responsible for creating an attractive display and making their booths look professional. All tables should be covered with a tablecloth.
* Firearms, drugs, and cigarettes are strictly forbidden. No radios or other noise generating electronic devices are allowed. NO alcohol may be brought into the event.
* Booth rental fees are non-refundable. Failure to show for reserved space without prior notice to the event organizers will result in the denial of future booth rentals.
* Cancellation of festival due to weather or other conflict is at the discretion of the event organizers; booth fees will not be refunded but may be applied to a future event.
* A vendor may share his or her booth with another person only after approval by the event organizers.
* Red Brick Roads Music & Arts Festival is a non-smoking event.

**Procedures for Set-Up**

Vendors may begin setting up at 10:00 a.m. the morning of the festival. Vendors should unload merchandise, move their vehicle, and then set up the booth. If additional time is needed, vendors must notify the event organizers in advance. All setup must be completed and vendors must be ready for business at 12:30 p.m. Vehicles must be moved by 11:30 a.m. Parking is available on parallel streets. Please leave parking spaces close to the festival free for shoppers.

**Procedures for Clean-Up**

Cars will not be allowed into the festival area for clean-up, please plan accordingly. Vendors must be clear of the festival area within 90 minutes after the close of the festival. Vendors will be responsible for maintaining the cleanliness of their selling areas. Vendors shall not use public trash receptacles for disposal of products, boxes, or other refuse, etc.

**Health Regulations**

Vendors are responsible for any permits as applicable. Food vendors will need to check with the State Department of Health to ensure they have the proper licensing. Food vendors must attach a copy of their food permit and a copy of liability insurance with the application. Copies of your food permit should be displayed at your booth. Main Street Clinton, Clinton Chamber of Commerce, the City of Clinton, and Ardenland must be listed as additional insured.

**Hold Harmless Clause**

All authorized vendors participating in the Red Brick Roads Music & Arts Festival shall be individually responsible for any loss, personal injury, deaths, and/or damage that may occur as a result of the vendor’s negligence or that of its servants, agents, and employees. All vendors hereby agree to indemnify and save the Main Street Clinton, Clinton Chamber of Commerce, and the City of Clinton harmless from any loss, cost, damages, and other expenses, including attorneys’ fees, suffered or incurred by the Red Brick Roads Music & Arts Festival by reason of the vendors’ negligence or that of its servants, agents, and employees, provided that the vendors shall not be responsible nor required to indemnify the Red Brick Roads Music & Arts Festival for negligence, its servants, agents, and employees. Because no insurance is provided to participants in the Red Brick Roads Music & Arts Festival, each vendor must carry his/her own product liability insurance *if desired*. By signing the application, vendors agree to the conditions of the hold harmless clause.

**Sales Tax**

Vendors may turn in their taxes beginning 15 minutes before the close of the festival and no later than 30 minutes after the close of the festival. Each vendor is responsible for calculating and turning in his/her own sales tax (7% craft vendor, 7% + 2% food vendors). Tax forms will be handed out at the beginning of the festival and are to be returned with the sales tax. Even if no sales were made, vendors must complete and return the form. The event organizers will send the money to the Mississippi Department of Revenue. If paying by check, make check payable to Red Brick Roads. If paying with cash, correct change is required. Failure to submit sales tax and/or tax form will result in the denial of future booth rentals. NO EXCEPTIONS.

**Photo Release**

Vendors at the Red Brick Roads Music & Arts Festival may appear in pictures taken for publication by Main Street Clinton, Clinton Chamber of Commerce, or City of Clinton employees, members, or the general public. By signing the application, vendors agree to have themselves or their products photographed and printed in event publications or posted on affiliated websites and social media outlets.

**Other**

Upon occasion we receive requests for vendor contact information from journalists writing promotional articles for our festival as well as customers interested in making direct purchases. By signing the application, vendors agree to the sharing of information as it relates to the promotion of the festival or the vendor himself/herself.

**Questions**

Contact the Main Street office at 601.924.5472 or email us at [mainstreetclinton@clintonms.org](mailto:mainstreetclinton@clintonms.org).

**Send Application and Photos To:**

Main Street Clinton

P. O. Box 156

Clinton, MS 39060

Email: mainstreetclinton@clintonms.org

Red Brick Roads

**For Festival Administration use only.**

**Vendor Application**

|  |  |  |  |
| --- | --- | --- | --- |
| No. of Booths |  | Accepted? |  |
| Products |  |  |  |
|  |  |  |  |
| Date Accepted |  |  |  |
| Date of Pmt |  |  |  |
| Pmt Type |  | Pmt Amount |  |

|  |  |
| --- | --- |
| Name |  |
| Address |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| City |  | State |  | Zip |  |

|  |  |
| --- | --- |
| Phone |  |
| Email |  |

Please provide a brief description of each of the items you wish to sell at the Red Brick Roads Music & Arts Festival. Each type of item to be sold must be represented in a photograph and sent in with the application. Please send no more than three pictures. Photos may be mailed, faxed to 601.925.4605, or emailed as an attachment to [mainstreetclinton@clintonms.org](mailto:mainstreetclinton@clintonms.org). Photos will not be returned.

|  |
| --- |
|  |
|  |
|  |

Number of 10’ x 12’ craft booth spaces requested: ☐ ONE ☐ TWO ☐ THREE

12’ x 30’ food booth space: ☐ ONE Length of truck or trailer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Electrical needs: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Craft Vendors, is each item that you plan to sell represented in a picture? ☐ NO ☐ YES

Note: Vendors must submit photos of each item type. Vendors checking “no” will be asked to resubmit photos.

Food vendors, have you included a copy of your food permit and liability insurance? ☐ NO ☐ YES

Note: All food vendors must provide a copy of liability insurance listing Main Street Clinton, Clinton Chamber of Commerce, the City of Clinton, and Ardenland as additional insured.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicants will be reviewed and notified by July 5 of their acceptance or denial to the festival.

**I have read the vendor guidelines and understand that failure to comply with any Red Brick Roads Music & Art Fest policy will result in my dismissal from the festival.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Print Name  **Mail Application and Photos to: Main Street Clinton • P. O. Box 156 • Clinton, MS 39060** |  | Signature |  | Date |  |

