



MISSISSIPPI COAST COLISEUM AND CONVENTION CENTER
2350 BEACH BOULEVARD | BILOXI, MISSISSIPPI 39531
P: 228.594.3700
WWW.MSCOASTCOLISEUM.COM
WWW.MSCOASTCONVENTIONCENTER.COM

Dear Vendor,

The Mississippi Coast Coliseum is now accepting merchandise and food vendors for the South Mississippi Summer Fair. Please read this vendor application letter and attached rules and regulations carefully.

APPLICATION PROCESS

A deposit of \$100 is required with complete application by **MAY 20, 2019**. Submission of an application does not guarantee acceptance. Space is limited and booths will be reserved on a first come, first serve basis. Emailed/faxed applications must be accompanied with a credit card authorization form. Applications must be submitted with the following:

- Deposit paid by cash, credit card or money order (**Checks will not be accepted, no exceptions**).
- Digital or printed photos of the booth to include exterior, interior, equipment, and food items.
- Menu choices with pricing (food vendors) or description of merchandise (merchandise vendors).
- Certificate of Insurance or intent to purchase insurance through the Mississippi Coast Coliseum.

If accepted, the deposit will be applied to booth rental. If not accepted, the deposit will be refunded. The balance of the full rental amount must be paid in full by **MAY 31, 2019**. Applications submitted after May 20th must be accompanied by the full rental amount and insurance.

INSURANCE

All vendors are required to provide a valid certificate of liability insurance. Insurance coverage must be in the name of the vendor for \$1,000,000 liability with the Mississippi Coast Coliseum Commission named additional insured. Effective dates must cover move in and move out. If the vendor does not have coverage, the Fair can secure adequate insurance for an additional fee.

BOOTH REQUIREMENTS

Booth space measure 10'x10'. Vendor may not exceed 10' in depth and 36' in length. Tents and trailers must be clean and remain clean throughout the Festival. All equipment needed for food preparation must be inside designated space. Table, chairs, etc. placed outside of designated space must be approved before set-up. Menus with pricing must be displayed always.

Stock trucks are not permitted on Fair grounds during Fair hours, no exceptions. and campers will be allowed to park in assigned overflow parking area and require a parking permit. Electricity is provided for an additional fee on a first come, first serve basis, and must be reserved in advance. There is an area for this on the vendor application agreement.

FOOD VENDORS

Because the Carnival Company has all standard food concession, the only food booth applications that will be accepted are for other items such as ethnic foods (Greek, Mexican, Italian, etc.) seafood, ice cream, snow balls, etc. Only a few food booths will be accepted on a first come basis. Vendors may serve from ONE SIDE only.

The Mississippi State Health Department requires all food vendors obtain a temporary food permit. MSDH will inspect all food vendors on Thursday, June 6th. Payments for temporary permits will be made directly to the MSDH on the day of inspection. Only debit or credit cards are accepted.

To apply, submit completed application online, via email to LArthur@mscoastcoliseum.com, fax or by mail:

Mississippi Coast Coliseum
Attn: Lindsey Arthur/Summer Fair
2350 Beach Blvd.
Biloxi, Mississippi 39531

Sincerely,

Lindsey Arthur