



Exhibitor Application September 20-30, 2018

The Mid-South Fair Inc. thanks you for your interest in becoming an exhibitor for the 2018 Mid-South Fair. Please closely review the application's instructions. Submitting an application to the Mid-South Fair will not ensure a space. Please contact us directly if you have questions concerning this application. We can be reached by dialing our office at [662-470-2102](tel:662-470-2102) or emailing us at

IMPORTANT DATES:

- Application, Full Payment, and Insurance Due on or before August 31.
- Last Day to Cancel and Receive Reimbursement Minus \$100 Processing Fee is August 31.

Disclaimer:

**Completing the attached application does not ensure a space for the 2018 Mid-South Fair.
Please read the application completely and answer all questions accordingly.**

- We have redesigned the layout of this year's fair to make it more conducive for our fair goers. With that said we will not be utilizing the inside exhibit spaces only OUTSIDE exhibit space. We can help with renting you a professional canopy from Hicks Convention Services for the event to ensure you are out of the elements of any potential weather.
- Hicks Convention Services is the official exhibit decorator. Rental list and order form will be included with contract.
- Booth space is assigned on a first come, first serve basis; details on application below. Application, Fees, and Insurance must be submitted before booth space is assigned. **The Mid-South Fair reserves the right to decide final booth location and assign space in accordance with other exhibitors and products currently booked and/or to establish specific exhibit themes.** The Mid-South Fair strives to maintain a balanced variety of products and services and does not wish to overload any one area with similar or like products.
- Electrical Service is included in Exhibitor Booth. **BUT** you will be responsible for providing any cords (minimum of 100') and/or equipment your booth may require.
- Each exhibitor will be given **TWO** exhibitor badge's + **TWO** parking passes per 10x10 space. Additional I.D.'s may be purchased through the Mid-South Fair for \$25 each.
- General Liability insurance is required. Coverage must be in the amount not less than the combined single limit of \$1,000,000 bodily injury and property damage. A valid certificate of insurance form from your insurer will be required as proof of coverage. It must name the following as additional insured: (1)Mid-South Fair, Inc., their staff and employees, officers, board of directors, and certificate holders, (2) Desoto Convention & Visitors Bureau, dba Landers Center, their officers, commissioners, directors, and agents and (3) Southwood Entertainment Group. You may also purchase insurance through the Mid-South Fair for the fee of \$150 for the first booth and \$50 for additional booths. The Mid-South Fair reserves the right to verify valid insurance coverage at any given time. If the insurance policy is not valid before and during the 10 day event, the exhibitor will be evicted from the property immediately, forfeit the deposit, and give up privileges for future fair events. You must provide proof of your Workman Compensation coverage.
- The Mid-South Fair strives to maintain a product balance throughout the fairgrounds and encourages new exhibitors to bring in products and/or services. The previous year's exhibitors, who leave in good standing, are invited to return. The exhibitor return rate tends to vary each year, but is generally very high. All new applicants should keep in mind our limitations.
- The Mid-South Fair reserves the right to accept or reject any applicant based on the uniqueness and/or quality of product or services, space availability, attractiveness of space or booth and references from other fairs or shows.
- A color photo or detailed drawing of exhibit display or stand **MUST** be submitted with application.
- This is only an application; it **DOES NOT** guarantee a space will be offered.

For more information, please email us at jcrews@landerscenter.com

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BUSINESS INFORMATION

Business Name: Application Date:
Contact Person (Mr. /Mrs.):
Address:
City: State: Zip Code:
Work/Office Phone () - Cell Phone (required) ()
Email Address (required)

PRODUCT LISTING

Select One:
Direct Sales (over the counter) Indirect Sales (taking orders/leads) Not Selling/Display only

Name each specific item to be sold (include brand names), exhibited, or promoted (use back if additional space is needed)

-- ONLY ITEMS LISTED ARE ALLOWED TO BE SOLD/EXHIBITED unless a written approval is obtained in advance by MSF Management.

Three horizontal lines for listing products.

SPACE REQUESTED & FEES:

OUTSIDE 10x10 \$1,000 OUTSIDE 20x10 \$1,600 OUTSIDE 20x20 \$2,200 *Contact if more space is needed

- We have redesigned the layout of this year's fair to make it more conducive for our fair goers. With that said we will not be utilizing the inside exhibit spaces only OUTSIDE exhibit space. We can help with renting you a professional canopy from Hicks Convention Services for the event to ensure you are out of the elements of any potential weather.
Electrical Service is included for your booth at no additional cost. You are responsible for providing any cords (minimum of 100') and/or equipment your booth may require.
Each exhibitor will be given TWO exhibitor I.D.'s per 10x10 space. Additional I.D.'s may be purchased through the Mid-South Fair for \$25 each.

Of Additional I.D.'s:





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INSURANCE

\$1,000,000.00 General Liability insurance is required (Certificate must be on file no later than August 30, 2016).

- General Liability insurance is required. Coverage must be in the amount not less than the combined single limit of \$1,000,000 bodily injury and property damage. A valid certificate of insurance form from your insurer will be required as proof of coverage. It must name the following as additional insured: (1) Mid-South Fair, Inc., their staff and employees, officers, board of directors, and certificate holders, (2) Landers Center, Desoto Convention and Visitors Bureau, their officers, commissioners, directors, and agents. You may also purchase insurance through the Mid-South Fair for the fee of \$150 for the first booth and \$50 for additional booths. The Mid-South Fair reserves the right to verify valid insurance coverage at any given time. If the insurance policy is not valid before and during the 10 day event, the exhibitor will be evicted from the property immediately, forfeit the deposit, and give up privileges for future fair events. You must provide proof of your Workman Compensation coverage.
- The Mid-South Fair reserves the right to verify valid insurance coverage at any given time. If the insurance policy is not valid before and during the 10 day event the exhibitor will be evicted from the property immediately, forfeit the deposit, and give up privileges for future fair events.

IMPORTANT DATES

- Application, Full Payments (Standard Fee), and Insurance Due on or before August 31st
- Last Day to Cancel and Receive Reimbursement Minus \$100 Processing Fee is August 31st
 - If space is cancelled after August 31st, all payments will be forfeited and if applicable, any unpaid late balances will be due.

ADDITIONAL INFORMATION

- The Mid-South Fair strives to maintain a product balance throughout the fairgrounds and encourages new exhibitors to bring in products and/or services. The previous year's exhibitors, who leave in good standing, are invited to return. The exhibitor return rate tends to vary each year, but is generally very high. All new applicants should keep in mind these limitations.
- **NOTE:** The Mid-South Fair reserves the right to accept or reject any applicant based on the uniqueness and/or quality of product or services, space availability, attractiveness of space or booth and references from other fairs or shows.
- **ALL APPLICANTS:** A color photo or detailed drawing of exhibit display or stand **MUST** be submitted with application. If photo or drawing is **NOT** included, the application will **NOT** be considered.
- This is only an application; it **DOES NOT** guarantee a space will be offered. If you are not accepted you will notified and refunded immediately.

Please sign the completed application, expressing your interest, with the required photos, payments, and documents no later than Aug 31, 2018, mail, or email to the Mid-South Fair office (contact information below). Money orders or certified checks should be made payable to: **Landers Center**. If you would like to pay by Credit Card, please complete the credit card form attached and send back with your completed application. Please refer to the dates in which your application, payments, and insurance are due. If you are not accepted, you will receive notification and reimbursement no later than August 31st. Leased space includes only the area stipulated in the application. By signing this application you are agreeing to the rules and regulations set forth by the Mid-South Fair and will adhere to them accordingly.

Signature of Applicant: _____ Date: _____

Mail Application To:

The Mid-South Fair
4560 Venture Dr.
Southaven, MS 38671
[662-470-2102](tel:662-470-2102)

E-Mail Application To: jcrews@landerscenter.com





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Credit Card Fax Authorization Form

In order to reduce charge backs, it is necessary to have a completed credit card authorization form as shown below. Also, it is critical to capture an AVS (Address Verification System) match when processing the transaction. Entering in the billing zip code of the cardholder captures AVS. Submitting the cardholder's address and CVV code lowers risk further. When applicable, a proof of delivery is required.

I _____ hereby authorize the "Mid-South Fair, Inc."

Print Cardholder Name

to debit my VISA MASTERCARD AMEX

ACCOUNT NUMBER:

EXPIRATION DATE: _____

CVV CODE: _____ * Located on back of card DEPT: _____

IN THE AMOUNT OF \$ _____ FOR THE FOLLOWING SERVICE: _____

NAME AS IT APPEARS ON THE CARD: _____

BILLING ADDRESS: _____

Address

City State Zip

Phone

Fax

Cardholder Signature

Date



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Southaven Fire Department Division of Fire & Emergency Medical Services

8710 Northwest Drive
Southaven, Mississippi 38671
Office: (662) 393-7466 Fax: (662) 280-6521

Mid-South Fair Landers Center

General Fire Safety Requirements for Tents, Canopies, Membrane & Air Supported Structures

1. All Tents, canopies, membrane and air supported structures erected on Fairgrounds properties are to be approved by the Southaven Fire Department. All tents, canopies and membrane structures, including side walls, drops and curtains are required to be made out of flame retardant material or treated with a flame retardant. A copy of the manufactures certificate indicating the material used in manufacturing the product is flame retardant or has been treated with flame retardant will be required by the Fire Department. Any of the above found not to be in compliance with local fire codes or which present a fire or life safety hazard will immediately be removed from the fairgrounds property. Specific questions regarding code requirements may be directed to the Southaven Fire Department Fire Prevention Bureau (662) 393-7466 ext 291,292 or 293.
2. Tents and membrane structures in excess of 200 square feet or canopies in excess of 400 square feet are required to obtain a permit and approval from the Southaven Fire Department prior to being erected or operated. Permit fees are \$100.00 each. Permits are required to be posted in a visible location at the main entrance of the tent.
3. Unless otherwise approved by the Fire Marshal, tents and canopies shall be located so an unobstructed fire break passageway or fire road not less than 12 feet wide and free from guy ropes and other obstructions is maintained on all sides. Sample diagram has been attached to this form on page 3.
4. Tents and canopies shall be adequately roped, braced and anchored to withstand the elements of weather and prevent collapse.
5. Tents with an occupant load of 10 to 199 persons shall have a minimum of two 72 inch wide exits. Tents with occupant load of 200 to 499 persons shall have a minimum of three 72 inch wide exits. All Exit openings are to remain open. Exits which serve a capacity of 50 or more persons shall be mark with Exit Signs posted above the Exit. Path of travel and Exit areas shall be illuminated at all times when occupied.
6. Combustible materials such as hay, straw, shavings or similar type materials are not allowed in tents or under canopies. The only exception is the livestock tent where quantities of materials are limited to the amount necessary for one days care for live stock.
7. Smoking is not permitted in tents, under canopies, inside membrane or air supported structures. No Smoking signs shall be posted. Operators are responsible for enforcing the no smoking policy on their premises; failure to do so may result in citations not only to the person violating the policy but to the operator as well.
8. Portable generators are not allowed inside tents or under canopies and must be separated from them by a minimum of 20 feet and shall be protected from contact with the public by fencing, enclosure or other approved means.
9. Flammable, combustible liquids or LP Gas shall not be stored inside tents or under canopies. Only Vehicles on display are allowed inside tents. The fuel capacity in fuel tank is limited to 5 gallons or less and the battery shall be disconnected. Fuel tank opening is required to be locked or sealed.
10. Outdoor cooking shall be a minimum of 20 feet away from tents and canopies.
11. Fireworks of any type are prohibited.
12. One 5 lb ABC type dry chemical fire extinguisher is required for tents, canopies, membrane and air supported structures 200 square feet or less. A minimum of two 5 lb ABC type dry chemical fire extinguishers are required for

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structures exceeding 200 square feet. All Fire Extinguishers are required to have an inspection tag showing they have been inspected in the last twelve months or proof of purchase within one year.

Southaven Fire Department Fire Marshals will be on site prior to and during the Mid-South Fair at Landers Center to conduct inspections and issue required permits. It is recommended if you have any questions related to Southaven Fire Code requirements operators should contact the Southaven Fire Prevention Bureau in advance at 662-393-7466 or e-mail questions to Fire Prevention Bureau listed under city departments at www.southaven.org. Southaven Fire Department

Mid-South Fair Landers Center

General Fire Safety Requirements for Concession Operations

All Concession operations which involve use of LP Gas or which produce Grease Laden Vapor will be inspected and approved by the Southaven Fire Department. A permit is required from the fire department. There are no fees assessed for these permits.

1. Cooking Operations that produce grease laden vapor must have provided a Type 1 grease hood and the appropriate automatic fire extinguishing system. Appliances located within a structure or vehicle must be approved or listed for use as commercial food service appliance.
2. A "K" class fire extinguisher must be provided where wet chemical fire protection systems are provided. 40 BC dry chemical extinguishers are to be provided where a dry chemical fire protection system has been approved.
3. The owner must provide current inspection documents verifying the fire suppression system has been installed and inspected and is in compliance with the 1806 International Fire Code and referenced NFPA standards.
4. A fire break is required between concession trailers to allow fire apparatus access. The unobstructed distance shall be 12 feet in all directions.
5. Fire extinguishers must display a tag verifying a current inspection by a qualified technician. Fire extinguishers should only be used by persons properly trained to do so.
6. Grease shall be disposed of in a proper manner and shall not be dumped into drains, on the ground, or within trash containers. An approved container must be used located within an approved location.
7. Any vehicle to include trailers that does not comply with requirements of the fire code or is determined to be unsafe shall be removed from the premises. The Southaven Fire Marshal's Office will inspect all concessions and cooking operations.
8. Propane tanks used for cooking shall be properly secured to prevent tampering and protection from vehicles.
9. Generators shall be inspected and fuel containers shall not be allowed other than those attached to the vehicle or equipment. Safety cans must be used for any refueling operations but must not be stored inside or near concession structures or vehicles.
10. Combustible waste material creating a fire hazard shall not be allowed to accumulate within buildings or structures or upon premises. Containers with a capacity exceeding 5.33 cubic feet (40 gallons) shall be provided with lids. Containers and lids shall be constructed of noncombustible materials or approved combustible materials. Fire apparatus access shall be provided for dumpsters. Dumpsters shall not be located within 5 feet of a combustible walls, opening, or roof eave lines.

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