



**DECEMBER 14**

**RICHLAND COMMUNITY CENTER**

**9AM—4PM**

Vendor Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Brief Description of Product selling: \_\_\_\_\_

Special Request \_\_\_\_\_

*(booths with electricity are limited so please get application in early)*

Returning Exhibitor: yes/no (circle one)

Booth Fee: \$50 - includes a 10 X 10 space with a 6 ft. table and 2 chairs.

Mail application and booth fee (made payable to REDA):

City of Richland, 410 East Harper Street,

Richland, MS 39218

For information call 601-420-3400

OFFICE USE ONLY \*\*\*

Assigned Booth # \_\_\_\_\_

Cash/check or MO. \_\_\_\_\_

Amount \$ \_\_\_\_\_

Date Received: \_\_\_\_\_

Received by: \_\_\_\_\_



# Christmas Market Guidelines

## ♦ SETUP:

Friday, December 13— from 12 noon until 7pm

Saturday, December 14—doors will open at 6:30 am. You must be set up by 8:30 am (YOUR BOOTH NO. WILL BE MAILED TO YOU)

## ♦ TAKEDOWN:

You are allowed to take down at 4pm and not before—PLEASE!

- ♦ We will provide you with a 6ft table and 2 chairs. Please skirt your table and decorate with Christmas décor.
- ♦ The State Tax Commission requires us to register our events, therefore, you will have to pay the City of Richland the 7% sales tax, 9% for food. The form will be mailed with booth letter and we will collect at the end of the day.
- ♦ YOU ARE NOT ALLOWED TO PIN, HANG, OR TAPE ANYTHING TO WALLS
- ♦ REDA will provide coffee and donuts during the setup time, but there will be concessions for shoppers and vendors to purchase during the day.

If you have any questions, please do not hesitate to call or email.  
twood@richlandms.com or 601-420-3400. Go and like our facebook page (Totally  
*Locally Christmas Market*) and help us promote!