

Join Main Street Clinton for the 2024 season of the

Olde Towne Market

On the Historic Brick Streets



Food Vendor Guidelines & Application

April 13 Spring Into Green Market
May 11 May Makers Market
October 12 Fall for Clinton Market
November 9 16th Annual Holiday Market



2024 Craft Vendor Guidelines and Application

Olde Towne Market

The Olde Towne Markets are a series of open-air markets that take place on the historic brick streets of Olde Towne Clinton. The markets are managed by Main Street Clinton, a non-profit devoted to the revitalization of Clinton's historic downtown business districts.

Applications for all vendors, new and returning, are subject to review and approval by a jury process.

Spring Into Green Market and 16th Annual Caterpillar Parade

Saturday, April 13, 9:00 a.m. – 2:00 p.m.

May Makers Market

Saturday, May 11, 9:00 a.m. – 2:00 p.m.

Fall for Clinton Market & 11th Annual Pet Parade

Saturday, October 12, 9:00 a.m. – 2:00 p.m.

16th Annual Holiday Market

Saturday, November 9, 9:00 a.m. – 3:00 p.m.

Food vendors are those who provide food prepared primarily onsite and intended for immediate consumption. Food vendors are required to submit the following along with a completed application.

- ☐ ServSafe Certification and/or a business license (Both are preferred, if available.)
- ☐ Proof of up-to-date liability insurance
- ☐ Photos of product(s) and set up

Vendor Application Process

To be considered for the market, complete these steps:

1. Complete the application form and submit photos of products.

- New and returning vendors must submit 3-5 photos that include all the types of food to be sold, as well as your setup. Group items in photos when possible.
- Label photos with your name and/or business. When uploading your photos into the online application, be sure the filename includes the applicant's name.

2. Pay the application fee via cash, check, money order, or PayPal.

- The \$15 application fee is non-refundable, regardless of acceptance status. The application fee will be applied to the cost of the vendor's first booth space of the 2024 season. An approved application allows the vendor to attend all markets for the season. *It is the responsibility of the vendor to notify Main Street Clinton that they wish to attend additional markets and to pay the booth fee by the deadline.*

Submitted applications will enter the jury process only when the above steps are complete. Notification whether an application is approved or denied is sent via email 3-5 business days after the application and application fee are received.

A booth is considered reserved when the *approved* applicant submits payment of the booth fee via cash, check, money order, or PayPal by the deadline. Invoices that are not paid in 5 business days result in the vendor application being voided.

Booth Space Logistics and Rent

- The Olde Towne Market Manager will assign booth spaces. **Booth assignments will be emailed to vendors on the Friday afternoon prior to the market after 3:30 p.m.** Please provide an active email address and current phone number. All future correspondence will occur by email or when necessary, by phone.
- Food vendors will pay a booth rental fee of \$85.00 per market for April, May, and October markets and \$135.00 for the Holiday Market for up to three 10'x10' spaces. Those needing space of more than 30' must pay an additional \$85.00 for April, May, and October markets, and an additional \$135.00 for the Holiday Market. **Final deadline for payment is 5 business days after invoicing.**
- Incomplete applications, including those without attached photos and/or fees not paid, will be voided. **No exceptions.**
- Firearms, alcohol, and drugs are strictly forbidden. The Olde Towne Market is a non-smoking event.
- No radios or other noise generating electronic devices are allowed. Loud generators are discouraged and their use may result in denial of participation in future markets.
- Vendors must stay for the entire market. **Leaving before the market closes is not allowed** and could result in vendor expulsion from the market for the remainder of the season.
- **Booth rental fees and application fees are non-refundable.** Failure to show for a reserved space may result in denial of future participation.
- Cancellation of market due to weather or other conflict is at the discretion of the Main Street Clinton Director and/or the Olde Towne Market manager. Booth fees will not be refunded.

Important Dates and Activity Schedule

Spring Into Green Market and 16th Annual Caterpillar Parade

April 13, 9:00 a.m. – 2:00 p.m.

Set-up time: 7:00 a.m. until 8:30 a.m.

Clean-up: 2:00 p.m. – 3:00 p.m.

***Deadline to apply: Friday, March 29**

May Makers Market

May 11, 9:00 a.m. – 2:00 p.m.

Set-up: 7:00 a.m. until 8:30 a.m.

Clean-up: 2:00 p.m. – 3:00 p.m.

***Deadline to apply: Friday, April 26**

Fall for Clinton Market and 11th Annual Pet Parade

October 12, 9:00 a.m. – 2:00 p.m.

Set-up: 7:00 a.m. until 8:30 a.m.

Clean-up: 2:00 p.m. – 3:00 p.m.

***Deadline to apply: Friday, September 27**

17th Annual Holiday Market

November 9, 9:00 a.m. – 3:00 p.m.

Set-up: 6:30 a.m. until 8:30 a.m.

Clean-up: 3:00 pm – 4:00 pm

***Deadline to apply: Friday, October 25**

Procedures for Set-Up

Food vendors may begin setting up two hours prior to the market (procedure varies for the holiday market). We ask that Food Vendor start setting up no later than 7:30 a.m. due to the necessity to have them in first before other craft vendors. If you are late, it will result in you being unable to get into your assigned location and you will be forced to go to another location due to your tardiness. Vendors should unload and remove their vehicle from the market area before continuing with booth set up. If additional time is needed, vendors must notify the Main Street Clinton Director or the Olde Towne Market Manager in advance. Vehicles must be moved by 8:30 a.m. Parking is available on side streets. Please leave parking spaces close to the market free for shoppers. All set-up must be complete and vendors ready for business at 9:00 a.m.

Procedures for Clean-Up

Vendors must clean up their areas at the end of each market. Vendors should first pack up the entire contents of their booth before pulling vehicles into the market area. **Vehicles must not be brought into the market area until fifteen minutes after the close of the market.** All vendors should load vehicles and be clear of the market area within one hour after the close of the market. Vendors must **remove all trash and should not use the public trash receptacles for disposal of products, boxes, or other refuse, etc.** Vendors in violation of this policy will be denied participation in future markets.

Health Regulations

Vendors are responsible for any permits/licenses as applicable and must submit them with the application. Guidelines set by the State Department of Health are minimal, and do not override those established by the Olde Towne Market. Food vendors must attach a copy of proof of liability insurance with the application. **No food vendor shall participate without insurance. Expired documents will not be accepted.** Copies of your food permit should be displayed at your booth.

Hold Harmless Clause

All authorized vendors participating in the Olde Towne Market 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 Olde Towne Market, Main Street Program, and the City of Clinton harmless from any loss, cost, damages, and other expenses, including attorneys' fees, suffered or incurred by the Olde Towne Market by reason of the vendor's negligence or that of its servants, agents, and employees, provided that the vendors shall not be responsible nor required to indemnify the Olde Towne Market for negligence, its servants, agents, and employees. Because no insurance is provided to participants in the Olde Towne Market, each vendor must carry his/her own product liability insurance. It is the responsibility of the applicant to submit properly dated documentation.

Sales Taxes

The City of Clinton issued a restaurant tax of 2% in 2022 that must be paid by food vendors in addition to the regular 7% sales tax. Tax forms will be handed out at the market. Please complete forms with calculations of 2% and 7% taxes as guided. Vendors may turn in their taxes beginning 15 minutes before the close of the market and no later than 30 minutes after the close of the market. **If paying by check, make checks payable to Main Street Clinton.** If paying with cash, correct change is required. All vendors must complete and return the form regardless of sales or tax paying practices. The Main Street Clinton Director will send monies

collected to the Mississippi Department of Revenue. **Failure to submit sales tax and/or tax forms at the close of the market will result in expulsion from future markets. NO EXCEPTIONS.**

Photo Release

Vendors at the Olde Towne Market may appear in pictures taken for publication by Main Street Clinton employees, members, or the general public. By signing the application, vendors agree to have themselves or their products photographed and printed in Main Street Clinton publications or posted on Main Street Clinton affiliated websites and social media outlets.

Other

Upon occasion we receive requests for vendor contact information from journalists writing promotional articles for our market 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 market or the vendor himself/herself.

For questions or more information, contact the Main Street office at 601.924.5472 or email us at mainstreetclinton@clintonms.org.

Olde Towne Market

Food Vendor Application

Name _____
Business Name _____
Address _____
City _____ State _____ Zip _____
Phone _____
Email _____

For Olde Towne Market Administration use only.

No. of Booths _____ Electricity _____

Products _____

Market Date	Payment Type	Amount	Date of Payment

Please provide a brief description of the food items you wish to sell at the Olde Towne Markets.

Number of 10' x 10' booth spaces requested per market date: ☐ ONE ☐ TWO ☐ MORE _____

Describe your set up. ☐ table with tent ☐ serving trailer ☐ food truck

Specific measures for trailers and trucks: _____ long, _____ deep, and _____ high

Have you included a copy of your current ServSafe and/or business license and liability insurance?

☐ YES ☐ NO (Expired documents will not be accepted. Applications are incomplete without these.)

Have you included photos of your food items **and set up**? ☐ YES ☐ NO

Will you use a (vendor supplied) generator? ☐ YES ☐ NO

We accept cash, checks, and money orders (payable to Main Street Clinton). Vendors may pay also pay with a debit or credit card online at www.mainstreetclintonms.com/market.

☐ April 13, Spring Into Green Market and 16th Annual Caterpillar Parade (\$85)

***Deadline to register: Friday, March 29**

☐ May 11, May Makers Market (\$85)

***Deadline to register: Friday, April 26**

☐ October 12, Fall for Clinton Market & 11th Annual Pet Parade (\$85)

***Deadline to register: Friday, September 27**

☐ November 19, 17th Annual Holiday Market (\$135)

***Deadline to register: Friday, October 25**

I have read the vendor guidelines and understand that failure to comply with any Olde Towne Market policy will result in my dismissal from the market.

Print Name _____ Signature _____ Date _____

Mail application, required documents, and payment to: Main Street Clinton • P. O. Box 156 • Clinton, MS 39060