



Market Vendor Application

Dear 2nd Saturdays Pascagoula applicant:

The City of Pascagoula invites you to apply for participation in 2nd Saturdays Pascagoula market held the 2nd Saturday monthly.

Please be sure your application is complete and neatly printed. Submission of an application does not guarantee acceptance in the market. The 2nd Saturday Pascagoula committee prides itself with offering the community a quality market. The committee reserves the right to select vendors based upon the following criteria but not limited to: unique and varied items, limited duplication of wares and the demonstration of artistic expression. Considerations may also include longevity and reliability. 2nd Saturday Pascagoula collects a nominal fee of \$15 per vendor per market to offset some associated advertising costs to promote the venue. The 2nd Saturdays Pascagoula market was established to support artisans, increase public awareness and to encourage customer traffic in the downtown area.

For consideration, the following items must be completed and enclosed:

1. Complete Application (incomplete applications will not be accepted)
2. Hold Harmless Agreement
3. Photographs of your merchandise and/or display—digital photos and color photocopies are accepted.
4. Applications and photos may be emailed to lgrace@cityofpascagoula.com; or mailed to City of Pascagoula Anchor Square, PO Drawer 908, Pascagoula, MS, 39568.

Applications and photographs become the property of the City of Pascagoula. The 2nd Saturdays Pascagoula market is an open-air market and does not provide shelter from any weather conditions, e.g., sun, rain, wind, etc. Each vendor is required to use a canopy and weights to secure the canopy.

As a 2nd Saturdays Pascagoula market vendor, you must register no later than 8:00 am. Vendors are not allowed to set up until they have registered with the 2nd Saturdays Pascagoula representative. Vendor booths must be ready for business by 9:00am and staffed until the market closes at 2:00 pm. No pets (with the exception of service and/or guide dogs) are allowed with vendors on the grounds at any time.

Regards,

LaLinda Grace
2nd Saturdays Pascagoula Market Coordinator



Vendor Application—please print or type

Vendor Name: _____

Contact Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

Website: _____

Please list items that you are *creating* and selling at the 2nd Saturdays Pascagoula Market. Please be specific and please include a price range for your goods. Please use the space provided below to share how your creations are unique to the market. This will assist the committee in the application review process.

Please check the Market dates you are interested in participating:

2/1 3/10 4/14 6/9 7/14 8/11 9/8 10/13 11/10 12/8

There will not be a 2nd Saturdays Market on May 12, 2012 due to the Live Oak Arts Festival. If you are interested in being a vendor for the Live Oak Arts Festival, please contact Rebecca Davis at 228-938-6604.

Vendors may apply for single/multiple markets. Vendors also have the option of applying for participation on a monthly basis. Again, there is no guarantee that vendors will be allowed to participate in each market. Fee for participation is \$15.00 per vendor per market. Once the Market committee has reviewed your application you will be contacted via email with further payment information.

Applications must be received by the 2nd Saturdays Pascagoula office 2 weeks prior to the Market you are interested in participating in.

I have read and understand the policies and procedures for the 2nd Saturdays Pascagoula Market. I agree to follow all rules and regulations set forth by the 2nd Saturdays Pascagoula staff understanding that failure to do so can result in immediate expulsion from the Market.

Signature: _____ Date: _____

Market Policies and Rules and Regulations

1. The City of Pascagoula will not assume responsibility for damage or theft of your property. The City of Pascagoula will collect all applicable sales tax at the end of the event. No electricity or water is available. No generators will be allowed. All sale and display items must be contained within assigned area.

- a) Spaces are 10 ft. X 10 ft.
- b) Spaces are assigned upon approval of your vendor application
- c) Vendors may register between 7am and 8:00am the day of the market
- d) Registration is located at the Anchor Square office
- e) No vehicles allowed on grass or on Delmas Ave after 8:30 am, no exceptions
- f) Vendor booth break down is from 2:00pm until 3:00pm
- g) Canopies and weights to anchor canopies are required by all vendors

Market representatives have the final authority on site to interpret and enforce rules and regulations related to the 2nd Saturdays Pascagoula Market. Vendors that do not comply with instruction and/or the rules and regulations of the Market will be considered in default and may not be eligible for future markets.

Weather policy: The 2nd Saturdays Pascagoula Market will open the 2nd Saturday monthly unless there is an 80% chance of precipitation forecasted for 8am on Saturday Market. Market coordinators will use the National Weather Service forecasts and will post Market closing on the City of Pascagoula website by 5pm the Friday prior to the Market. The City of Pascagoula website is www.cityofpascagoula.com. Vendors may also call the Manager at 228-938-2352.

- Market hours: 9am-2pm
- Market dates: 2nd Saturdays monthly
- Market location: Anchor Square green space and Delmas Ave.
- Parking: Vendors may park in designated parking area: Yon Ave
- Smoking: Is prohibited in the vendor and sales area
- Amplified sound: Is prohibited in the vendor and sales area
- Supplies: Vendors are responsible for their own canopies, tables and chairs
- Canopies: market style canopies and weights for canopies are required
- Dumpsters: Are available for vendor use at Anchor Square
- Pets: Pets are prohibited unless they are service animals
- Clean up: Vendor spaces must be clean and free of trash

Keep this page for your reference, do not mail back to the City of Pascagoula.



Hold Harmless and Indemnity Agreement

2nd Saturdays Pascagoula Market

January–December 2012

I, _____, the Undersigned, binding my heirs, executors, administrators, estate and assigns, do hereby agree to completely and wholly release, indemnify and hold harmless the City of Pascagoula, its officers, agents, independent contractors, and employees for any and all claims, damages, harm, personal injury, including death, property damage, lawsuits and judgments, including court costs, expenses and reasonable attorney's fees, and all other expenses resulting from the activities, programs and events occurring on the above–stated date of the stated market in Pascagoula, Mississippi.

It is the understanding of all parties that this release, indemnity, and hold harmless agreement shall apply whether or not the claims, damages, harm, personal injury, including deaths, property damage, lawsuits, judgments, court costs, attorney's fees or any other expense arise from the negligence of whatever nature, omissions, willful or intentional acts of the vendors or vendor's officers, agents, employees, independent contractors, other representative, invites, licensees, or guests.

If the vendor is other than an individual, vendor certifies, warrants and represents that the individual whose signature appears below is duly authorized to execute this Agreement on behalf of the firm, corporation, partnership or other entity who is the vendor.

Signature: _____

Date: _____