



2026 Vendor Application

53rd Annual Vardaman Sweet Potato Festival

Saturday, November 7, 2026 - Vardaman, Mississippi

PAPER APPLICATION WINDOW

Available September 21-October 16, 2026. **Submit in person at Vardaman City Hall during business hours.** Do not mail. Applications close Friday, October 16. All deadlines use Central Time.

1. GENERAL INFORMATION

Business/organization name: _____

Primary contact: _____ Phone: _____

Email: _____

Physical address: _____

City: _____ State: _____ ZIP: _____

Organization type: ☐ Business ☐ Individual/sole proprietor ☐ Nonprofit/community ☐ Government/public service

2. BOOTH INFORMATION - CHECK EVERYTHING THAT APPLIES

☐ Merchandise, crafts, services, information, or activities

☐ Food prepared/package offsite; nothing prepared onsite

☐ Fresh lemonade, specialty drinks, coffee, or other drinks onsite

☐ Food cooked, heated, grilled, fried, smoked, boiled, or baked onsite

Primary product/menu category: _____

Setup type: ☐ Tent ☐ Truck ☐ Trailer ☐ Open activity/display space Overall truck/trailer length: _____ ft

Number of 12 x 12 spots requested: _____ 1 = 12 x 12 ft 2 = 24 x 12 ft 3 = 36 x 12 ft; no overhang allowed

Describe everything you will sell, serve, provide, or operate: _____

☐ Request one 110-volt power connection

☐ I will bring a generator

Make/model (optional): _____

☐ Returning vendor

Placement request (not guaranteed): _____

Additional comments: _____

3. FEES AND PAYMENT

Marketplace without power: \$100 per 12 x 12 spot **Marketplace with power:** \$125 per 12 x 12 spot (one connection per application) **Food fee:** \$150 per 12 x 12 spot. Beverage-only vendors pay the Food fee but may be placed in the Marketplace area. A **\$25 late fee per application** applies to payment made after October 16. Payment is collected only after approval.

☐ Plan to pay online after approval

☐ Plan to pay at City Hall

Estimated total: _____

4. FESTIVAL-DAY PROCEDURES AND VENDOR TERMS

- **Check-in begins at 4:00 a.m. Saturday.** No vendors are admitted after 6:30 a.m. Booths must be ready and vehicles removed from the street by 7:00 a.m.
- Unload first, move your vehicle to designated parking, then assemble the booth.
- Food trailers must check in Friday, November 6, noon-8:00 p.m. at the Fire Department.
- The festival continues until 3:00 p.m. No early breakdown, loading, or departure.
- Vendors must complete the provided sales-tax form and bring the required **7% sales tax** to the Fire Department by 3:00 p.m.
- Power is 110 volt, 20 amp maximum per line. Vendors provide outdoor-rated extension cords.

- Submitting an application does not guarantee approval or reserve space. Space is confirmed when payment is recorded.
- No refunds; the festival is held rain or shine. Trailer tongues, doors, displays, and merchandise must remain within assigned space.
- Quiet generators are encouraged. Loud or disruptive generators may be repositioned or turned off.
- No firearms; projectile-firing guns; silly string; spray paint; squirt ink; or live animals, fowl, or fish for sale or prizes.
- Confirmed vendors' business name, primary contact, category, and registration-completion date may appear on the public vendor list.
- The Festival Committee may enforce safety, placement, product, check-in, and check-out requirements.

5. AGREEMENT AND SIGNATURE

By signing, I certify that the information is accurate and that I have read and agree to the procedures and Vendor Terms above.

Applicant signature: _____ Date: _____

CITY HALL / FESTIVAL OFFICE USE ONLY

Received: _____ Classification: _____ Status: _____ Payment: _____ Staff: _____