

**2016 Merry Meridian Marketplace
MSU Riley Center
2200 5th Street
Meridian, MS
November 19, 2016**

Welcome to the 2016 Merry Meridian Marketplace

We invite you to participate and experience the best holiday shopping experience Meridian has to offer!

Merry Meridian Marketplace Information: All Merry Meridian Vendors will be inside the beautiful, historic MSU Riley Center. There will not be any outdoor vendors-all vendor spaces will be indoors.

Location:

MSU Riley Center (2200 5th Street Meridian, MS 39301)

Date and Hours:

The Marketplace will take place on Saturday, November 19 from 9am until 4pm. The MSU Riley Center is located on 2200 5th Street in Downtown Meridian. Load-in and set up will take place on **Friday, November 18, 2016 from noon until 7pm.** Clean up and load-out will take place following shopping hours on Saturday, November 21st after 4pm. No early breakdown will be permitted. **Load-out must be completed by 7pm.**

General Guidelines

Deadlines:

October 14, 2016 is the deadline to receive the **early bird registration fee** of \$100 for a non-corner booth and \$125 for a corner booth.

Booth Information:

All booths will be **8' deep and 10' wide** and located in the MSU Riley Center. Registration required for all booth spaces.

- This year we are offering an **“Early Bird”** discount of \$50. To be eligible for the discounted booth fee, your application and payment must be postmarked on or before **October 14, 2016.** After October 14, 2016 booth fee will increase \$50.
- Booth Fees are as follows:
 - Corner Booths – \$175 (early bird \$125)
 - Non Corner Booths – \$150 (early bird \$100)
 - Each booth includes an **8' x 10'** booth space. You are welcome to bring your own tables, chairs, and displays, but they must fit within your allocated space. **Please note that we will not provide any tables or chairs this year.**
 - Electricity is available but outlets are limited. If you request electricity we will do our best to place your booth to a nearest outlet. You are not guaranteed a spot with electrical access until you receive your confirmation packet. There will be an additional \$25 electricity fee per booth space (no exceptions). However, you are responsible for bringing your own extension cord and power strip.
- Requests made for certain booths or booth placements are not guaranteed. We do our best to honor requests and meet everyone's needs based on a first come, first serve basis.

Registration Procedure:

Please return the enclosed application with payment as soon as possible. We operate on a first come, first serve basis, allocating booth space in order in which applications and full payments are received. You will not be placed on the vendor list until we have received both your application and payment.

Applications will be accepted up until the day prior to the event if there is space available. If application is submitted and all spaces have been filled, your payment will be returned immediately or will be held while putting you on a waiting list. If you would like to be put on a waiting list, please indicate this on the designated line on the application.

A confirmation packet will be mailed no later than October 23, 2016 for early bird registration. The confirmation packet includes your receipt, booth assignment, credentials, schedules, and additional information. All other confirmations will be mailed within 10 days of receipt. If registration is received after November 14, 2016, confirmation will be sent by email and packet will be given to the vendor upon arrival.

Your booth placement is not guaranteed until you receive your confirmation packet.

Host Hotel: The host hotel information will be forthcoming. Discounted rates will be given to all Merry Meridian Marketplace vendors. Please note on your application if you will be spending the night in Meridian and will require a hotel.

Payment:

Payment is due at the time applications are received. We accept cash and checks. No debit or credit cards. Make Checks Payable to: City of Meridian.

Send applications and payment to:

**Merry Meridian Marketplace
Attn: Laura Carmichael
P.O. Box 1430
Meridian, MS 39302**

Absentee/Late Arrival/ Early Departure Policy:

Vendors are required to participate in the market all day. Vendors that arrive late or leave early will not be invited to participate in future years. This is a very firm policy.

Cancellations/Refunds:

If you wish to cancel your reservation please contact the City of Meridian Cultural Affairs office. It may take up to 4 weeks to receive your refund. All refunds are subject to approval by The Merry Meridian Marketplace Director and/or committee. The deadline to request a refund is October 16, 2016. After this date, no refunds will be given, no exceptions.

Product/Merchandise:

The Merry Meridian Marketplace operates on a juried selection process. New and returning applicants' merchandise will be reviewed in committee prior to and during the market. New applicants may be required to submit photographs of their merchandise in order to be considered. Photographs will not be returned.

Sales Tax:

Sales Tax will be collected at the Merry Meridian Marketplace. Vendors are responsible for tracking and reporting sales in accordance with the rules and regulations of the Merry Meridian Marketplace and the State of Mississippi. Sales tax must be remitted to a Meridian Main Street representative before leaving the premises on November 19, 2016. No exceptions.

Credentials: Credentials (badges) will be provided for each member that will work in your booth. Only individuals with credentials will be granted access to the MSU Riley Center prior to or following shopping hours. Please designate the number of credentials requested on the specified line on the application

MSU Riley Center Policies:

- **Absolutely no food may be prepared in the MSU Riley Center**
- **No tape may be affixed to walls or flooring**
- **If you cause any damage to the walls or flooring, you will be fined accordingly**

Advertising & Promotion:

Extensive marketing efforts shall be made to find media outlets to carry promotional efforts that attract vendors and customers to Merry Meridian Marketplace. Advertising efforts include but aren't limited to: newspaper ads, television ads, and appearances, radio ads, posters, flyers, social media, e-blasts and more.

Lost or Stolen Property:

Merchants and customers, not the Merry Meridian or its entities, are responsible for the safe keeping of personal property and goods offered for sale. In the event of stolen or loss of property, the police will be contacted and appropriate action will be taken. During the event, lost items will be stored at the MSU Riley Center. Upon closure of Merry Meridian, all property will be held at the City of Meridian Community Development Office located at 723 23rd Avenue.

Management & Oversight:

On behalf of the City of Meridian, the Merry Meridian Marketplace Director, Laura Carmichael, shall enforce the guidelines uniformly, consistently, fairly, and without bias or favor. The Merry Meridian Marketplace Director shall have the authority to interpret, enforce, and amend guidelines. Furthermore, the Merry Meridian Marketplace director has the right to accept or decline any items or vendors, new or returning. These guidelines have been developed in the best interest of the exhibitors and the Merry Meridian Customers.

If you have any questions please call us at 601.485.1944 or e-mail Laura Carmichael, Merry Meridian Marketplace Director at lauracarmichael@meridianms.com. We look forward to your participation!

By participating in this event, I understand that I am giving up (waiving and releasing) any right I may have to sue or to make any subsequent claim against the City of Meridian, MSU Riley Center and any merchants associated with the above marketplace. I may be injured or die as a result of my negligence, the negligence of others, or through no fault of mine or anyone else, because of the nature of the activity. I also agree to the use of any photographs taken during the event for the City of Meridian and other partnerships to use for social media, print or promotional use. My information will be entered into a data base to be used solely by the City of Meridian.