



# 31st Annual Christmas in the Pass



Friday, December 2, 2016, from 5:00 – 9:00 pm

Downtown Pass Christian

## Artist/Craft-Vendor Booth Registration Form

Business/Organization Name: \_\_\_\_\_

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

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

Phone Number(s): \_\_\_\_\_ Email Address: \_\_\_\_\_

Description of Booth (as you would like it to appear in the program/map): \_\_\_\_\_

Special Needs / Additional Comments: \_\_\_\_\_

Category (please check one): \_\_\_\_\_ \$75 booth registration fee \_\_\_\_\_ \$40 power (limited)

\_\_\_\_\_ Local (39571) Non-profit \$25 registration fee

*(Payment should be provided with registration and is non-refundable regardless of weather or cancellation. If your application is not approved, your registration fee WILL be refunded. Please mail top portion of application, with registration fee if applicable, to Pass Christian Main Street, PO Box 403, Pass Christian, MS 39571, or drop off at the Pass Christian City Hall)*

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*(Please retain the guidelines below for your reference.)*

### Christmas in the Pass Booth Guidelines

Friday, December 2, 2016 from 5:00 – 9:00 pm

1. Payment for registration **must be made prior to the event**, in the form of cash or check made payable to the Pass Christian Main Street Foundation, and is **non-refundable** regardless of weather or cancellation.
2. Vendors will be assigned one 10x12 space per registration. Vendors will need to provide any and all necessary booth materials and equipment, including but not limited to a tent, table, chairs, etc. Booth setup and tear-down are the sole responsibility of the vendor. **Tents must be secure and weighted down.**
3. The organizing committee reserves the right to reject registrations based on specified criteria, content or otherwise. Booths will be located in or near the Pavilion Parking Lot at the corner of Davis Avenue and Second Street.
4. **Registration is on a first-come, first-served basis and will be limited to the first 35 booths.**
5. You will be notified of your booth location on November 28th via email (or phone, if no email is supplied). Please note any preferences or pre-arrangements above under "Special Needs."
6. Vendors may begin setting up at 12:00 pm on the day of the event and should be in place and ready to serve by 4:30 pm. Vendors - including non-profit organizations -- must remain in place until the event ends at 9:00 pm on Friday.
7. **Electrical hook-ups are extremely limited. If you choose to select the power option, you will be limited to 1 connection/outlet and will be responsible for providing your own electrical cords.** The lot where vendors will be located is lighted by street/lamppost lights. Additional lighting will be provided by large light towers.
8. Vendors, including **non-profits**, will be responsible for paying **sales tax**, per Mississippi State Tax Commission rules. *Please consider this as you set your prices for the event.* You will be provided with a tax form by the Christmas in the Pass organizing committee on the evening of the event; the form and sales tax generated at the event will be collected by Christmas in the Pass representatives at the end of the event.
9. For more information, please contact (228) 452-3315 or info@passmainstreet.com.