

SOUTHWEST MS WILDLIFE EXPO

VENDOR AGREEMENT

Welcome to the Southwest MS Wildlife Expo! Please review this document carefully.

I WISH TO RESERVE THESE BOOTH TYPES:

- Inside Booth ____ 10x10 (\$150) ____ 10x20 (\$250)
- Food Vendor ____ Non Profit Y__N__

PAYMENT OPTIONS (Choose One)

Make checks payable to: Lincoln Civic Center

Attn: Southwest MS Wildlife Expo
1096 Beltline Road NE Brookhaven, MS 39601

Total Amount: \$ _____

☐ Cash

☐ Check

☐ Credit Card (Please come by or call the office at 601-823-9064 to pay via CC)

**BOOTH TYPE: (Circle One) WOODWORKING, KNIVES, TOURS, REALTY, FISHING, HUNTING
EQUIPMENT, APPAREL, FOOD, TAXIDERMY, MEAT PROCESSING, ENTERTAINMENT**

OTHER: _____

PAYMENT TERMS:

All booth rentals must be paid IN FULL by **July 1, 2026**. Payments made after this date will receive a **30% increase** in fees.

EXHIBITOR RULES AND REGULATIONS:

- No sub-leases are permitted; violations may result in expulsion and forfeiture of fees.
- Business activities must remain within the exhibitor's booth.
- All displayed items must comply with family-friendly standards.
- Vendors must refrain from damaging the facility. Any damages will be the exhibitor's responsibility.
- The LCCC and Expo Committee reserve the right to use photos from the event for promotional purposes.

- Prohibited items include, but are not limited to, alcohol, drug-related items, fireworks, and weapons that are handled by the public.
- Booths must remain open and staffed during Expo hours. Only two badges are provided per booth. 10x20 booths may get four vendor badges.
- Set-up must be completed by 12:00 PM on Friday, August 21 and can be dismantled after closing on Sunday, August 23.
- Vendors must clean their areas before leaving. Trash receptacles are available on-site.
- Vendors using fire must provide a fire extinguisher and receive prior approval.
- Food vendors are responsible for proper grease disposal.
- Vendors are prohibited from increasing electrical capacity using extension cords or similar devices.
- Exhibitors are responsible for complying with Mississippi State Sales Tax requirements.

SALES TAX NOTICE

Mississippi Department of Revenue requires 7% Sales Tax for vendors (Miss. Code Ann. Section 27-65-17).

Vendors must return their tax form to an Expo Committee member before leaving the Expo on August 23. Failure to do so requires Lincoln Civic Center to report your business as non-compliant with state tax requirements.

WAIVER:

I understand that all payments and contracts are processed upon approval and receipt. Booth fees are non-refundable after July 1, 2026, and non-transferable. I agree to maintain a professional, family-friendly display and will not exhibit offensive, unethical, or illegal materials. Non-compliance may result in removal without refund.

I agree to follow all Expo rules and regulations. By submitting this application, I commit to participate upon acceptance and release the Lincoln Civic Center Commission, Expo Commission, their staff, and volunteers from any liability for injury, loss, or damage related to my participation.

Signature of Responsible Party:

Date: _____ Print Name: _____

Signature: _____