

## Operating Guidelines / Rules and Regulations

1. **TRADE SHOW DAYS, TIMES & SITE:** The 2012 Southern Region Master Gardener Conference will be held May 1-4, 2012. **The Trade Show days will be May 1-3, 2012.** It will be held in the air conditioned Community Center which is across the street from the Convention Center. Tuesday will be open from noon-5pm and will exclusively for Master Gardeners. Wednesday and Thursday will be open to the public and the hours will be from 11:30am – 7pm. Setup for the market may begin at 9:00 a.m. on Tuesday and must be complete by 11:30 a.m.
2. **ALL VENDORS SHALL CLEANUP THEIR SPACE AT THE END OF THE TRADE SHOW.**
3. **SIGNAGE:** Vendors must clearly display the name of their business and post prices for all items being sold.
4. **PRODUCTS TO BE SOLD:** All gardening items/produce/products sold are welcomed but are subject to the discretion of the event coordinators as to the acceptability.
5. **HEALTH REGULATIONS:** All vendors must comply with the sanitary rules and regulations of the County and State Health Department. All food products must be at least 6 inches off the ground.
6. **TAXES:** All vendors must be prepared to pay state taxes the last day of the event to the vendor coordinator.
7. **SPACE ASSIGNMENTS:** The vendor chairmen will pre-assign spaces. The chairman has the right to require the vendor to change his/her display if it is deemed to present a safety risk. Vendor is responsible for bringing needed tables, chairs or may rent them.
8. **ELECTRICITY/WATER:** Electricity/water is available, but only in a limited number of booths. Availability will be determined by order in which booth payment is received.
9. **LABELING:** All vendors are expected to clearly label all products, as necessary, in accordance with all applicable local, state, and federal rules and regulations.
10. **SECURITY:** The Mississippi Master Gardeners, Chamber of Commerce, Extension Service, and the City of Natchez do not guarantee vendors against theft, loss, or mysterious disappearance or damage of any type. All vendors should consult their insurance carrier for proper theft coverage as well as liability coverage.
11. **MISCELLANEOUS:** Neither firearms, alcoholic beverages, nor pets are allowed, except for seeing eye dogs.
12. **COMPLAINTS:** Comments should be directed to the Event Coordinators.
13. **HOLD HARMLESS CLAUSE AND INSURANCE:** All vendors participating in the 2012 Southern Region Master Gardener Conference shall be responsible to the 2012 Southern Region Master Gardener Conference for any loss, personal injury, deaths, and/or any other damage that may occur as a result of the vendor's negligence or that of its servants, agents and employees. All vendors agree to indemnify the 2012 Southern Region Master Gardener Conference and hold harmless from any loss, costs, and damages, and other expenses, including attorney's fees, by reason of the vendor's negligence or that of its servants, agents and its employees. Because no insurance is provided to participants in the 2012 Southern Region Master Gardener Conference, each vendor is responsible for his/her own product liability insurance, general liability insurance and any other insurance he/she deems appropriate to cover his/her risk and indemnify the City of Natchez, the Adams County Master Gardeners, the Mississippi Master Gardeners, and the Mississippi State Cooperative Extension Service. Furthermore, each vendor must have vehicle liability insurance to cover any incidents related to damage caused to persons or property by their vehicle.
14. **PLEASE SIGN APPLICATION FORM INDICATING YOU HAVE READ AND UNDERSTAND THESE RULES AND GUIDELINES.**