



Mississippi Master Gardener Association  
2019 State Conference, Cleveland, MS  
“Diggin’ the Delta”

## Vendor Guidelines

**Site, Days, Time:** The 2019 Mississippi Master Gardeners State Conference will be held in Ewing Hall at Delta State University, 1003 W. Sunflower Rd., Cleveland, MS 38732 on May 8-10, 2019. Set up for vendors will be on Wednesday, May 8 from 8:00 am – 1:00 pm. Marketing hours will be from 1:00 pm to 4:30 pm on Wednesday, May 8, 8:30 am – 4:30 pm on Thursday, May 9, and 8:30 am – 1:00 pm on Friday, May 10. Vendors will need to be out of Ewing Hall by 4:30 on Friday.

**Space Assignments:** The vendor committee will pre-assign spaces. One table (approximately 5’ X 30”) and 2 chairs will be provided for each booth space rented. Some booths are in areas with either carpeted or wood floors so vendors should bring tarps if needed.

**Electricity:** Indicate on the application form if you will need electricity. Bring extension cords if needed.

**Products to be Sold:** All gardening items, produce, and products sold are welcomed but are subject to the discretion of the vendor committee as to acceptability.

**Signage:** Vendors are asked to clearly display the name of their business and either post prices or mark all items being sold.

**Cleanup:** Before the close of the conference or before leaving the event, vendors are asked to remove all trash from the booth space and properly dispose of it in provided receptacles.

**Health Regulations:** All vendors must comply with the sanitary rules and regulations of the State Health Department. All food products must be at least 6 inches off the floor.

**Security:** The Bolivar County Master Gardeners, MMGA and MSU extension do not guarantee vendors against theft, loss or damage of any type. Vendors should consult their insurance companies for proper theft coverage as well as liability coverage.

**Taxes:** State taxes will be collected by Bolivar County Master Gardeners before closing on Friday, May 10, or before a vendor leaves the event.

**Miscellaneous:** No firearms, pets or alcoholic beverages are allowed in Ewing Hall.