

# INSYNC's TornadoFest Information

**Date:** Saturday, October 29, 2016

**Time:** 9:00 a.m. until 3:00 p.m.

**Place:** Laurel Middle School Laurel, MS



**Entry Fee Inside Booths:** \$45.00 – Additional \$10 electrical fee. Limited to 2 per exhibitor. Prompt return of your form is advised, as booths are assigned on a first come basis.

**Entry Fee Outside Booths:** \$30.00 - Additional \$10 electrical fee. **No refunds will be given even in case of rain.**

**Food Vendors:** \$60.00 – 12 x 12 area under awning; 10 x 10 open air; first come-first served. **Indicate in application if cooking will be done on site, including equipment type (i.e. fryer, grill, etc.).** Contact Shelley Rivers at (601)433-8558.

**Registration Address:** Please send self-addressed stamped business size envelope for prompt confirmation. **Registration money may be paid in person to Mrs. Rivers at Laurel Middle School between 11-1 Monday thru Friday; however, we prefer it be mailed.**

INSYNC's TornadoFest Att: S. Rivers 1600 Grandview Dr. Laurel, MS 39440

**Registration Deadline:** Registration applications will be accepted through October 20, 2016. There is an additional \$10 late registration fee is received after October 10. After Oct. 20, registration will be closed. There will be no registration the day of the festival.

**View Booths:** We want high quality items to be sold at our booths. **Used goods or used clothes may not be sold.** We reserve the right to exclude the exhibition of any work or works deemed unsuitable for display. Sand art booths for children are permitted outside only. **Raffle tickets sales are reserved for the sponsoring club only.**

**Spaces:**

Spaces inside will be approximately 10x10 and outside will be approximately 12x12. If your exhibit has features which would make a difference in placement, please describe. A committee will confirm the receipt of fees and assign spaces as soon as possible. Printed location diagrams will be mailed to each exhibitor with confirmation of booth number; therefore, no location of booths will be changed after assignments are made. There are 48 spaces available inside (no more than 2 inside booths per exhibitor) and 19 spaces outside. **Food trucks – limited space available upon request.** Empty booths are to remain empty until the Registration Chairman authorizes filling them.

**Tables & Electricity:**

Exhibitors are responsible for their own tables and chairs. None will be furnished. Tables must have rubber tips or some kind of protection so as not to scar or damage the gym floor. No nails or tacks should be fastened to the floor. If electricity is needed, exhibitor is responsible for having 100 feet of heavy duty cord. Any electrical special needs should be noted on registration form. **No heaters.**

**Setup:**

Before exhibitors can set up, they must check in with the registration booth. They will be directed to the proper unloading location. **Registration will begin at 3:30 p.m. on Friday, October 28, 2016. No one can line up before 3:30 p.m. on Friday. As we are using a school campus, we must not interfere with traffic. The gym will be open to exhibitors no earlier than 6:00 a.m. on Saturday, October 29, 2016. All displays should be ready to sell by 8:30 a.m.** Members of the Laurel Middle School show choir INSYNC will assist in setting up to avoid any confusion. All exhibitors must exhibit for complete hours of the show. Violators will be refused entrance to future shows. Security will be provided.

**Help for Exhibitors:**

Look for the EVENT STAFF shirts worn by INSYNC members if you need any assistance during the day. Our job is to serve you and the buyers to the best of our ability.

**Parking:**

After unloading, exhibitors will be directed to a parking area in front of Stainton. This will allow more parking for our shoppers. We are expecting a good crowd and have tried to organize the parking situation to the most efficient flow of traffic.

**General Facilities:**

**No smoking inside the building or courtyard.** Ample parking facilities will be available. Food vendors will be on site with a variety of food selections. A public address system will be on hand for announcements. Free coffee will be available at the Registration Booth between 6:30 a.m. and 8:30 a.m. **No radios or video cameras.**

**Publicity:** Continuous radio, newspaper, television and other forms of advertising will be utilized to inform the public and promote the show. A complimentary shopper's guide will be available to shoppers the day of the show.

**Sales Tax:** In conformance with Sales Tax Regulations, a 7% State Tax on items sold will be collected from exhibitors, by club members, at approximately 2:30 p.m. Exhibitors (including those from out of state) will be asked to report their day's sales and remit the dollar amount to a club member that will come by your booth at 2:30 p.m. **All exhibitors must turn in their tax monies the day of the show per the representative of the Mississippi State Tax Commission. NO EXCEPTIONS!!** The club will provide the necessary forms for reporting and subsequently file them, along with the money collected with the State Commission. The Mississippi State Tax Commission has requested a list of all exhibitors and enclosed you will find their form for you to file. Anyone not having their tax envelope ready can bring it to the information booth at 3:00 p.m.

No one will be allowed to stay on the school campus Friday after we close registration, so please make arrangements for your overnight stay at one of our motels.

**Motels:** Hampton Inn & Suites, 1509 Jefferson St., Laurel, MS 39440 601-399-0659  
Holiday Inn Express, 2008 Jefferson St., Laurel, MS 39440 601-425-1804  
Best Western Laurel Inn, 309 S. 16<sup>th</sup> Ave., Laurel, MS 39440 601-425-4455

**INSYNC, Laurel Middle School, and the Laurel School District accept no liability for exhibitor's wares left on site on Oct. 28, 2016. The doors will be locked promptly at 6:00 pm and reopen at 6:00 am Saturday morning.**

**Free Coffee:** Free coffee will be available to the exhibitors at the Registration booth from 6:30 - 8:30 a.m. Please wear your name badge for identification.

**Restrooms:** Special accommodations have been made for restroom facilities. The 2 restrooms just outside the gym will be open and available for use Friday evening during set-up and all day Saturday. Signs will be posted.

**Rating our Show:** You will be given a sheet to fill out to rate our show. We appreciate your comments and are open to any suggestions you may have to improve our show. Please turn in the completed sheets to the Sales Tax and Information Booth.

**Registration:**

We are expecting a large exhibitor response. To be fair, we are operating on a "First come, First Served" basis. In order to receive an inside space, you must send your application in early and specify that you want an "Inside Booth". We are accepting cash, checks or money orders for registration of a booth for 2016. No refunds for cancellations. And remember TornadoFest will always held the last Saturday in October. Make plans now for next year. A reminder to avoid late fees, get your registration application in by the Oct. 10 deadline.

**Please carefully read the information summary for the 2016 INSYNC TornadoFest.**

1. Registration will begin at 3:30 p.m. on Friday, Oct. 28, 2016 until 6:00p.m
2. No one will be allowed to enter the school campus before 3:30 p.m
3. No one will be allowed to stay on campus after 6:00 p.m.

**Summary:**

4. While there will be security during the event, we accept no responsibility for items left by exhibitors on the grounds overnight.
5. Saturday Registration will begin at 6:00 a.m.
6. No exhibitor can dismantle their booth or bring a vehicle into the area before 3:00 p.m.
7. There are no refunds on booth spaces, those paid for this year or any pre-paid for the next year.

INSYNC's TornadoFest

**Contact Details:**

Att: S. Rivers

**Address:**

1600 Grandview Dr.

Laurel, MS 39440

**Contact Person:**

Shelley Rivers 601-433-8558