



# Long Beach Concert Choir Association's Christmas on the Avenue Festival

**Saturday, December 9, 2023**  
Harper McCaughan Town Green  
Jeff Davis Avenue, Long Beach

Dear Vendors,

We are now taking applications for booth space for our annual Christmas on the Avenue Festival. 10 x 10 booth space will be \$100. To reserve your space, please complete the enclosed forms and return it with your payment to:  
LBCCA, P.O. Box 518, Long Beach, MS 39560 no later than November 24, 2023.

*NOTE: We will accept late applications through December 1, 2023 for the normal booth fee of \$100, plus a late fee of \$100 for a total of \$200.*

The city of Long Beach requires a one-day vendor's license for this event. The fee is **\$10.00** and the application is enclosed. Please note that a separate payment for the vendor license must be made payable to the City of Long Beach. **Please send all paperwork and both payments to LBCCA.** Our event coordinator will take care of picking up the license for you with your completed paperwork and have it at the festival site at check in. Please note: The City of Long Beach requires a TAX ID# or SSN on their application.

Please contact us at [lbccaexecboard@gmail.com](mailto:lbccaexecboard@gmail.com) if you have any further questions.

Thank you for your support,  
LBCCA

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## RULES

- Set up will be from 7:00 am to 9:00 am. Break down will be from 5:00 pm to 6:00 pm. Booths must be staffed at all times. Please remove all trash from the site.
- All sales tax is the vendor's responsibility.
- Your cancellations are accepted; however, **no refunds will be given unless LBCCA has to cancel the event.**
- The Festival is held rain or shine, so there are no refunds or rescheduled dates due to weather.
- Please consider your fee a donation to the Choir if you choose not to set up for any reason. A donation letter can be provided to you for tax purposes. This is the Choir's biggest fund raiser of the year. We appreciate your support!
- Exhibitors must bring their own display materials.
- Hold harmless agreement must be signed and sent with application.
- Vendors purchasing booth space with electricity needs must bring their own extension cords and power strips. The power capabilities at the Town Green are very limited. You may need a generator to ensure your needs are met.
- This is a school affiliated fundraiser. No explicit goods may be displayed or sold at this event.
- No alcoholic beverages.

**Long Beach Concert Choir Association**  
**Christmas on the Avenue**

Booth Name \_\_\_\_\_

Vendor information:

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

No. of spaces \_\_\_\_\_ x Booth Fee @ \$100 each Total Amount Paid \_\_\_\_\_

Items to be sold \_\_\_\_\_

Electricity Needs: YES  NO

If yes, please describe what you intend to use power for \_\_\_\_\_

*Note: The city has 110 outlets only on the Town Green. You may need a generator if this doesn't fit your needs.*

**HOLD HARMLESS AGREEMENT**

I have read all the rules carefully and agree to abide by them.

I, \_\_\_\_\_, agree to hold harmless LBCCA, the Long Beach High School and Concert Choir from any claim for damages, loss, cause of action, or cost whatsoever, in connection with Christmas on the Avenue, including but not limited to injury to person, damage to property, loss by fire, theft or any other cause, nor will I/we be party to any lawsuit. This is a legal and binding hold harmless agreement. I also agree to comply with the established rules as stated below.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Co-worker's Signature \_\_\_\_\_ Date \_\_\_\_\_

*LBCCA use only:*

Application received date: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Paid date: \_\_\_\_\_

Payment Form: Check  Cash  Money Order  PayPal  Credit Card

Pmt Received By: \_\_\_\_\_ City Permit Application Received? Yes  No  By: \_\_\_\_\_ Date \_\_\_\_\_



Parade Vendor Application

Return to City of Long Beach; Attn: Permits; P.O. Box 929 Jeff Davis Avenue  
39560; By Fax (228) 863-1558; By E-mail; [tina@cityoflongbeachms.com](mailto:tina@cityoflongbeachms.com)  
[www.cityoflongbeachms.info](http://www.cityoflongbeachms.info)

Today's date: \_\_\_\_\_

1. Name of your business \_\_\_\_\_
2. Location of the event \_\_\_\_\_
3. Name of the event \_\_\_\_\_
4. Date of the event \_\_\_\_\_
5. Mailing address \_\_\_\_\_  
\_\_\_\_\_
6. Phone number (B) \_\_\_\_\_ (H) \_\_\_\_\_ (C) \_\_\_\_\_
7. Description of your business/items sold: \_\_\_\_\_  
\_\_\_\_\_
8. Number of employees \_\_\_\_\_ (MUST have at last one(1))
9. Applicant's name \_\_\_\_\_
10. Business MISSISSIPPI Sales Tax ID number or SSN \_\_\_\_\_  
\* YOUR LICENSE WILL NOT BE PROCESSED, IF LEFT BLANK
11. Applicant's home address (if different from mailing address) \_\_\_\_\_  
\_\_\_\_\_
12. Applicant's title \_\_\_\_\_

I HEREBY CERTIFY THAT ALL INFORMATION GIVEN ON THIS APPLICATION FOR  
THE PURPOSE OF SECURING PRIVILEGE LICENSE AND DETERMINING THE  
AMOUNT IS TRUE AND CORRECT.

\_\_\_\_\_  
SIGNATURE

**\$10.00 FEE/EACH LICENSE**