



2023 Christmas in the Pass



Friday, December 01, 2023

4:00 pm – 9:00 pm

Downtown Pass Christian

Non-Food

Food

Vendor Registration Form

Please note that this year all proposed vendors will need to be **approved** by the Christmas in the Pass Booth Committee. Please remember that Christmas in the Pass has traditionally been and remains a **Community Open House**, and thus all participating vendors should be businesses, organizations, artists or craftsmen living and/or working in the 39571 area, or by invitation by PCVFD.

Business/Organization Name: _____

Contact Name: _____

Address: _____

Phone Number(s): _____ Email Address: _____

Description of Booth (as you would like it to appear in the program): _____

Special Needs/Additional Comments: _____

Category (Please Check One): Business \$50 Registration Fee
 Non-Profit (No registration fee, but please see **Vendor Information** below – we ask you to comply with all vendor regulations as a courtesy to other vendors.)

Businesses: Do you have a City of Pass Christian Privilege License? Do you live, or work in Pass Christian

(Payment should be provided with registration and is non-refundable regardless of weather or cancellation. If your application is not approved, your registration fee WILL be refunded. Please return top portion of application, with registration fee if applicable, to 808 E. 2nd St. Pass Christian, MS 39571 (Fire Station 1).

Committee Use: Approved Not Approved (Committee Signature & Date: _____)

(Please retain the guidelines below for your reference.)

Vendor Booth Guidelines

Friday, December 1, 2023, from 4:00 – 9:00 pm on Davis Avenue and Scenic Drive

- Vendors that are a business, resident artist/craftsman, or a civic/school group **located in the 39571 zipcode**, will be given 1st Priority.
- Payment for registration **must be made prior to the event**, in the form of cash or check made payable to the Pass Christian Volunteer Fire Department, and is **non-refundable** regardless of weather or cancellation.
- Vendors will be assigned one 8x20 space per registration. Vendors will need to provide any and all necessary booth materials and equipment, including but not limited to a power source, tent, table, chairs, etc. Booth setup and tear-down are the sole responsibility of the vendor. **Generators will be Super Quiet Inverter type only.**
- You will receive confirmation and approval of your participation upon receipt of a completed application and payment. The organizing committee reserves the right to reject registrations based on specified criteria, content or otherwise.
- Registration is on a first-come, first-served basis. To be listed in the program, you must register by Nov. 11.**
- You will be notified of your booth location on November 30th via email. Please note any preferences or pre-arrangements above under "Special Needs."
- Vendors set up times are 12 – 3:30 pm on day of event. Access to vendor areas will be restricted after 3:30. Vendor booths must be ready to serve by 4:00 pm. Vendors – including non-profit organizations -- must remain in place until the event ends at 9:00 pm, at such time, vehicle access will open to accommodate loading.
- Please specify your specific needs on your Booth Registration Form.
- Vendors, including non-profits, will be responsible for paying **sales tax**, per Mississippi State Tax Commission rules. *Please consider this as you set your prices for the evening.* You will be provided with a tax form by the Christmas in the Pass organizing committee on the evening of the event; the form and sales tax generated at the event will be collected by Christmas in the Pass representatives that evening at the end of the event.
- For more information, please contact CITP@pass-christian.com.