



## 2018 Alligator Fest Arts & Crafts Vendors Application

Please find attached a copy of the 2018 Alligator Festival Arts and Crafts Vendor Information Sheet and Application Form. The Arts and Crafts display dates for 2018 are September 28-30.

### Changes and clarifications for 2018:

- 1). For returning vendors, the booth numbers and layout is the same.
- 2). **Vendor food and drink policy:** The Festival policy is ‘no outside food and drink’. We recognize vendors are not able to leave their booth often, and festival food/drink prices can be prohibitive over the course of three days. For this reason, we offer the following: Vendors will be allowed to bring in food/drink as long as it is brought in 30 min before before festival start times (10:30 am on Sat/Sun), or VERY DISCREETLY during the festival. (ex – if you order pizza at 12 noon, don’t expect to be allowed to bring the box in). It is too confusing for volunteers at the gate and for festival goers to understand why exceptions are being made, so I just ask that you manage this off hours.
- 3). **Note change to mailing address for Arts and Crafts:** I’m asking for each of these to be sent to my home address: Alligator Festival, c/o Anne Moyer, 12 Michael Dr, Luling LA 70070. I’m done with the PO Box business.
- 4). **Booth spaces behind your ‘sidewalk facing’ spaces.:** Your booth fee pays for a 10x10 booth. When possible, we try to be generous with the spacing so you have a little bit of extra room on the side. If you need more space for merchandise but do not wish to have two spaces side by side, you can purchase an additional 10x10 space behind you if it is available. If you have two front booth spaces, multiple spaces behind you in the grass may be available. You must let the coordinator know your intent prior to the festival so we can put you in an appropriate spot.
- 5). **Booth Pricing:** The Booth Fee will remain \$225 for the weekend for individuals fully paid by August 20, 2018. If you register for a booth after this time or pay after this time, the booth fee will increase to \$275. Additional booth spaces behind your ‘front’ booth will be \$150 per 10x10 space.

Please review all rules and regulations in detail, as they will be enforced—your signature on the application acknowledges your understanding of the rules. We look forward to a successful and fun Alligator Festival and hope you will join us!

**Anne Moyer**

St. Charles Parish Rotary Club  
Alligator Festival Arts & Crafts Vendor Coordinator  
12 Michael Dr, Luling LA 70070  
Email: [annemoyer908@gmail.com](mailto:annemoyer908@gmail.com) Cell: 504-289-0283 - my cell, text messaging encouraged



## ROTARY CLUB OF ST. CHARLES ALLIGATOR FESTIVAL 2018 ARTS & CRAFTS VENDOR INFORMATION & REGULATIONS

The Alligator Festival is held by The Rotary Club of St. Charles Parish. The officers of the Rotary Club have complete and final authority over the festival operations and reserve the right to immediately remove any Vendor from the Festival who violates any stated Regulation.

### **ELIGIBILITY:**

Open to all crafters and artists, with a preference for quality hand crafted goods. Other vendors will be accepted as well.

### **PRODUCTS:**

A sample photo of merchandise to be sold must be submitted as part of the Festival Application.

- Vendor products may be original arts or crafts created by the Vendor, or other merchandise.
- Some merchandise with Alligator images will be permitted this year. If you sell **T-Shirts and posters with alligator images, please contact [annemoyer908@gmail.com](mailto:annemoyer908@gmail.com) prior to submitting your application for review/approval.**
- The term 'alligator festival' is prohibited on all merchandise unless express written permission is obtained from festival organizers in advance of the festival.
- No weapons, silly string, laser sighted guns, or popping/cracking type noisemakers, or offensive materials of any kind will be accepted or permitted.
- No products with political affiliation shall be sold at the festival.
- No food/drink may be sold by Arts & Crafts Vendors.
- Raffles/contests/active solicitations through festival crowd are not allowed.

### **DISPLAY EQUIPMENT (New Vendors: This is the stuff you need to bring with you)**

You will need a tent/canopy and lighting at this festival as it is open-air. While some lighting is available from festival grounds sources, vendors usually prefer to have additional lighting. Canopies, protective coverings, display stands, tables, chairs, etc. are the Vendor's responsibility. Vendor should bring trash bags for picking up and disposing of own trash and should come prepared for any kind of weather. Vendors will have adequate space in the back of booths for chairs, etc., but space between booths is limited to 1-2 feet.

### **SALES TAXES**

Vendors must collect their own sales tax for the parish and state. Forms will be in your registration packet. Any vendor with back sales taxes due (according to tax officials) will NOT be allowed to open. A Sales Tax Report shall be completed and submitted to the St. Charles Parish School Board, P.O. Box 46, Luling LA 70070. (985-785-6289).

### **LOCATION/OPERATION SCHEDULE:**

Booth spaces are located in the St. Charles Parish Bridge Park adjacent to the tennis courts, located at the intersection of I-310 and River Road.

Festival Hours: 6-11pm Friday 9/28/18, 11a-11pm Saturday 9/29/18 and 11a-9pm Sunday 9/30/18. The festival is open on Thursday 9/27, but only for rides. You are not required to stay open for all 3 days or from open to close; however you will not be allowed to bring in an automobile for picking up booth or products during hours of operation. See SET UP for details on set up time.

### **BOOTH SIZE & FEE:**

A booth space (approximately 12' front and 10' deep) will be provided for three days – Fri- Sat-Sunday of festival weekend. Artists must furnish all set up equipment including tents, lights, display tables, and chairs. Booths have been planned to allow for a little space between booths, meeting vendor requests for some browsing area. **The three day charge per space is \$225 until Aug 20, 2018, and is due with the application. Additional space for merchandise behind your booth is available for \$150/10x10 space – please inquire if you are interested, as not all spaces can accommodate this. The charge for Applications received after August 20 will be \$275 for the front booth/150 for extra 10x10 space behind it.**

### **BOOTH ASSIGNMENTS & CONFIRMATIONS:**

Booth choice is encouraged, and an email or phone call from the festival committee will confirm your booth space. Availability is NOT guaranteed until your confirmation is received.

A map of available booths is included as an attachment, as well as the Festival location. Special requests for booth position (proximity to other vendors, etc) should be noted on application form and accommodations will be made by the festival committee if possible. Your acceptance and booth numbers will be confirmed via email or phone. The festival reserves the right to change booth locations up until and during festival weekend, as it deems appropriate.

### **LIGHTING/ELECTRICITY:**

Power/plug-ins will be provided for each booth. PLEASE DO NOT USE POWER FROM THE PAVILIONS unless you have express permission to do so. (you can cause a power surge that shuts down power in the entire festival area!). Please bring your own extension cords (usually 50' is plenty). You will be allowed to utilize power for fans, registers, equipment, etc. as needed for operation of your business.

### **CHECK-IN & SET-UP:**

All Vendors must check-in to receive the registration packet which include vendor car pass, tax forms, etc. There will be festival personnel available to check you in and assist you with locating your assigned space. Check-in occurs with booth set up Thursday Sept 21, 1-4 pm, and Friday, Sept. 22<sup>rd</sup> from 8:00 a.m. until 3:00 p.m. All vehicles must be removed after the designated setup times.

**Please do not set up outside the appointed times without discussion with the Arts/Crafts coordinator. There will be security on site Thursday evening.**

### **RESTOCKING OF BOOTHS & REMOVAL**

Restock time w/motorize vehicle access:

Saturday, Sept 29th until 10 am

Sunday, Sept 30th until 10 am

.No vehicle access will be permitted Friday/Saturday nights. The festival area is fenced and will be patrolled by the St. Charles Parish Deputies during all off hours, but you are responsible for your own merchandise.

Removal time w/motorized vehicle access:

Sunday, Sept 24<sup>th</sup> from appx 9:30 pm through Monday, Sept 25th at 12 noon (or during restock times). You are allowed to use a hand cart or dolly to transport items as needed. On Sunday evening, as soon as the festival is cleared of all visitors, we open the gates.

## **PARKING**

There is dedicated parking for vendors with trailers across the street from the main festival entrance, and your 'vendor parking pass' will allow you to park in non-paved areas (reserved for handicap tags). There is other parking 1/4 mile from the festival area at the School Board Parking lot (paved). Vehicles may be left overnight, at owner's risk. Parking lots are not patrolled. For campers, **no** sewage /water connections are available at the festival parking areas.

## **ANIMALS/PETS**

Animals/pets are prohibited, except service animals for the disabled.

## **VENDOR FOOD AND DRINK**

The Festival policy is 'no outside food and drink'. We recognize vendors are not able to leave their booth often, and festival food/drink prices can be prohibitive over the course of three days. For this reason, Vendors will be allowed to bring in food/drink as long as it is brought in 30 min before before festival start times (10:30 am on Sat/Sun), or VERY DISCREETLY during the festival. (ex – if you order pizza during the fest, don't expect to be allowed in with it). This eliminates confusion for volunteers at the gate, who are often not from our own club, while still meeting your needs.

## **EXHIBITION STANDARDS & RULES**

- Booth spaces may not be transferred or otherwise assigned.
- Each applicant must submit at least one photo of all work to be displayed or sold.
- Booth sharing is acceptable; however, all work must be represented in submitted photos.
- Alligator images may not be used on shirts or posters without Arts/Crafts Coordinator Approval, but is allowed on other items. The use of the term 'alligator festival' on merchandise is prohibited unless written permission is obtained from the festival.
- Vendors are responsible for cleaning up vendor spaces, including areas in front/rear of booth.
- No offensive (including any profanity), racial or drug related merchandise will be displayed, sold or distributed. This will be monitored and objectionable merchandise will be removed from booths immediately. Failure to comply will result in immediate closure of booth.
- All booths are assigned on a "first come, first served" basis and absolutely no booth space will be held without payment of space rental.
- No weapons of any sort are allowed (knives, brass knuckles, etc.) without approval.
- No silly string or laser pointers (including laser guns), and popping/cracking type noisemakers, airhorns, etc. will be accepted or permitted.
- No food/drink may be sold by Arts & Crafts Vendors.
- Raffles/contests/active solicitations through festival crowd are not allowed.

**Failure to comply with the festival rules in the document could result in expulsion from the festival and loss of all fees paid.**

## **REFUNDS:**

- There will be no refunds due to weather conditions. In the event of a hurricane or other significant event, the festival may be rescheduled and all booth commitments will be honored.
- CANCELLATION: Booth fees will be refunded if a request in writing is received by the Arts and Crafts Festival coordinator BEFORE August 31. A \$50 cancellation fee will apply.

**HOLD HARMLESS**

Vendor agrees and covenants to indemnify, defend, and hold harmless the Saint Charles Parish Rotary Club and Saint Charles Parish, its officers, directors, volunteers, officials, employees, members, agents and assignees from and against any and all liabilities, claims, suits, and causes of action of whatever nature or type (including but not limited to causes of action based upon tort, strict liability or otherwise), and all attorney fees, costs, and expenses incidental thereto, which may arise or in any way be connected directly or indirectly, with Vendor's participation in the festival. This indemnification is absolute, personal to the Vendor, and is not limited by the Vendor's insurance coverage.

<b>OFFICE USE ONLY</b>			
REC'D DATE: _____	BOOTH # _____	AMT PD \$ _____	CHECK # _____

**2018 ALLIGATOR FESTIVAL  
ARTS & CRAFTS VENDOR AGREEMENT AND APPLICATION**

**PLEASE PRINT:**

BUSINESS NAME: \_\_\_\_\_ EMAIL \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ RESIDENT OF ST. CHARLES PARISH? \_\_\_Yes \_\_\_ No

PHONE NO: CELL: \_\_\_\_\_ Business/Home \_\_\_\_\_

ADDRESS/PO BOX: \_\_\_\_\_

DESCRIBE MERCHANDISE TO BE SOLD AT FESTIVAL:

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# SPACES (10'x10'), \$225/ea : \_\_\_\_\_ TOTAL AMOUNT DUE: \_\_\_\_\_

Cash, Personal Check, Cashier Check or Money Order accepted, payable to: **Alligator Festival**

BOOTH NUMBER REQUEST: \_\_\_\_\_

OTHER REQUESTS: \_\_\_\_\_

**Please email at least one photo representative of your work to be sold to [annemoyer908@gmail.com](mailto:annemoyer908@gmail.com) prior to application submission. If you exhibited in the last few years no new photos are necessary unless you are offering a different genre of merchandise.**

I hereby signify that the above information is complete and accurate and that I accept and agree to the "Alligator Festival Arts & Crafts Vendor Information & Regulations", a copy of which I have been provided, have read, and understand. I further understand that once accepted, no refunds will be made except as stated in the Regulations, and that that Alligator Festival reserves the right to remove any Vendor who violates any stated regulation, without refund of fees.

\_\_\_\_\_  
Booth Operator Signature

\_\_\_\_\_  
Date

**MAIL COMPLETED APPLICATION & BOOTH FEES TO:**  
Alligator Festival c/o Anne Moyer, 12 Michael Dr, Luling LA 70070