

2024 CRAFT VENDOR INFORMATION & REGULATIONS

Festival dates: Thursday, September 26 - Sunday, September 29

The Alligator Festival is sponsored by The Rotary Club of St. Charles Parish. Proceeds from the festival fund local scholarships, local and international projects. The officers of the Rotary Club have final authority over the festival operations and reserve the right to immediately remove any vendor from the Festival who violates any stated regulation.

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!

ELIGIBILITY:

- Open to all crafters and artists, with a preference for quality hand-crafted goods.

BOOTH PRICING:

- The Booth Fee will remain \$225 for the weekend for individuals fully paid by August 1, 2024. If your application and payment are received after August 1, 2024, the booth fee will increase to \$275.
- Additional booth space behind your 'front' booth will be \$150 per 10 x 10 space.

EXHIBITION STANDARDS & RULES:

- Booth spaces may not be transferred or otherwise assigned.
- Each new applicant must submit photos of all work to be displayed or sold.
- Booth sharing is acceptable; however, all work must be represented in submitted photos.
- Vendors are responsible for cleaning up vendor spaces, including areas in front/rear 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.
- Failure to comply with the festival rules in the document could result in expulsion from the festival and loss of all fees paid.

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. First priority will be given to handmade, hand-crafted items. A limited number of informational booths will be available.
- 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, popping/cracking type noisemakers, or offensive materials of any kind will be accepted or permitted. Family-friendly items preferred.
- No products with political affiliation shall be sold at the festival.
- No food/drink may be sold by Arts & Crafts Vendors without pre-approval.
- Raffles/contests/active solicitations through festival crowd are not allowed.

LOCATION/OPERATION SCHEDULE:

- Booth spaces are located in the St. Charles Parish Westbank Bridge Park, adjacent to the tennis courts, located at 13825 River Road at the intersection of I-310 and River Road in Luling, Louisiana.
- Festival Hours: Friday, September 27 from 6 -11 p.m., Saturday, September 28 from 11 a.m. - 11 p.m., and Sunday, September 29 from 11 a.m. - 9 p.m.

Rotary Club of St. Charles Parish
Alligator Festival Craft Vendor Coordinator
13101 River Road, Luling, LA 70070
Email: alligatorfestival@gmail.com

- The festival is open on Thursday, September 26 from 6 – 9 p.m. for limited attractions. Craft vendors have the option to be open on Thursday night.
- 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 festival hours.

BOOTH ASSIGNMENTS & CONFIRMATIONS:

- A map of available booths is included. Booths are numbered differently from past years. New booths sites are available this year near the main festival entrance.
- Special requests for booth position (proximity to other vendors, etc...) should be noted on the application form and accommodations will be made by the festival committee, if possible.
- The festival reserves the right to change booth locations before or during the festival, as it deems appropriate.
- 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 via email or phone.

CHECK-IN & SET-UP:

- Check-in and booth set-up are available on Wednesday, September 25 from 1 – 4 p.m., Thursday, September 26 from 1 - 4 p.m., and Friday, September 27 from 8 a.m. - 3 p.m. Exceptions must be pre-approved.
- All vendors must check-in at the Craft Vendor Headquarters near the tennis court to receive their registration packet which includes vendor wristbands, tax forms, etc.
- Festival personnel will be available to check you in and assist with locating your assigned space.
- All vehicles must be removed promptly after the designated setup times.

DISPLAY EQUIPMENT:

- Tent/Canopy – This is an outdoor festival.
- Anchors – All tents/canopies must be anchored down securely with weights or other reliable means. Small tent stakes will not anchor the tents/canopies sufficiently.
- Power – Electrical power will be provided for each booth. Vendors must bring a 50 to 100 ft. extension cord to connect to the central power supply. **PLEASE DO NOT USE POWER FROM THE PAVILIONS** unless you have express permission to do so. Bring additional extension cords/power strips to utilize power for fans, registers, lights, equipment, etc. as needed for operation of your business.
- Lighting - While some lighting is available from festival grounds sources, vendors usually need additional lighting for their booths.
- Trash bags - Vendors should bring trash bags for picking up and disposing of trash in and around their booth.
- Protective coverings - Vendors should come prepared for any kind of weather.
- Chairs - Vendors will have adequate space in the back of booths for chairs.
- Canopies, protective coverings, display stands, tables, chairs, etc. are the vendor's responsibility.
- Ice will be available for sale.

RESTOCKING OF BOOTHS & REMOVAL:

- Restock times with motorized, vehicle access are Saturday and Sunday before 10 a.m.
- No vehicle access will be permitted during festival hours.
- The festival area is fenced and will be patrolled by the St. Charles Parish Deputies during all off hours starting Wednesday evening, but you are responsible for your own merchandise.
- Removal times with motorized vehicle access are from Sunday from 10:00 p.m. until Monday at noon.
- You can use a hand cart or dolly to transport items at any time during the festival.

PARKING:

- There is parking for vendors' vehicles and trailers across the street from the main festival entrance on River Road in non-paved areas.
- 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.

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 if it is brought in at least 30 minutes before festival start times (10:30 a.m. on Saturday and Sunday), or VERY DISCREETLY during the festival.

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).

ANIMALS:

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

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 booth commitments will be honored.

CANCELLATION:

- Booth fees will be refunded, minus a \$50 cancellation fee. if a request in writing is received by the Craft Vendor Coordinator before August 31, 2024.

HOLD HARMLESS:

- Vendor agrees and covenants to indemnify, defend, and hold harmless Rotary Club of St. Charles Parish and St. 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.

OFFICE USE ONLY

RECEIVED DATE:

AMOUNT PAID:

CHECK #:

BOOTH #:

2024 ALLIGATOR FESTIVAL CRAFT VENDOR APPLICATION

Please Print Neatly

Business Name: _____

Contact Name: _____

Phone: _____ Email: _____

Complete Address: _____

Describe **all** items to be sold at festival: _____

_____ Yes, I will be opening on Thursday, September 26 from 6 – 9 p.m.

I would like _____ 10' x 10' space(s) at \$225 each (**before 8/1/24**). \$275 thereafter. Total due: _____

I would like _____ 10' x 10" space(s) behind my front booth at \$150 each. Total due: _____

Grand Total: _____

Cash, Personal Check, Cashier Check or Money Order accepted, payable to: **Rotary Club of St. Charles Parish**. Other options include Venmo: **@Alligator-Festival** or PayPal: **stcharlesrotary@gmail.com**.

Booth Number Request (see map): _____ Other Special Requests: (near band) _____

New vendors: Please email photos of your merchandise to be sold to alligatorfestival@gmail.com with your application.

I hereby signify that the above information is complete and accurate, and I accept and agree to the "Alligator Festival Craft 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 the Alligator Festival reserves the right to remove any vendor who violates any stated regulation without a refund of fees.

Booth Operator Signature

Date

MAIL COMPLETED APPLICATION & BOOTH FEES TO:

Alligator Festival, 13101 River Road, Luling, LA 70070.

Applications and product/booth photos may be emailed to alligatorfestival@gmail.com

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