



2011 Alligator Fest Arts & Crafts Vendors Application

Please find attached a copy of the 2011 Alligator Festival Arts and Crafts Vendor Information Sheet and Application Form. As we focus on continually improving the festival for our vendors and participants, we continue to make changes to our regulation.

Highlights:

- 1). Vendor power/lighting. Generators will not be needed. Based on our 2011 experiences, we are changing our approach a bit. In 2011 we will supply power from a generator or light panel for your power needs. Some of you may remember a few problems in running power to everyone as we set up the festival – this was simply a learning curve on our part. We now know how to make maximum use of the generators! Please provide necessary extension cords to reach the generator area (50’ will typically be sufficient). You will be allowed to utilize power for fans, registers, equipment, etc. as needed for operation of your booth space—however, hookups will be arranged to supply one line from the generator per two booths.
- 2). Vendors will need to supply your own lighting. Arrangements may be possible for the Alligator Festival to supply you with light strands, with pre-arrangement by 8/1/11.
- 3). Arts and Crafts booth placement will remain the same as 2010, with only minor changes.
- 4). Vendors will be limited to two booth spaces. Arrangements can be made to extend your booth behind your sidewalk accessible booth, but that request will need to be made by August 1, as some booths do not have additional space behind them for expansion.
- 5). We will continue the practice of allowing vendors to pre-set up booth space by appointment, on the Thursday prior to the festival, in addition to Friday.

Booths will be assigned based on submission of application fees, with initial assignments made by May 15. We expect to maintain a complete sell out of booth space this year, so please ensure your application is returned as soon as possible. If your application and payment is not received by 5/15, the next round of applications will be assigned a booth space in August 2011.

I strongly encourage you to review all rules and regulations in detail, as they will be enforced. 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
PO Box 21 Boutte LA 70039
Email: acmart@monsanto.com
Alligator Fest phone (leave a message): 985-785-4545



ROTARY CLUB OF ST. CHARLES ALLIGATOR FESTIVAL 2011 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.

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.
- **HAND CRAFTED** Merchandise with Alligator images will be permitted this year. Mass produced items, including T-Shirts and posters will not be allowed for sale. This is the first year in quite some time we are allowing this – we hope to provide the festival attendees with high quality alligator-related souvenirs.
- 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 food/drink may be sold by Arts & Crafts Vendors.
- Raffles/contests/active solicitations through festival crowd are not allowed.

DISPLAY EQUIPMENT

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. Extending merchandise tables outside the designated area is not permitted.

SALES TAXES

Vendors must collect their own sales tax of 9.0% (State 4%, St. Charles Parish 5%). 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) – a representative from the parish is usually at the fest Sunday pm.

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.

The following is the operating schedule for concession booths: 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.

Friday, Sept. 23, 2009 6 p.m. until 11 pm

Saturday, Sept 24, 2009 11:00 am – 11:00 pm

Sunday Sept. 25, 2009 11:00 am – 9:00 pm

BOOTH SIZE & FEE:

A booth space (approximately 10' front and 10' deep) will be provided for three days - Fri. Sept. 24, Sat. Sept. 25, and Sun., Sept. 26. Artists must furnish all set up equipment, including tents, generators (as needed for non lighting reqt's), display tables, and chairs. Booths have been planned to allow for two feet of space between booths, meeting vendor requests for some browsing area between booths. **The three day charge per space is \$225, and is payable with the application. Max. 2 booths unless arrangements are made for extended space away from the sidewalk (\$175).**

BOOTH ASSIGNMENTS:

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.

It is to the Vendor's advantage to submit an application as early as possible – a preliminary round of booth assignments will occur on May 1, 2011. Applications will be accepted until all spaces are filled, with strong consideration for handmade arts and crafts, and a focus on minimizing duplication of items offered. A follow up selection process will be held in August 2011. No applications will be accepted after August 31, 2011.

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.

NOTIFICATION AND BOOTH SELECTION:

Your acceptance and booth numbers will be confirmed via email or phone. Initial booth assignments will be made 5/15/11, and again for later registrants in August 2011. The festival reserves the right to change booth locations up until and during festival weekend, as it deems appropriate.

LIGHTING/ELECTRICITY/GENERATORS:

Generator Power/plug-ins will be provided for each booth; generators should not be necessary for 2011. Please bring your own extension cords (appx. 50 feet to reach a generator drop should be ok).

You will be allowed to utilize power for fans, registers, equipment, etc. as needed for operation of your business. One generator plug in will be provided for every two booth spaces.

CHECK-IN & SET-UP:

All Vendors must check-in to receive registration packet which include vendor car pass, booth signs, tax forms and other information. There will be festival personnel available to check you in and assist you with locating your assigned space. Check-in is Friday, Sept. 23th from 8:00 a.m. until 3:00 p.m. All vehicles must be removed by 3 pm.

With prior arrangement, booth set up will be allowed Thursday evening, Sept 22, between appx. 2-5 pm. Other entry is not allowed due to festival preparations during the day, and festival rides in operation from 6 until 9 pm. Please contact the Arts and Crafts festival coordinator if you need this arrangement. **There will be security on site Thursday evening.**

RESTOCKING OF BOOTHS & REMOVAL

Restock time w/motorize vehicle access:

Saturday, Sept 24th from 8am - 10 am

Sunday, Sept 25th from 8am – 10 am

Removal time w/motorize vehicle access:

Sunday, Sept 25th from 10pm through Monday, Sept 27th at 12 noon (or during restock times).

NO VEHICLES ARE ALLOWED IN THE FEST AREA AFTER 10:00 am SATURDAY/SUNDAY. You may set up on Saturday or Sunday during these designated restocking times if pre-arrangement is made with the Arts and Crafts Coordinator.

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.

PARKING

Paved parking is available approximately 1/4 mile from the festival area at the School Board Parking lot (paved), or directly across the street (gravel/grass). Parking is in high demand during festival operation hours, but is very accessible at all other times. 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.

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, 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.
- All items for sale must be clearly marked with sale price.
- Booth Number must be prominently displayed.
- 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.).
- No silly string or laser pointers (including laser guns), and popping/cracking type noisemakers 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.

ON SITE EVALUATIONS WILL BE CONDUCTED TO INSURE THAT EXHIBITION STANDARDS AND RULES ARE FOLLOWED. FAILURE TO COMPLY COULD RESULT IN EXPULSION FROM THE FESTIVAL AND LOSS OF ALL FEES PAID.

REFUNDS:

- **WEATHER:** 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 original 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, 2011. 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.

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

**2011 ALLIGATOR FESTIVAL
ARTS & CRAFTS VENDOR AGREEMENT AND APPLICATION**

PLEASE PRINT:

BUSINESS NAME: _____ EMAIL _____

CONTACT NAME: _____

PHONE NO: CELL: _____ Business/Home _____

ADDRESS/PO BOX: _____

RESIDENT OF ST. CHARLES PARISH? ___ Yes ___ No

DESCRIBE MERCHANDISE TO BE SOLD AT FESTIVAL:

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

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

BOOTH NUMBER REQUEST: _____ (Selections to be confirmed 5/15 or 8/31)

OTHER REQUESTS: _____

Please attach at least one photo representative of your work to be sold. If you exhibited in the last few years, your photos are on file, and no new photos are necessary.

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, & PHOTO OF MERCHANDISE TO:
Alligator Festival Craft Show, P.O. Box 21, Boutte, LA 70039