



2017 Andouille Festival Arts and Crafts Vendor Application

As the St. John the Baptist Parish Andouille Festival draws near, we would like to take this opportunity to invite you to participate in this 44 year-old tradition. This event draws nearly 18,000 patrons each year and offers great exposure to participating food vendors. Not only can you provide delicious menu items from your organization to thousands of festival goers, but the Andouille Festival is a great marketing opportunity where you can distribute information from your booth space in order to gain new customers. Think how much your business or organization could benefit by participating in this year's Andouille Festival!

Arts and Crafts Vendor Information

The Andouille Festival is focused on promoting local for-profit and not-for-profit establishments. This year, we are proud to announce the addition of the Arts and Crafts Village, an outdoor marketplace that is set under a tent for all Arts and Crafts vendors. Each vendor will be allowed a 10'x10' booth space in the Arts and Crafts Village. Additional booths are available upon request. Regardless of past participation, all vendors must apply annually for selection. In order to be considered by the arts and crafts committee, vendors must adhere to the following:

- A proposed list of merchandise, including pricing, must be submitted. Other promotional materials describing your business, organization, and menu items are encouraged but not required.
- In keeping with the event's mission, local vendors will receive first consideration, but all are encouraged to apply.
- All merchandise made available for sale will be limited to hand-crafted items that have been sculpted, painted, photographed, designed, constructed or otherwise fashioned by the artist or artisan.
- Submit a complete list of proposed arts and crafts items with photographs. Only items on the approved list will be allowed for sale at the Andouille Festival.
- Please note that arts and crafts vendors are expected to be on site and ready to sell by the opening of each day and must close down operations at the close of each day in accordance with the festival hours. Vendors found violating this will jeopardize future participation.

Deadline

We will begin accepting applications on **July 5, 2017**. Applications are due by 4:30 pm on **Monday, August 7, 2017**. Applications may be mailed to the Department of Economic Development, Attn.: Andouille Festival, 1801 West Airline Hwy, LaPlace, LA 70068 or delivered in person Monday through Friday between the hours of 8:30 a.m. and 4:30 p.m. Vendors will be notified by **Wednesday, August 30, 2017** whether they have been accepted or not. Entry fees will be returned to those vendors who are not accepted.

Fees

A \$175 booth fee is required of all arts and crafts vendors at the time of application. This fee covers the booth fee, electrical, and a 10'x10' covered booth. Each booth will include one 8' table and two chairs.

Booth Spaces and Tents

Each arts and crafts vendor is provided a booth and a display space within the Hwy 51 Park. Booth spaces are determined by the Festival Committee and are based upon electrical requirements. You will receive a map indicating your booth space and set-up details with your confirmation package in late September. Please do not request special festival placement.

Signage

The festival will provide and install one banner-type sign above each arts and crafts booth showing the items available at that booth and the vendor's name as it appears on the vendor application. Signs provided by the festival will not reflect the cost of the merchandise. Individual vendor signs provided by the festival remain the property of the festival and are not to be tampered with or removed by individual vendors. In the event signs are tampered with or removed, the vendor will be billed for the cost of the sign.

St. John the Baptist Parish reserves the right to monitor and regulate the appropriateness of all booths, vendors, etc.

Festival Rules & Regulations

1. St. John the Baptist Parish retains the exclusive and sole right to sell Official Andouille Festival art, souvenirs and merchandise at The Andouille Festival. Vendors will not be allowed to sell any items that include the words, "St. John the Baptist Parish Annual Andouille Festival" or any derivative thereof including but not limited to, "Andouille Festival", "Andouille Fest", or "Annual Andouille Fest".
2. Vendors may not sell or give away products that compete with any of the festival sponsors. These sponsors will be listed in the accepted vendors' confirmation packets.

Booth Operations

3. This is a rain or shine event.
4. The Festival Committee will assign booth space. Space assignments are FINAL.
5. Vendors cannot sublease assigned booths. Subletting or sharing booth space may result in eviction from Festival.
6. Limited parking will be available by Festival passes only. Only two passes per booth will be distributed. These parking passes will allow entry into the vendor parking lot. It is the responsibility of each arts and crafts vendor to make arrangements for parking passes to be shared by their volunteers and workers.
7. Vendors must have sufficient amount of product in order to operate required hours.
8. Vendors are required to display prices in plain view for patrons.
9. Active solicitation outside booth is prohibited.
10. Amplification devices, boom boxes and walking vendors are prohibited.
11. Animals are not allowed.
12. No products depicting political campaigns, drug paraphernalia, pornography, or statements that may offend or demean any person/group are allowed. If seen, you will be told to remove those items and/or leave the event with no refund of fees.

Electrical

13. Electricity (110 amps) is provided to all arts and crafts booths. If you must have electricity to operate, please note it in your application designated as such. Vendors must provide their own heavy duty (12 or 14 gauge) extension cord with a minimum length of 100 ft. You must also provide duct tape to properly tape down cord.
14. If electricity cannot be provided by the festival, Whisper Quiet Generators ONLY will be allowed with prior approval.
15. Arts and Crafts vendors may be subject to be inspected by the local electrical inspector at any time.

Setup/Breakdown

16. Vendors are required to be open from 6:00 p.m. until 12:00 a.m. Friday, 11:00 a.m. until 12:00 a.m. Saturday, and 11:00 a.m. until 10 p.m. Sunday.
17. Breakdown will begin at 10:00 p.m. Sunday. Additional breakdown instruction will be provided closer to the festival date. Vendors who breakdown their displays or depart before closing time on any day of Festival operations will not be allowed to return.
18. Unit space must be cleaned and cleared no later than Monday at noon.

Fees/Taxes/Refunds

19. Vendors are responsible for collecting, reporting and paying all sales taxes collected to the appropriate revenue division. Forms and information will be provided in the check-in package.
20. No refunds will issued after October 2, 2017.

Security

23. Nominal security will be provided after hours. St. John the Baptist Parish will not be responsible in any way for loss or damage to participant's property.

Signature _____ Print Name _____ Date _____