



# Lake Pontchartrain Basin Maritime Museum

2017 WOODEN BOAT FESTIVAL, October 14th & 15th

133 MABEL DRIVE ~ MADISONVILLE, LOUISIANA 70447

Phone (985) 845-9200 | Fax (985) 845-9201



## VENDOR APPLICATION FORM

### Section 1: PLEASE PRINT (REQUIRED)

Vendor Name (as you want it listed)

Business Name (if different from above)

Contact Person

Address

City

State

Zip

( )  
Daytime Phone

( )  
Cell phone

E-Mail

(our primary method of communication)

### Section 2: VENDOR TYPE (REQUIRED)

- Food vendor (10x20 space), **COMPLETE SECTION 3**
- Snack Food Vendor (10x10 space), **COMPLETE SECTION 3**
- Marine/Nautical Vendor (10x10 space), **COMPLETE SECTION 4**
- Artist Vendor (10x10 space), **COMPLETE SECTION 5**
- Children's Village Vendor (10x10 space at Children's Village or Carnival), **COMPLETE SECTION 6**
- Children's Amusement (space at Children's Village or Carnival), **COMPLETE SECTION 7**
- Non-profit organization, **COMPLETE SECTION 8**

Other vendors types are approved on a case-by-case basis, please call the LPBMM for more information.

### Section 3: FOOD AND SNACK VENDORS

Choose one of the following, vendors serving both food and snack foods must fill out separate applications for each.

- Snack Food** Vendor will be able to serve only **two (2) snack items**. Space is 10x10.
- Food** Vendors will be able to serve only **three (3) meals**. Space is 10x20 (Ten feet facing Water Street and twenty feet deep).

Each item must be approved by the WBF. List choices below and price for each.

Item #1 \_\_\_\_\_ Price: \_\_\_\_\_

Item #2 \_\_\_\_\_ Price: \_\_\_\_\_

Item #3 \_\_\_\_\_ Price: \_\_\_\_\_

**Section 4: MARINE/NAUTICAL CATEGORIES**

- Marine vendor       Marine exhibitor       Nautical Vendor       Maritime education
- Other \_\_\_\_\_

Give a detailed description of the intended use of booth space: \_\_\_\_\_

Give a detailed description of marine and nautical merchandise to be sold or services provided: \_\_\_\_\_

Comments: \_\_\_\_\_

**Section 5: ARTIST TYPE – Please check all that apply (Compliance fees do not apply)**

Please give a detailed description of merchandise for sale. You must include color photographs representative of your work with your application. Please provide a self-addressed envelope (with sufficient postage) if you would like your photos returned.

- |  |  |
|--|--|
| <input type="checkbox"/> Painting            | <input type="checkbox"/> Furniture         |
| <input type="checkbox"/> Graphics & Drawings | <input type="checkbox"/> Textiles          |
| <input type="checkbox"/> Photography         | <input type="checkbox"/> Garden Art        |
| <input type="checkbox"/> Sculpture           | <input type="checkbox"/> Interior Decor    |
| <input type="checkbox"/> Pottery             | <input type="checkbox"/> Interactive       |
| <input type="checkbox"/> Children's Crafts   | <input type="checkbox"/> Mixed Media _____ |
| <input type="checkbox"/> Jewelry             | <input type="checkbox"/> Other _____       |
| <input type="checkbox"/> Wooden Crafts       |  |

**Section 6: CHILDREN'S VILLAGE VENDOR TYPE—Please check all that apply (Compliance fees do not apply)**

- |  |  |
|--|--|
| <input type="checkbox"/> Toys                | <input type="checkbox"/> Textiles          |
| <input type="checkbox"/> Graphics & Drawings | <input type="checkbox"/> Garden Art        |
| <input type="checkbox"/> Children's Clothing | <input type="checkbox"/> Interior Decor    |
| <input type="checkbox"/> Baby Items          | <input type="checkbox"/> Interactive       |
| <input type="checkbox"/> Embroidery          | <input type="checkbox"/> Mixed Media _____ |
| <input type="checkbox"/> Children's Crafts   | <input type="checkbox"/> Other _____       |
| <input type="checkbox"/> Kids' Jewelry       |  |
| <input type="checkbox"/> Wooden Crafts       |  |
| <input type="checkbox"/> Kids Furniture      |  |

**Section 7: CHILDREN'S AMUSEMENT**

Choose One:     Educational Booth (display)     Educational Booth (interactive)     Amusement (interactive)  
 Other \_\_\_\_\_

If you have an interactive or amusement booth, do you charge a fee? Y/N \_\_\_\_\_ If yes, what is the amount? \$ \_\_\_\_\_

Choose One:

Non-profit    Tax I.D. # \_\_\_\_\_  
*(please attach your IRS Letter of Determination)*

For-Profit

Give a detailed description of the intended use of booth space: \_\_\_\_\_  
\_\_\_\_\_

Provide an estimate of the amount of space you will require (typically a 10'x10' space is reserved) \_\_\_\_\_

Please provide a sketch below with rough dimensions of your setup:

**Fees will be based on review by the WBF.**

**Section 8: NON-PROFIT**

**Non-profits cannot conflict or compete with paying vendors**

Space for nonprofit organizations is complimentary and will be provided on a first-come, first-served, and space-available basis. If a nonprofit chooses to sell food and/or drinks, the nonprofit must register as a Snack Food or Food Vendor, pay the Vendor fee, and provide a certificate of insurance naming the Lake Pontchartrain Basin Maritime Museum as an additional insured. If a non-profit exhibitor chooses to sell merchandise (*subject to a review and approval of the items*), the non-profit must pay a vendor fee with the non-profit application and provide a certificate of insurance naming the Lake Pontchartrain Basin Maritime Museum as an additional insured.

Application fee for Nonprofit Information Vendor Space for a Nonprofit located in the Town of Madisonville will be waived. All Rules and Fees apply if Nonprofit sells merchandise, service or food. If accepted, you will be given TWO (2) FESTIVAL ARMBANDS FOR EACH DAY OF THE FESTIVAL. Any additional people with your organization must purchase tickets at vendor check-in for half price (\$5). There will be NO EXCEPTIONS.    Tax I.D. # \_\_\_\_\_

*(please attach your IRS Letter of Determination)*

Intended use of requested space. Please describe, in detail, activities planned for your booth and/or items for sale:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FEE SCHEDULE**

- Food Vendor Fee \$700\* \_\_\_\_\_
  - Food Booth Tent Rental (10x20) \$425 \_\_\_\_\_
  - Compliance & Clean Up Deposit \$200 \_\_\_\_\_
  - Snack Food Vendor Fee \$450\* \_\_\_\_\_
  - Snack Food Tent Rental (10x10) \$225 \_\_\_\_\_
  - Compliance & Clean Up Deposit \$200 \_\_\_\_\_
  - Marine/Nautical Vendor Fee \$500 \_\_\_\_\_
  - Artist Vendor Fee \$350 \_\_\_\_\_
  - Children’s Village Vendor Fee \$150 \_\_\_\_\_
  - Tent Rental (non-food 10x10) \$200 \_\_\_\_\_
  - Electricity ..... \$25 \_\_\_\_\_
- (fee includes one 110 outlet)*
- Late Application Fee ..... \$50 \_\_\_\_\_
- (only for applications received after August 1<sup>st</sup>; no exceptions)*
- Total \$ \_\_\_\_\_

**METHOD OF PAYMENT:**

Check payable to LPBMM     Visa     MC     Discover    Amount \$ \_\_\_\_\_

Name as it appears on card \_\_\_\_\_

Mailing address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Card number \_\_\_\_\_ Expiration Date \_\_\_\_\_ Security Code \_\_\_\_\_

Signature \_\_\_\_\_

Vendor acknowledges and agrees that the WBF does not guarantee weather conditions for the WBF and shall not be liable for damages of any type suffered by vendor due to the partial or complete cancellation of the WBF by the WBF and /or any governmental authority, because of inclement weather, including a hurricane, tropical storm, or the immediate threat thereof, or due to any public health or safety hazard or emergency, or the threat thereof, declared by the WBF or any public body and that all fees and deposits paid by vendor to the WBF are nonrefundable. Vendor agrees that the WBF and the LPBMM are in no way responsible for the loss or damage of merchandise or for personal injury, product liability or damage to property in connection with the Wooden Boat Festival.

Vendor agrees to indemnify and hold harmless the Wooden Boat Festival, Lake Pontchartrain Basin Maritime Museum for any loss or damage to property or for personal injury or injury that may occur as a result of participation in the Wooden Boat Festival.

By registering to participate in the Wooden Boat Festival, Vendor grants WBF and/or LPBMM the right to use its Vendor Name, image, booth image, and/or list of approved food items, including any photographic image, trademark, and/or trade name depicted therein, in print, electronic, video, or any other media, including the WBF website, for the purposes of promoting or advertising WBF or LPBMM and their programs, or any other lawful purposes whatsoever. Vendor acknowledges that this agreement offers no credit, payment, compensation or royalties.

I do hereby certify that I have read and understand the festival information, rules, and procedures contained in and attached to this application and will adhere to same.

**BY SIGNING BELOW THE VENDOR ACKNOWLEDGES RECEIPT AND AGREES TO ABIDE BY ALL RULES & REGULATIONS, VENDOR MUST INITIAL RULES AND RETURN WITH APPLICATION.**

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

PRINT NAME \_\_\_\_\_ Title/Position \_\_\_\_\_

# LAKE PONTCHARTRAIN BASIN MARITIME MUSEUM

## 28<sup>TH</sup> WOODEN BOAT FESTIVAL

133 Mabel Drive • Madisonville, Louisiana 70447 • (985) 845-9200 • Fax (985) 845-9201 • www.lpbmm.org

The Wooden Boat Festival is the primary fundraiser for the Lake Pontchartrain Basin Maritime Museum, a 501(c)(3) nonprofit organization. All proceeds from the festival support the day-to-day operations of the museum and the expansion of new educational exhibits and programs that make maritime history come to life. We hope that you will join us in celebrating the heritage of the Lake Pontchartrain Basin region and the people of Southern Louisiana.

### VENDOR RULES & INFO

#### PLEASE MAKE AND KEEP A COPY

#### FESTIVAL DATES AND TIMES

The 2017 Wooden Boat Festival is planned for Saturday, October 14, and Sunday, October 15. Gates open at 10:00 a.m. Water Street closes at 6:00 p.m. daily.

#### LOCATION

The festival is held in the Town of Madisonville, LA. Festival grounds include the area along the Tchefuncte River on Water Street, the Madisonville Ball Park on Main Street, the open field across the street, adjacent to the library, and the Lake Pontchartrain Basin Maritime Museum.

#### APPLICATION PROCESS

The deadline for applications is August 1, 2017. There is a nonrefundable \$50 application fee for applications received after August 1. No applications will be considered after September 15, 2017.

#### SELECTION PROCESS

An independent anonymous jury committee will review the applications. Selection is made on the basis of the applicant's complete description of the items. The WBF reserves the right to reject an application for any reason, including not meeting proper qualifications for festival participation. Refunds of payment will be made only to applicants not accepted for participation. Applications will be reviewed on a first-come, first-served basis and booth spaces will be assigned upon approval from the vendor committee. Priority is given to last year's participants. All applicants not accepted by the committee will receive a full refund. Vendor acceptance letters will be sent on August 15.

#### INSURANCE

**Required for all Food and Snack food vendors, Children's Amusements.** After the application is accepted, a certificate of insurance must be submitted covering all aspects of liability for the vendor. A minimum of \$500,000 general liability coverage is required. The Lake Pontchartrain Basin Maritime Museum must be listed as an additional insured on the policy. **The insurance certificate must be received no later than September 15, 2017.**

#### BOOTH SPACE

One 10' x 10' open space is provided (unless otherwise indicated on your fee schedule). If additional space is needed, an extra booth space must be purchased at full price. The vendor must provide tables, chairs, signage, equipment, etc. Consideration will be given to requests for specific sites, but assignments are at the discretion of the WBF. **Booths must be staffed and remain open until the Water Street portion of the festival closes at 6:00 p.m. on Sunday.** WBF reserves the right to make changes to the site layout at any time.

#### FEES

Self-contained vendors whose units require more than the allotted space may elect to request a fee calculated at \$75/foot of road frontage. These fees must be paid in full before the application will be considered. The booth fee is returned if the application is not accepted. The booth fee is nonrefundable once the application is accepted.

#### VENDOR COMPLIANCE & CLEAN-UP DEPOSIT

Food & Snack Food vendors will be required to pay a \$200 compliance and clean-up deposit. Vendor sites will be inspected after the festival. Vendors must provide heavy duty trash bags strong enough to collect booth garbage and carry it to bins as directed by the WBF. Food and Snack Food Vendor **deposits will be mailed to vendors who have properly disposed of all trash, leaving their space as they found it, and who have adhered to all festival rules & regulations.**

#### ELECTRICITY

Electricity is available during festival hours for an additional charge. See Fee Schedule. Distance to the nearest outlet may exceed 100 ft. **Vendors must provide their own extension cord(s).** Vendors cannot share electricity. No generators can be used on festival grounds. Electricity must be requested and paid for at the time of application. No changes can be made the weekend of the festival.

Vendor Application 2017

Vendor Initials \_\_\_\_\_

## VENDOR CHECK-IN

All vendors must check in and pick up registration packets on Friday, October 13, between 9 a.m. and 4 p.m. at Madisonville Town Hall on Water Street. Each vendor will receive 6 festival entrance armbands per day. Additional passes can be purchased at half price prior to the festival. This special rate is available only at the time of check-in. Booths must be set up on Friday during check-in times or on Saturday before 8 a.m.

## VENDOR PARKING

Vendor parking during the festival will be available at the Museum on Mabel Drive. A vendor shuttle will be available at 7:00 a.m. There will be three (3) pick-up locations on Mabel Drive. See [www.woodenboatfest.org](http://www.woodenboatfest.org) for a Festival Map. No vehicles are allowed on site after 8 a.m. on Saturday. Vehicles must be removed from festival grounds before 8 a.m. on Saturday. The streets will be closed to traffic at 8 a.m. Saturday and remain closed until 6 p.m. on Sunday. Beginning on Thursday, no vehicles may be left unattended on festival grounds at any time. Unattended vehicles will be towed. In the mornings, Water Street will be One Way traffic heading away from Hwy. 22 (the bridge). Sunday evening, traffic will be One Way heading towards Hwy 22. Madisonville Police will open the streets on Sunday to traffic only after pedestrians are cleared.

## SALES ITEMS

Vendors can only offer services, promotional information, or items that were approved on the application at the prices approved on the application. No other items may be sold by vendor. The items and their prices must be displayed at the booth. Prices may not be increased during the festival.

## IDENTIFICATION

All individuals working a booth must have a festival armband on **at all times**. **Anyone found without an appropriate armband will not be allowed to remain on festival grounds.**

## ICE

Ice will be available to food vendors at the WBF's cost from the ice truck parked behind Town Hall. **All purchases are cash only.**

## SOFT DRINKS

Soft drinks to be sold at the festival must be purchased from the WBF. Pepsi is the exclusive soft drink sponsor of the WBF, and only Pepsi products may be sold by vendors. Pepsi will be sold by case at the Pepsi truck beside Town Hall on the Riverfront. **All purchases are cash only.**

## TAXES

Vendors are responsible for reporting your own taxes. Sales taxes must be paid to St. Tammany Parish and the State of Louisiana. **The State and St. Tammany Parish require us to provide a list of our vendors.**

## GENERAL INFORMATION

Vendors are invited to visit the Lake Pontchartrain Basin Maritime Museum during the festival weekend. Admission to the museum is free during the festival with a festival armband. No pets are allowed on festival grounds.

# \*FOOD AND SNACK FOOD VENDOR ONLY\*

## RULES & REGULATIONS ADDENDUM

### KEEP THIS PAGE FOR YOUR REFERENCE

- The WBF will attempt to keep a specific food from being duplicated within a section. However, the WBF does **not** guarantee exclusivity.
- No food booth will be allowed to open without furnishing a certificate of insurance with a minimum of \$500,000 general liability coverage. The Lake Pontchartrain Basin Maritime Museum must be listed as additional insured on the insurance certificate. The WBF must receive the insurance certificate by September 15<sup>th</sup> to allow time to verify the information.
- *All vendors must provide fire suppression in their booths; subject to inspection and approval by the La. Fire Marshall.*
- Vendors must be on-site and booths open, intact and operational **during the entire duration of the festival.**
- If a vendor is found to be serving more than the approved number of items, the vendor must cease and desist immediately or the booth will be closed and all deposits forfeited.
- **Vendors are not allowed to place fryers, merchandise, tables, ice chests, chairs, food, etc., beyond their designated booth space.**
- **Dumping of food or grease in garbage containers, in the river, in portable toilets, or on the ground is not allowed. Vendors must provide for proper disposal of oil throughout the weekend and remove any used and unused oil from festival grounds.** Violators will be prosecuted. Vendors must remove product and fully clean the affected area. Fines for non-compliance will be assessed vendor at the undisputable discretion of the Wooden Boat Festival and the Lake Pontchartrain Basin Maritime Museum.
- If vendor is in violation of these Rules & Regulations, the compliance and clean-up deposit will be forfeited. If the vendor abides by all rules, the vendor's deposit will be refunded to the address on record after close of the festival.

## DID YOU INCLUDE EVERYTHING?

*Use this handy check list*

### **Did you include:**

- Completed Form?
- Fees and Deposits?
- Initialed Rules and Regulations (and a copy to keep)?
- Insurance (food, snack and amusements only)?
- IRS Letter of Determination (non-profits only)?