

LAKE PONTCHARTRAIN BASIN MARITIME MUSEUM

30TH 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 2019 Wooden Boat Festival is planned for Saturday, October 12, and Sunday, October 13. Gates open at 10:00 a.m. Water Street closes at 7:00 p.m. Saturday and 6:00 pm Sunday.

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, adjacent to the library, and the Lake Pontchartrain Basin Maritime Museum.

APPLICATION PROCESS

The deadline for applications is August 2, 2019. There is a nonrefundable \$50 application fee for applications received after August 1. No applications will be considered after September 15, 2019.

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 after August 12.

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 16, 2019.**

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. Booth will be assigned by WBF on availability.

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

"110V" electric outlets are 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 CHECK-IN

All vendors must check in and pick up registration packets on Friday, October 11, 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 on the grass field adjacent to the library. 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 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** and must be paid on delivery.

SOFT DRINKS

Vendors shall be responsible for bringing their own nonalcoholic beverages to sell. Vendors are not allowed to sell alcoholic beverages.

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 15th 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, in the opinion of the WBF Committee, all cost of cleanup and restitution of festival grounds, LPBMM and the Town of Madisonville, shall be born by the vendor. 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)?