

21<sup>st</sup> ANNUAL



Oak Alley Plantation

**SPRING ARTS & CRAFTS FESTIVAL**

**FESTIVAL ACTIVITY APPLICATION**

**March 24 & 25, 2012**

Dear Vendor:

You are invited to submit an application to be a part of the 21<sup>st</sup> annual Oak Alley Plantation Spring Arts & Crafts Festival set for March 24 & 25, 2012. This prestigious show has established a reputation for quality and diversity. The festival's setting on the property of the National Historic Landmark of Oak Alley Plantation provides a beautiful and unique venue for vendors and patrons.

We strive to make Oak Alley Plantation's Spring Arts & Crafts festival a pleasant experience for our vendors. In order to do so, we offer the following amenities to our vendors for the event:

- 24 hour security
- Hospitality area on Saturday and Sunday
- On site paramedics
- Admission for 2 & parking for 1 vehicle - FREE

In addition we want our event to be a profitable one for the vendors as well. Therefore our goal is to reach local and regional enthusiasts through an extensive advertising program by taking advantage of print, television, and radio coverage of the event. We will also make use of our website and festival brochure to feature general event information.

If you are interested in more information or would like to be considered for either a craft, food, or snack food booth, please visit our website at [www.OakAlleyPlantation.com](http://www.OakAlleyPlantation.com) to download the correct forms or contact us at 1-800-442-5539.

The Oak Alley Plantation Spring Arts & Crafts festival is produced by a highly qualified staff and strong volunteer pool, both with multiple years of event production and promotion. This annual event is committed to delivering a quality experience for both vendors and patrons and are excited about our ever growing festival. We hope to see you there!

Sincerely,

*Connie Beemel*

Assistant Director and Festival Chairperson

website: [OakAlleyPlantation.com](http://OakAlleyPlantation.com) or email: [ContactUs@OakAlleyPlantation.com](mailto:ContactUs@OakAlleyPlantation.com)

**Oak Alley Plantation**  
**Spring Arts & Crafts Festival Information**  
**Rules & Regulations for Festival Activity Booths**  
**March 24 & 25, 2012**

- **LOCATION:**
  - The Arts & Crafts Festival will be held on the grounds of the National Historic Landmark property of Oak Alley Plantation in Vacherie, LA. Located just 1 hour from New Orleans or Baton Rouge. We are 14 miles off Interstate 10 on the Great River Road, Hwy 18.
- **FESTIVAL HOURS:**
  - Saturday, March 24, 2012: 9:00 am to 6:00 pm
  - Sunday, March 25, 2012: 9:00 am to 5:00 pm
- **FESTIVAL ACTIVITY BOOTH SPACE:**
  - All Booth sites are outdoors on grass areas measuring 20' x 20'.
    - Vendors must confine themselves, their wares, and equipment to their assigned space.
    - Booth fees may increase if the amount of space needed to accommodate the activity is greater than the amount allowed.
    - Booth displays must be constructed to withstand crowds and wind.
    - Vendors will be held liable for any damages made by their equipment &/or property. Each vendor is responsible for his/her own display in the case of damage or loss.
  - Booth assignments are at the sole discretion of Oak Alley Foundation and are not transferable.
  - This is an **OUTDOOR** festival. Vendors must supply their own shelter, tables, chairs, displays, and any additional supplies needed for the sale of their products (ex. Scissors, tape, receipts, etc.). **WE DO NOT PROVIDE CASH OR CHANGE DURING THE FESTIVAL.**
- **FESTIVAL FEES:**
  - **APPLICATION FEE: \$25.00**
    - This fee is required for all vendors (current & new) to process festival applications.
    - This fee is **NON-REFUNDABLE** and **NON-TRANSFERABLE TO ANOTHER SHOW.** Application fees must be submitted with your booth fee. This fee is non-refundable even if your application is not accepted into the show.
  - **BOOTH FEES:**
    - **BOOTH FEE: \$225.00**
      - Additional fees may be incurred if the amount of space needed to accommodate the activity is greater than the amount allowed.
      - In the event that your application is not accepted, your booth fees will be returned. **Refunds will not be issued for cancellations.**
      - There will be **NO REFUNDS** in the event of inclement weather.
      - Subletting of booth space is **NOT** allowed.
    - **ELECTRICITY: Refunds will not be issued for cancellations.**
      - Electricity is available to booth spaces for an additional fee. Vendors must provide their own 100 ft. extension cord.
      - Vendors using more amperage than allocated will be required to purchase additional electricity.
      - "Sharing" of electricity, gas powered generators, and open flame are strictly prohibited on festival grounds.
      - Prices for electrical use per booth are as follows:
        - A: \$30.00 for 1-110 volt outlet (1 plug-in)
        - B: \$40.00 for 1-110 volt duplex (2 plug-ins)
        - C: \$50.00 for 1-220 volt outlet



- **In the event of rainy weather or wet grounds, our hauling services WILL be limited or non-existent.** The conditions of the grounds are always our first priority. Vendors will not be allowed to drive their vehicles, 4 wheelers, tractors, or trailers onto the festival grounds. Please come prepared with carts and dollies to help in your loading and hauling process.
- **TEAR DOWN AND HAUL OUT PROCEDURES:**
  - **TEAR DOWN TIME:**
    - Sunday, March 25, 2012 at 5:00pm
    - Any vendor tearing down a booth prior to the end of the show **will not** be accepted into future events.
  - **HAUL OUT SERVICES will be available at the end of the festival at the cost of \$20 per booth.**
    - Once your booth is completely broken down and ready to haul out, you should go to the carport of the Foundation Office to pay your fee and to be put on the haul out list.
    - Wagons will begin rolling for haul out at 5:30 pm. We will have multiple wagons rolling and will do our best to get to you as quickly as possible.
- **PARKING PROCEDURES:**
  - **PARKING PERMITS:** Each booth space will be issued **one** (1) parking permit upon registration. We ask that you display this permit on your dashboard at all times. Vehicles without permits will not be allowed access to the vendor parking area.
  - **TRAILER & RV TAGS:** Any vendor with a trailer or RV must pick up a permit tag upon registration for identification purposes. Please attach your permit to the hitch of your trailer or display it in the window of your RV. Any trailer or RV blocking other vehicles, unloading zones, etc. will be towed out of the way.
  - **VENDOR PARKING LOT GATES WILL OPEN TO VENDORS AS FOLLOWS:**
    - Friday, March 23, 2012 open at 9:00 am and close at 7:00 pm
    - Saturday, March 24, 2012 open at 7:00 am and close at 7:00 pm
    - Sunday, March 25, 2012 open at 7:00 am till
      - If you arrive early or late and the gates to the vendor lot are locked, please park in the main visitor parking lot directly across from the gates. Our staff will be out to open the gates as scheduled.
- **SALES TAX FORMS:** Vendors are responsible for paying state (4%) and parish (3.5%) sales tax. The Louisiana Department of Revenue will be on site to collect sales tax due on the Sunday of the festival. Parish sales tax forms will be enclosed in your registration packet. You will be responsible for mailing in your payment once the show is complete.
- **MISCELLANEOUS RULES & REGULATIONS:**
  - Security will be provided on both Friday and Saturday evenings. Although we provide security, vendors leave their items at their own risk. Oak Alley is not responsible for loss of items.
  - Pets are **NOT** allowed on plantation grounds.

**PLEASE KEEP THIS PORTION OF THE INFORMATION PACKET FOR YOUR RECORDS.  
ONLY RETURN THE APPLICATION ALONG WITH APPROPRIATE FEES.**

# Oak Alley Plantation's Spring Arts & Crafts Festival

## Festival Activity Application –Spring Festival: March 24 & 25, 2012

Business: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone # for program: (     ) \_\_\_\_\_ Alternate Number: (     ) \_\_\_\_\_

Website: \_\_\_\_\_

Email: \_\_\_\_\_

**\*\*REMEMBER TO INCLUDE REQUIRED PHOTOS WITH APPLICATION\*\***  
**2 RECENT PHOTOS OF ACTIVITY &/OR BOOTH SET UP**

Describe **IN DETAIL** your festival activity. You will not be considered for this Festival unless this section is filled out completely.

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Each application is reviewed by a panel of anonymous judges comprised of practicing visual artists. Oak Alley Plantation holds “NO FAULT” if your work is not chosen to participate. Oak Alley reserves the right to remove unsuitable works at any time, including work NOT listed on application during review or questionable work of any nature. Oak Alley also reserves the right to change the booth layout. A completed and accepted application is considered a contract to exhibit and abide by all rules and regulations set forth in this application and subsequent notices. Refunds of booth fees **WILL NOT** be issued for failure to comply. By completing this contract, vendors agree that Oak Alley Plantation staff and volunteers will not be held liable for any damages, losses, expenses, demands, claims, or injury occurred in conjunction with the festival. Vendors certify that the above information is true and correct and agrees to abide to the festival information, rules, and regulations.

**INSURANCE REQUIREMENTS:**

Having a festival activity booth requires that you provide Oak Alley Foundation with proof of insurance no later than March 1, 2012. A minimum amount of \$100,000.00 General Liability coverage is required. Your policy must cover all aspects of liability for the participating purveyor, and will hold Oak Alley Foundation harmless for any claims arising from the service provided. Oak Alley Foundation also requests that it be named as an additional insured on your policy. If your certificate of insurance is not received by the deadline, your booth will be released and booth fees will be refunded.

**Vendor Signature:**

**Date:** \_\_\_\_\_

**Booth Fees**

\$ \_\_\_\_\_ for \_\_\_\_\_ Booth(s) @ \$225.00 per booth

**Options**

\_\_\_\_\_ Propane Use Requested **\*\*if approved you must supply a fire extinguisher for your booth\*\***

\$ \_\_\_\_\_ for Electricity ( ) A at \$30.00 ( ) B at \$40 ( ) C at \$50

Description of ALL equipment requiring electricity:

\_\_\_\_\_ Total Wattage: \_\_\_\_\_ Total Amperage Load: \_\_\_\_\_

\$ \_\_\_\_\_ N/C Self-contained Motor-home for \_\_\_\_\_ nights

*RV Length \_\_\_\_\_ ft. long Slides: Single \_\_\_\_\_ Double \_\_\_\_\_*

\$ \_\_\_\_\_ Motor-home w/ electrical & water hook-up: \_\_\_\_\_ nights @ \$30.00/day

*RV Length \_\_\_\_\_ ft. long Slides: Single \_\_\_\_\_ Double \_\_\_\_\_*

\$ \_\_\_\_\_ **Total Booth & Option Fees**

**\$ 25.00 NON REFUNDABLE APPLICATION FEE:**

\$ \_\_\_\_\_ **TOTAL ENCLOSED:** \_\_\_\_\_ Cash  
\_\_\_\_\_ Checks payable to: Oak Alley Foundation  
\_\_\_\_\_ Credit Card (Visa, MasterCard, AMEX)

Name on Card: (print) \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Cardholder Signature \_\_\_\_\_

**Please mail application with fees to: Oak Alley Foundation  
3645 Hwy 18  
Vacherie, LA 70090**

**\*\*Personal & Company checks returned as NSF will be charged a \$25.00 NSF processing fee\*\***

**For Office Use Only:**

**Booth #:** \_\_\_\_\_

**Payment Information:**

- Electricity
- Extension
- RV: self-contained
- RV: electrical/water

- Pictures
- Insurance

Date: \_\_\_\_\_  
Type: \_\_\_\_\_  
Amount: \_\_\_\_\_  
Initialed: \_\_\_\_\_