

20TH ANNUAL



OAK ALLEY PLANTATION

SPRING ARTS & CRAFTS FESTIVAL

FOOD VENDOR APPLICATION

March 26 & 27, 2011

Dear Food Vendors:

You are invited to submit an application to be a part of the 20th annual Oak Alley Plantation Spring Arts & Crafts Festival set for March 26 & 27, 2011. 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 have made it our mission to create a high quality arts & crafts festival by regulating our vendors in a few ways. Each food booth fee allows the vendor to sell 3 food items. One additional item can be added to the booth for an additional fee of \$75.00. Approval must be given by the jury on all food items. We will have "secret shoppers" out in full force during the event to insure our standards are being met. In addition, an Oak Alley staff member will visit each booth with an approved application in hand to insure that the items being sold in the booth have actually been jury approved.

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 8 & parking for 4 vehicles-FREE
- Food Tent & serving counters

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 snack food or craft booth, please visit our website at 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 or email: ContactUs@OakAlleyPlantation.com

Oak Alley Plantation
Spring Arts & Crafts Festival Information
Rules & Regulations for Food Vendors
March 26 & 27, 2011

- **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 26, 2011: 9:00 am to 6:00 pm
 - Sunday, March 27, 2011: 9:00 am to 5:00 pm
- **FOOD BOOTH SPACE:**
 - Food spaces measure 12'x 22' and are located underneath a tent provided by Oak Alley. All booths have a serving counter included.
 - Each booth will be allowed to sell 3 food items. If your item is being served as a plate with side items, the side items must be listed on the application along with the main item and the plate is counted as one food item. If side items are sold individually, they will be counted as one of your items. A fourth food item may be added upon approval from the jury at a cost of \$75.00. Oak Alley does not allow food duplicates and reserves the right to determine what constitutes a "duplicate" food item.
 - Food Vendors are not allowed to set up tents behind this area.
 - This is an **OUTDOOR** festival. Vendors must supply their own 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 at with your booth fee. This fee is non-refundable even if your application is not accepted into the show.
 - **FOOD BOOTH FEES:**
 - **FOOD BOOTH FEE: \$350.00**
 - **ONE ADDITIONAL FOOD ITEM: \$75.00**
 - 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 at an additional charge.
 - Electricity is to be used during the course of the festival and not for personal use (RV hookups, etc). Other electrical arrangements must be made ahead of time for that purpose. 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 and gas powered generators are strictly prohibited on festival grounds.
 - Prices for electrical use per booth are as follows:
 - A: \$75.00 for 2-110 volt duplex (4 plug-ins)
 - B: \$75.00 for 1-220 volt outlet (1 plug-in)
 - **MOTOR HOME ACCOMMODATIONS: Refunds will not be issued for cancellations.**
 - Vendors in self-contained motor homes are welcome to park at no charge. Exact parking locations are determined by Oak Alley Staff.

- Spaces for motor homes needing electricity & water are available but limited. The cost to park your motor-home with electrical & water use is \$30.00 per night. Vendors must bring at least one 100 ft. extension cord to connect electricity and one garden hose to connect water to your motor home.
- **CANCELLATIONS:**
 - An accepted application is a commitment to the festival and **NO REFUNDS** will be issued for cancellations. **NO EXCEPTIONS.**
 - All fees paid to participate in the show are **NON –REFUNDABLE AND NON-TRANSFERABLE TO OTHER SHOWS.**
 - In the event you cancel your booth for any reason, you will lose the right to have the same booth in future shows. The vendor taking your booth for the show will have first choice to remain in the booth for the following show.
- **PAYMENTS: for fees are accepted in the form of cash, check, money order, and credit card.**
 - All fees are due at the time of application. Deposits will not be accepted, payment must be received in full to secure booth space.
 - All request for extensions, electricity, and motor-home accommodations must be requested and paid for in advance. Changes to your application will not be accepted the weekend of the festival.
 - Please make checks & money orders payable to: ***Oak Alley Foundation.***
 - Please indicate “***Spring 2011 Arts & Crafts Festival***” on the check or money order.
- **RULES AND REGULATIONS:**
 - **ALL** items to be sold in the food booth must be listed on the food vendor application and approved by our independent jury committee.
 - In an effort to maintain a balanced festival, we will not duplicate food items. Any type of drink (tea, soft drinks, water, alcohol, etc) will not be allowed to be sold from your booth.
 - No food service or advertising will be allowed outside your booth.
 - A few weeks prior to the festival each accepted vendor will receive an information packet containing parking permits, booth badges, booth assignment, map, promotional literature, and hotel listings.
 - Each food booth space will receive **eight (8)** name badges in the mailed packet that will serve as admission to the festival for the weekend. Additional persons must pay regular admission to enter the festival grounds.
 - **Oak Alley Plantation reserves the right to:**
 - Refuse space to applicants for any reason including but not limited to: not meeting proper qualifications for festival participation.
 - Make changes to the booth layout at anytime.
 - **INSURANCE:** Selling a food item requires that you provide Oak Alley Foundation with proof of insurance no later than March 1, 2011. A minimum amount of \$100,000.00 General Liability along with Product 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 of food products. In addition, each vendor is responsible for his/her own property in the case of damages or loss. 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. The purveyor must also agree to abide by all regulations of the Board of Health relative to the preparation, storage, handling and serving of foods.
 - **FIRE EXTINGUISHERS:** All food vendors are required to provide at least one **fire extinguisher** inside their booth. If you are cooking with oil, please be sure to bring the appropriate extinguisher for grease fires. **Any vendor causing a fire will be held responsible for any and all damages incurred to any property.**
 - **PROPANE REGULATORS:** For the safety of our vendors and guests, all food vendors using propane bottles will be required to have regulators connected to the bottles in order to monitor pressure. As always, failure to comply with this policy may result in the removal from current and or future events held at the plantation.
 - **REGISTRATION AND SET UP PROCEDURES:**
 - **REGISTRATION AND SET UP TIMES:**
 - Friday, March 25, 2011 from 9:00 am to 6:00 pm
 - Saturday, March 26, 2011 from 7:00 am to 9:00 am

- Vendors are required to visit the registration booth prior to set up. At that time you will receive an information packet including your parking permit, trailer tags, and other important information for the weekend.
- **TEAR DOWN TIME:**
 - Sunday, March 27, 2011 at 5:00 pm
 - Any vendor tearing down a booth space prior to the end of the show **will not** be accepted into future events.
- **CLEAN UP FEE & RULES:** A clean up deposit of \$100.00 (cash or check) will be collected from each food vendor upon registration. On the Sunday evening of the show, after the festival closes, the booths will be inspected and, if approved, the deposit will be refunded.
 - Sinks will be provided at each water station behind the food court. These sinks are designed to drain into the ditch located behind the row of booths. No dumping of food or grease will be allowed in the sinks, on the ground or in the ditch. Do not dispose of any food or liquids other than water directly onto the ground or ditch behind the food booths as this causes a huge & smelly mess by the time the festival ends.
 - We will provide the proper container for disposal of oil throughout the weekend behind the food court.
 - Oak Alley will also provide garbage cans with garbage bags. It is your responsibility to empty the can as it fills up. Our staff will not do this for you. Empty your cans before they get too full. There will be a dumpster for your use behind the food court, please put your full garbage bags in the bin throughout the weekend.
- **PARKING PROCEDURES:**
 - **PARKING PERMITS:** Each vendor will be mailed **four** (4) parking permits prior to the festival. We ask that you distribute these permits in advance to the 4 vehicles that will represent your booth and have the permits displayed on their dashboards at all times. No vehicles will be allowed access to the vendor parking area without these passes. **One** vehicle per Food Vendor will be allowed to drive to the back of the food booths to unload (**weather permitting**) and then they will be directed to a designated parking spot reserved for the booth adjacent to the food court.
 - **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 GATES WILL OPEN TO VENDORS AS FOLLOWS:**
 - Friday, March 25, 2011 open at 9:00 am and close at 7:00 pm
 - Saturday, March 26, 2011 open at 7:00 am and close at 7:00 pm
 - Sunday, March 27, 2011 open at 7:30 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.
- **TAX FORMS:** Vendors are responsible for paying state (4%) and parish (3.5%) sales tax. We will supply you with the proper forms and you will be responsible for filing them. Your name has been submitted to the proper agencies, so we encourage you to follow the necessary procedures as required by law. **NO ONE** will be around to collect your taxes, you must mail them yourself.
- **MISCELLANEOUS INFORMATION:**
 - 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

Food Application - Spring Festival: March 26 & 27, 2011

Business: _____

Name: _____

Address: _____

Phone # for program: () _____ Alternate Number: () _____

Website: _____

Email: _____

Do you have a specific booth request? _____ Yes _____ No

If so, please specify: _____

List **EACH ITEM** you intend to sell (3 items)

If your item is being served as a plate with side items, the side items must be listed with the main item and the plate is counted as one item. Side items cannot be sold separately.

1. _____

2. _____

3. _____

4. **ADDITIONAL ITEM: \$75 CHARGE:** _____

Each food vendor must list separately each dish that he/she will sell. Oak Alley Foundation will allow no duplication of food items and reserves the right to determine what constitutes a "duplicate" item. Side items must be included with the main dish, or will be considered a main dish in itself. Additional items may be added at a charge of \$75.00 each.

Selling a food item requires that you provide Oak Alley Foundation with proof of insurance no later than March 1, 2011. A minimum amount of \$100,000.00 General Liability along with Product 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 of food products (see application for specifics). 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. The purveyor must also agree to abide by all regulations of the Board of Health relative to the preparation, storage, handling and serving of foods.

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 make changes to 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.

Vendor Signature: _____ **Date:** _____

Booth Fees

\$ _____ for _____ Booth(s) @ 350.00 per booth

Options

\$ _____ One Additional Food item \$75.00

\$ _____ for Electricity () A at \$75.00 () B at \$75

Description of ALL equipment requiring electricity:

_____ Total Wattage: _____ Total Amperage Load: _____

\$ _____ N/C Self-contained Motor-home for _____ nights: RV Length _____ ft. long

\$ _____ Motor-home w/ electrical & water hook-up: _____ nights @ \$30.00 /day: RV Length: _____ ft. long

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

\$ 25.00 NON REFUNDABLE APPLICATION FEE:

\$ _____ **TOTAL ENCLOSED:** _____ Cash
_____ Checks payable to: Oak Alley Foundation
_____ Credit Card (Visa, MasterCard, Discover, 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**

For Office Use Only:

Booth #: _____

- Electricity
- RV: self-contained
- RV: electrical
- RV: water
- Insurance

Payment Information:

Date: _____
Type: _____
Amount: _____
Initialed: _____