

20TH ANNUAL



OAK ALLEY PLANTATION

SPRING ARTS & CRAFTS FESTIVAL

SNACK FOOD VENDOR APPLICATION

March 26 & 27, 2011

Dear Snack 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. We require that all snack food vendors hand-make their items themselves. We also require the vendor be present to sell their items as well. All vendors must provide photos of their products to be juried by a knowledgeable and independent jury committee. We also 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 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 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 Snack 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

• **SNACK FOOD BOOTH SPACE:**

- All Booth sites are outdoors on grass areas measuring 15'x15'.
 - Vendors must confine themselves, their wares, and equipment to their assigned space.
 - Booth displays must be constructed to withstand crowds and wind.
- A vendor is limited to two (2) booth spaces with 5' extensions (where available).
- Demonstrations are encouraged but must be confined to the booth space and approved by Oak Alley.
- Booth assignments are at the sole discretion of Oak Alley Foundation and are not transferable.
- Every effort will be made to honor specific location request, however, current vendors taking advantage of Early Bird registration are given first right-of-refusal on their current spaces.
- 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**. Application fees must be submitted with your booth fee. This fee is non-refundable even if your application is not accepted into the show.

○ **SNACK FOOD BOOTH FEES:**

- **SNACK FOOD BOOTH FEE:** Regular Booth: \$200.00 and Corner Booth: \$250.00
 - 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.
- **EXTENSIONS: Refunds will not be issued for cancellations.**
 - Certain booth spaces are allowed a 5' extension to the rear of the booth for an additional cost of \$65.00 per booth. The request and payment must be sent in along with the booth application and fees. If we are unable to accommodate your request you will receive a refund for your extension. Extension will not be added the weekend of the festival.
- **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.
 - Use of propane tanks and open flame **MUST** be pre-approved by Oak Alley Foundation. If approved you must supply a fire extinguisher for your 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.**

- 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
- **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:**
 - **SELECTION PROCESS:** **ALL** items to be sold in the booth space must be listed on the snack food vendor application and approved by our independent jury committee.
 - The snack food items must be made and sold by the snack food vendor themselves. You are not allowed to purchase a product and then package it to be your own.
 - Photographs (3) of the items to be sold, one (1) recent photograph of booth display and one (1) of you making your items are required.
 - Each applicant must also include a complete description of each item to be sold and a description of how you make and package your product for sale.
 - Samples of products and photographs will not be returned.
 - In an effort to maintain a balanced festival, we try not to duplicate snack food items.
 - **Commercially manufactured (buy/sell) items are strictly prohibited.**
 - No food service or advertising will be allowed outside your booth.
 - **INSURANCE:** Selling a snack 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 snack food products. 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.
 - **REGISTRATION AND SET UP PROCEDURES:**
 - **REGISTRATION & SETUP 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, badges, and other important information for the weekend.

- Each booth space will receive **two (2)** name badges in this packet that will serve as admission to the festival for the weekend. Additional persons must pay regular admission to enter the festival grounds.
- Please put your booth marker in front of your booth for easy reference. It is important that your marker be visible at all times for your customers as well as our grounds crew during haul out.
- Our grounds crew will be available to help you cart your items to your booth during setup times on a first come first serve basis. Please keep in mind that they are only available to cart your items. You will be responsible for loading and unloading your own items. We ask that you do not abuse this service and treat our crew with the utmost courtesy.
- **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 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.
 - **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 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.
- **SALES 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. NO ONE will be around to collect your taxes, you must mail them yourself.
- **MISCELLANEOUS RULES & REGULATIONS:**
 - A few weeks prior to the festival each accepted vendor will receive an information packet containing booth assignment, map, promotional literature, hotel listings, festival 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.
 - **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.
 - Limit the number of vendors accepted into each craft category.

**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

Snack 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: _____

****REMEMBER TO INCLUDE REQUIRED PHOTOS WITH APPLICATION****

3 OF ITEMS SOLD, 1 OF BOOTH SET UP, & 1 OF YOU MAKING THE PRODUCT(S)

List **EACH ITEM** you intend to sell.

Describe **IN DETAIL** how you make your product. You will not be considered for this Festival unless this section is filled out completely. Your information will be kept confidential. Please do not take this section lightly, give us as much information as you can.

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. 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) @ \$200.00 per booth
 \$ _____ for _____ Corner Booth(s) @ \$250.00 per booth

Options

\$ _____ for _____ 5' booth extension(s) @ \$65.00 per 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
 \$ _____ Motor-home w/electrical & water hook-up: _____ nights @ \$30.00 per 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
- Extension
- RV: self-contained
- RV: electrical
- RV: water
- Insurance
- Pictures

Payment Information:

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