



St. Charles Business Association

P.O. Box 555, Luling, LA 70070

2010 St. Charles Business Fest & Craft Fair Hahnville High School, Boutte

SPONSORSHIP & BOOTH REGISTRATION FORM

Fest Dates & Times

Friday, March 5, 2010 12 PM – 5 PM
 Saturday, March 6, 2010 9 AM – 2 PM

Set-Up Dates & Times

Thursday, March 4, 2010 4 PM – 7 PM
 Friday, March 5, 2010 8 AM – 10 AM

Sponsorship Opportunities: (Deadline to be listed on advertisements is February 1, 2010.)

Corporate Sponsor - \$1,000

Company name/logo will be listed on advertisements & printed material, special recognition at the event, **two booths and preferential booth placement*

Business Sponsor - \$500

Company name will be listed on advertisements & printed material, special recognition at the event and **one booth*

<u>Booth:</u>	<u>SCBA Member</u>	<u>Non Member</u>	<u>New Member/Booth</u>	<u>Booths</u>	<u>Tables</u>
8x10 w/covered table(s) and draping	(Dues must be current)				
Cost	\$135.00	\$200.00	\$235.00	One Two*	One Two
<u>Table:</u>					
One – 6' covered table					
Cost	N/A	\$75.00	N/A	N/A	One Two*

*Note: Will be at an additional cost.

Company Name: _____

Address/City/State/Zip: _____

Main Contact: _____ Email: _____

Phone: _____ Fax: _____ Cell: _____

Type of Business: _____

Electrical Outlet Needs: (if needed) Please circle one.

One 110V One 220V Two 110V Two 220V Extension cords not supplied by SCBA.

Registration: Mail to SCBA, P.O. Box 555, Luling, LA 70070

In person, deliver to First National Bank USA, Attention Audrey Raziano, 13386 Hwy. 90, Boutte, LA 70039.

Contacts: Connie Richard 985-758-1583, Toni Maggio 985-764-0038 or Audrey Raziano 985-785-8411

Amount Enclosed: \$ _____ Please make checks payable to the St. Charles Business Association.

Credit Cards: For security reasons please call Connie Richard at 985-758-1583 with credit card information.

Terms and conditions on backside must be signed. Please keep copy for your records.

St. Charles Business Association

Business Fest Terms & Conditions

1. Limit supplies and displays to what will fit in an 8'x10' booth space. If more space is needed, additional booths must be rented. Items are NOT allowed in the aisles OR on the side of the booths.
2. Booths must be set-up between the hours of 4 PM and 7 PM on Thursday and 8 AM and 10 AM on Friday. No supplies or equipment are to be carried in or out during open hours. NO EXCEPTIONS.
3. Booths must be manned from Friday 12 Noon to 5 PM and Saturday 9 AM to 2 PM.
4. Booths must NOT be dismantled or supplies carried out before the official end of the Fest at 2 PM on Saturday AFTER ALL VISITORS HAVE LEFT THE BUILDING. (THIS IS ALSO A SAFETY ISSUE.)
5. Booths must be dismantled by company renting booth. Do not leave anything in your booth after Fest is closed on Saturday. (Chairs, tables and trash bins are excluded.) All trash must be disposed of in proper receptacles provided. SCBA is charged for a cleaning crew if trash is left on the gym floor. Any booths violating this condition will be charged additional fees and may not be allowed to participate in future events.
6. No alcoholic beverages or illegal drugs are allowed on school property.
7. No firearms or weapons allowed on school property.
8. Casual or business attire is required. No cut-off shirts or shorts allowed. Tee shirts with profanity are not allowed. Shoes must be worn. Nice jeans and tennis shoes are allowed. This event is held on school property, and we are expected to conduct ourselves accordingly. **SMOKING IS NOT ALLOWED ANYWHERE ON SCHOOL PROPERTY.**
9. Booths distributing food and/or drinks are limited to snack size portions only. The restaurant approved by the Fest Committee to sell lunches is exempt from this rule.
10. Only vendors with booths in the Fest are permitted to solicit products and services. Anyone violating this rule will be escorted from the premises.
11. Booths are assigned in the order in which the application and payment is received and according to the floor plan and maintenance crew requirements. Similar businesses will be separated whenever possible.
12. Booths that were verbally reserved and have not been paid for in full within the 2 weeks prior to the event will be rented to the first qualified vendor on the waiting list.
13. Booths that were rented, paid for in full and cancelled within the 2 weeks prior to the event are non-refundable.
14. We reserve the right to refuse booth rental at our discretion.

By signing below I agree to the terms and conditions listed above and understand I may not be allowed to participate in the Business Fest and future SCBA events if violated. Violators of the above conditions will NOT receive a refund for booth rental, costs incurred, etc.

Name: _____ Date: _____

Company: _____

**THIS FORM MUST BE SIGNED BY A REPRESENTATIVE FROM THE COMPANY
RENTING THE BOOTH BEFORE SET-UP.**

Please report any visitors to the Business Fest that are making several trips through the Fest to collect “giveaways” or visitors that are soliciting a product or service to a member of the Business Fest committee immediately.

ALL TERMS & CONDITIONS LISTED ABOVE MUST BE FOLLOWED BY ALL PARTICIPANTS.