



# 2010 St Charles Business Fest & Craft Fair Vendors Application

January 10, 2010

Dear Sir or Madam:

Each year the St Charles Business Association holds the St Charles Business Fest at Hahnville High School inside the gyms. This year we are adding a Craft Fair to the Fest. It will be held during Fest hours and will be in the girl's gym.

Please find attached a copy of the 2010 St Charles Business Fest and Craft Fair Vendor Information Sheet and Application Form. Please read the attached documentation.

Spaces will be assigned based on receipt of application fees, with initial assignments made the week of the Fest

We look forward to a successful and fun Business Fest and hope you will join us!

Sincerely,

Toni Maggio  
Events Coordinator  
St. Charles Business Association  
Business Fest and Craft Fair  
PO Box 555  
Luling, LA 70070  
(985) 764-0038

## **VENDOR INFORMATION & REGULATIONS**

The St Charles Business Association shall have complete and final authority over the festival operations and reserve the right to immediately remove any Vendor from the Festival who violates any stated Regulation.

### **ELIGIBILITY:**

Open to all crafters and artists, with a preference for quality hand crafted goods.

### **PRODUCTS:**

- A description of merchandise to be sold must be submitted as part of the Festival Application.
- Crafters are allowed to sell quality HAND CRAFTED ITEMS. Items such as T-Shirts, caps, posters, must be approved by St Charles Business Association.
- No weapons, tobacco, alcohol, firearms, silly string, or offensive materials of any kind will be accepted or permitted.
- No food/drink may be sold by Arts & Crafts Vendors.
- Raffles/contests/active solicitations through festival crowd are not allowed.

### **DISPLAY EQUIPMENT**

One 6 ft covered table and two chairs shall be provided. All other displays are the responsibility of the crafter/artist.

### **SALES TAXES**

Vendors must collect their own sales tax of 9.0% (State 4%, St. Charles Parish 5%).

A Sales Tax Report shall be completed and submitted to the St. Charles Parish School Board, P.O. Box 46, Luling LA 70070. (985-785-6289)

### **LOCATION/OPERATION SCHEDULE:**

The Craft Fair is located in the Hahnville High School, Girls Gym, Hwy 90, Boutte, La. Set up shall be Thursday of the fest from 4 pm to 7 pm and the Friday of the Fest from 8 am to 10 am. The Fest is open on Friday from 12 noon to 5 pm and Saturday from 9 am to 2 pm.

### **DISPLAY SIZE AND FEE:**

The space is approximately 8x8' with a 6' table and two chairs. The two-day charge per space is \$75.00

### **DISPLAY ASSIGNMENTS:**

Under no circumstances may your area set up extend beyond the area designated by the festival. It is the Vendor's advantage to submit an application as early as possible. Applications will be accepted until all spaces are filled.

### **NOTIFICATION AND DISPLAY SELECTION:**

Your acceptance will be confirmed via email or phone. The festival reserves the right to change area locations up until and during festival weekend, as it deems appropriate.

### **ELECTRICITY:**

Electrical power is available. Select the appropriate electrical outlets on registration form, if needed. However vendors must supply their own extension cords.

### **CHECK-IN & SET-UP:**

All Vendors must check-in. Vendors may unload vehicles in the breeze way of the school but must then move vehicle to a parking spot **before** setting up area.

### **RESTOCKING OF DISPLAY AREAS & REMOVAL**

Restocking may be done as needed. However during fest hours of operation no vehicles are allowed in the breezeway.

### **PARKING**

Parking is available in the school parking lot with the exception of the center of the parking lot, which shall be roped off for Fire Apparatus, Blood Mobile, Book Mobile, etc.

### **EXHIBITION STANDARDS & RULES**

- Display spaces may not be transferred or otherwise assigned.
- Each applicant must submit description of all work to be displayed or sold.
- Display space sharing is acceptable; however, all work must be represented in submitted photos.
- Vendors are responsible for cleaning up vendor spaces, including areas in front/rear of booth.
- All items for sale must be clearly marked with sale price.
- No offensive (including any profanity), racial, drug related, alcohol, firearms or other such merchandise may be displayed, sold or distributed. This will be monitored and objectionable merchandise will be removed from display areas immediately. Failure to comply will result in immediate closure of display.
- All spaces are assigned on a "first come, first served" basis and absolutely no space without payment of space rental.
- No weapons of any sort are allowed (knives, brass knuckles, etc.).
- No silly string or laser pointers (including laser guns) will be accepted or permitted.
- Smoking or tobacco products are **not** allowed **anywhere** on school property. This is a law!
- Arts & Crafts Vendors may sell food items such as bakery goods or packaged foods. Give a detailed listing of item(s) in your description so we can pre-approve.

ON SITE EVALUATIONS WILL BE CONDUCTED TO INSURE THAT EXHIBITION STANDARDS AND RULES ARE FOLLOWED. FAILURE TO COMPLY COULD RESULT IN A NEGATIVE EVALUATION AND/OR EXPULSION FROM THE FESTIVAL AND LOSS OF ALL FEES PAID.

**REFUNDS:**

- There will be no refunds of entry fees with the exception of the cancellation of the Fest and Craft Fair.
- CANCELLATION: Booth fees will be refunded if a request in writing is received by the St Charles business association at least 10 days BEFORE the fest

**HOLD HARMLESS CLAUSE**

Vendor agrees and covenants to indemnify, defend, and hold harmless St Charles Business Association, Saint Charles Parish School Board, its officers, directors, volunteers, officials, employees, members, agents and assignees from and against any and all liabilities, claims, suits, and causes of action of whatever nature or type (including but not limited to causes of action based upon tort, strict liability or otherwise), and all attorney fees, costs, and expenses incidental thereto, which may arise or in any way be connected directly or indirectly, with Vendor's participation in the festival. This indemnification is absolute, personal to the Vendor, and is not limited by the Vendor's insurance coverage.

<b>OFFICE USE ONLY</b>		
<b>REC'D DATE:</b> _____	<b>AMT PD \$</b> _____	<b>CHECK #</b> _____

**St Charles Business Association  
Business Fest & Craft Fair Agreement and Application**

**PLEASE PRINT:**

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

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

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

Phone No: Cell: \_\_\_\_\_ Business/Home: \_\_\_\_\_

Street Address/PO Box: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Resident of St. Charles Parish? \_\_\_ Yes \_\_\_ No

St. Charles Parish ID# \_\_\_\_\_

\_\_\_\_\_ # of Display Areas at \$75.00/ea. Amount Due: \$ \_\_\_\_\_

Electrical Outlet: (One) 110V 220V (Two) 110V 220V (please circle voltage needed)

**REMEMBER TO SEND DESCRIPTION REPRESENTATIVE OF ALL WORK TO BE SOLD OR DISPLAYED AT EXHIBITION.**

I hereby signify that the above information is complete and accurate and that I accept and agree to the "St Charles Business Fest and Craft Fair Vendor Information & Regulations", a copy of which I have been provided, have read, and understand. I further understand that once accepted, no refunds will be made except as stated in the Regulations, and that St Charles Business Association reserves the right to remove any Vendor who violates any stated regulation, without refund of fees.

\_\_\_\_\_

Booth Operator Signature Date

**MAIL COMPLETED APPLICATION and DISPLAY AREA FEES TO:**  
SCBA, P.O. Box 555, Luling, LA 70070. Checks made payable to: **SCBA**. Or Call Connie Richard to use your MasterCard or VISA Credit Cards at 985-758-1583.