



St. John the Baptist Parish



2021 Andouille Festival Arts and Crafts Vendor Application

As the St. John the Baptist Parish Andouille Festival draws near, we would like to take this opportunity to invite you to participate in this 47 year-old tradition. This event draws nearly 22,000 patrons each year and offers great exposure to participating Arts and Crafts vendors. The Andouille Festival is a great marketing opportunity where you can gain new customers and provide one of a kind items to thousands of festival goers. Think how much your business or organization could benefit by participating in this year's Andouille Festival!

Arts and Crafts Vendor Application

The Andouille Festival is focused on promoting local for-profit and not-for-profit establishments. The Arts and Crafts Village is an outdoor marketplace for all Arts and Crafts vendors. In this space, there will **ONLY** be Arts & Crafts sold. We seek a creative diverse array of vendor items at reasonable prices and in a family-friendly environment. At the sole discretion of the Andouille Festival Committee, sales, displays, or activities that are deemed inappropriate and offensive will be asked to be removed and ceased. Vendors will be asked to leave the festival if actions or sales continue and refunds will not be granted. While the Andouille Festival Committee limits the number of same-business vendors, we will not regulate the legalities of franchise agreements of having two of the same-business vendors on site. (Example: Paparazzi, Sentsy, Avon, etc.). Homemade food or beverages (including water) are not allowed to be sold unless you are a registered food business (pre-packaged candy, beef jerky, salsa, etc.) as it competes with the food vendors. Regardless of past participation, all vendors must apply annually for selection. To be considered by the arts and crafts committee, vendors must adhere to the following:

- In keeping with the festival's mission, local vendors will receive first consideration, but all are encouraged to apply.
- Merchandise made available for sale will be limited to arts and crafts items that have been sculpted, painted, photographed, designed, constructed or otherwise fashioned by the artist or artisan.
- A proposed list of merchandise, including pricing, must be submitted. Other promotional materials describing your business, organization, and items are encouraged but not required.
- Submit a complete list of proposed arts and crafts items with photographs. Only items on the approved list will be allowed for sale at the Festival.
- Please note that arts and crafts vendors are expected to be on site and ready to sell by the opening of each day and must close operations at the close of each day in accordance with festival hours. Vendors found in violation will jeopardize future participation.

Deadline

Applications will be accepted **Tuesday, July 6, 2021 through Monday, August 9, 2021**. Applications may be delivered in person Monday through Friday between the hours of 8:30 a.m. and 4:00 p.m. or mailed to the Department of Economic Development, Attn: Andouille Festival, 1811 West Airline Hwy, LaPlace, LA 70068. Applications must be received no later than 4:00 pm on Monday, August 9, 2021 to be considered as a festival vendor. Applicants will be notified by Wednesday, September 1, 2021 on the status of their application. **There will be a MANDATORY Arts & Craft meeting for selected vendors. (date and time TBA)**

Fees

A **\$175** booth fee is required at the time of application. Applications will not be accepted without full payment and security deposit checks. Booth fees cover electrical service and a 10'x10' covered booth (tent).

Security Deposit

A separate security deposit check of **\$50** and self-addressed stamped envelope must be included with the application for any special or additional clean-up caused by vendors as identified by the Andouille Festival Committee. Deposits will not be returned if you open late on Friday or close early on Sunday.

Entry fees will be returned to applicants who have not been accepted. Deposits will be returned by November 5, 2021 to selected vendors who comply with all Festival Vendor guidelines.

Booth Space and Tents

Each vendor is provided a designated booth space. Booth spaces are determined by the Festival Committee and are based on electrical requirements. You will receive a vendor packet at the mandatory meeting that will include a map identifying booth location and set-up details. Please do not request special festival placement.

Signage

The Festival Committee will provide and install a sign for each arts and crafts booth displaying the vendor's name as it appears on the application. Signs provided by the festival remain the property of the festival and are not to be modified or removed by vendors. Security deposits will not be returned to vendors who alter or remove festival signage.

2021 ANDOUILLE FESTIVAL

Friday, October 15

6:00 p.m. – 11:00 p.m.

Saturday, October 16

11:00 a.m. – 11:00 p.m.

Sunday, October 17

11:00 a.m. – 9:00 p.m.

St. John Center
2900 Highway 51
LaPlace, LA 70068

REGISTRATION DEADLINE

Monday, August 9, 2021
4PM

Please return completed application, signed rules and regulations, with two checks: **booth fee and security deposit** to:

St. John the Baptist Parish
Economic Development
Attn.: Andouille Festival

1811 W. Airline Hwy.
LaPlace, LA 70068

QUESTIONS?

For more information please contact the Economic Development Department at 985-652-9569

For office use only

_____ Date Received

_____ Time Received

Application

Rules and Regulations

Fees

SJBP 03/2021CD

Arts and Craft Vendor Application – 2021

Business Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Were you a craft vendor during the 2019 Andouille Festival? Yes No

Business Classification (Please select one)

Business Individual Non-Profit

Description of items to be sold

Please describe the items that you intend to sell below and attach a photo of the merchandise.

| Items | Price Range |
|-----------|-------------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |
| 6. _____ | _____ |
| 7. _____ | _____ |
| 8. _____ | _____ |
| 9. _____ | _____ |
| 10. _____ | _____ |

Electrical Needs

Do you require electrical service? Yes No

If yes, please list the volts, amps, and watts for all equipment. This information is listed on the label of any piece of equipment. To ensure adequate power, please make sure this information is accurate.

| Items to be plugged in | Volts | Amps | Watts |
|------------------------|-------|-------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Fees (No refunds will be issued after October 1, 2021.)

\$50 Deposit Fee with self-addressed envelope

\$175 Entry Fee (includes 10' x 10' booth space and electrical in the Arts & Crafts Tent)

\$350 Entry Fee (includes 10' x 20' booth space and electrical in the Arts & Crafts Tent)

\$_____ Total Enclosed

The undersigned shall indemnify, defend and hold harmless the Andouille Festival and any of its directors, officers, employees, agents, and representatives from and against any and all liability, loss, costs, causes of actions, demands, attorney's fees, expenses, claims, suits and judgments of whatsoever kind and character, including without limitation, all possible costs of responding to demands, in whatever form that may take, with respect to any claim made against the Andouille Festival that arises solely from an act, failure or omission on the part of the undersigned or any of its directors, officers, employees, agents and representatives in carrying out of the terms of this Agreement.

Signature

Print Name

Date

Festival Rules & Regulations

1. St. John the Baptist Parish retains the exclusive and sole right to sell Official Andouille Festival art, souvenirs and merchandise at The Andouille Festival. Vendors will not be allowed to sell any items that include the words, "St. John the Baptist Parish Annual Andouille Festival" or any derivative thereof including but not limited to, "Andouille Festival", "Andouille Fest", or "Annual Andouille Fest".
2. Vendors may not sell or give away products that compete with any of the festival sponsors. These sponsors will be listed in the accepted vendors' confirmation packets.

Booth Operations

3. This is a rain or shine event.
4. The Festival Committee will assign booth space. Space assignments are FINAL.
5. Vendors cannot sublease assigned booths. Subletting or sharing booth space may result in eviction from Festival.
6. Only two vendor passes and one parking pass per booth will be distributed. This parking pass will allow entry into the vendor parking lot. It is the responsibility of each arts and crafts vendor to make arrangements for passes to be shared by their volunteers and workers. Any additional vendor passes must be purchased.
7. Vendors must have sufficient amount of product to operate required hours.
8. Vendors are responsible for having their own monies as change will not be provided by the Festival.
9. Vendors are required to display prices in plain view for patrons.
10. Active solicitation outside booth is prohibited.
11. Amplification devices, boom boxes and walking vendors are prohibited.
12. Animals are not allowed.
13. No products depicting political campaigns, drug paraphernalia, pornography, or statements that may offend or demean any person/group are allowed. If seen, you will be told to remove those items and/or leave the event with no refund of fees.
14. Vendors will keep their location and surrounding area clean and free from litter. All garbage bags must be disposed of at the end of each night at designated locations.

Electrical

15. Electricity (110 amps) is provided to all arts and crafts booths. If you must have electricity to operate, please note it in your application designated as such. Vendors must provide their own heavy duty (12 or 14 gauge) extension cord with a minimum length of 100 ft. You must also provide duct tape to properly tape down cord.
16. If electricity cannot be provided by the festival, Whisper Quiet Generators ONLY will be allowed with prior approval.
17. Arts and Crafts vendors may be subject to inspection by the local electrical inspector at any time.

Setup/Breakdown

18. Setup will begin on Friday, October 15th at 1p.m.
19. Vendors are required to be open on Friday, October 15th, 6:00 p.m. - 11:00 p.m., Saturday, October 16th, 11:00 a.m. - 11:00 p.m., and Sunday, October 17th, 11:00 a.m. - 9:00 p.m.
20. Breakdown will begin on Sunday, October 17th at 9:00 pm (Vehicles will be able to enter the festival footprint once the police deem it safe and void of pedestrians). Vendors who breakdown their displays or depart before closing time on any day of Festival will not be allowed to return and will forfeit the deposit.
21. Booth space must be cleaned and cleared no later than Monday, October 18th at noon.

Fees/Taxes/Refunds

22. Vendors are responsible for collecting, reporting, and paying all sales taxes collected to the appropriate revenue division. Forms and information will be issued after October 1, 2021.
23. No refunds will be issued after October 1, 2021.
24. If no incidents occur and all guidelines are followed, your deposit will be mailed back by November 5, 2021.

Security

25. Nominal security will be provided after hours. St. John the Baptist Parish will not be responsible in any way for loss or damage to participant's property.

Signature _____ Print Name _____ Date _____