



RULES AND REGULATIONS – OCTOBER 21 & 22, 2017

LOCATION:

- The Poche Plantation Arts and Crafts Show is held on the shaded grounds of the historic Poche Plantation located at 6554 Louisiana State Hwy. 44, Convent, LA 70723. We are centrally located between Baton Rouge and New Orleans just a few short miles off of I-10 and across the river from Oak Alley Plantation.

ABOUT US:

- Poche Plantation Arts and Crafts Charity is a non-profit organization. This is a charitable event with all proceeds going to charities within St. James Parish, as determined by a board comprised of reputable citizens who reside in St. James Parish.

HOURS:

- Saturday and Sunday, October 21 and 22, 2017 from 9am to 5pm
- Vendors **MUST** remain open during these hours

BOOTH SPACES:

- We offer 10'x10', 10'x20' and 10'x30' booths as well as Food Booths; all outdoors
- Only one vendor per booth
- Vendors are responsible for their own tents, tables, chairs, etc.
- Demonstrations are encouraged but must be confined to your booth and approved by the committee.
- Booth assignments are at the sole discretion of Poche Plantation Arts and Crafts Committee and are not transferable.
- Current vendors taking advantage of early registration are given first right-of-refusal of their booth space.

FEE INFORMATION:

- All applications are subject to a \$25.00 non-refundable/non-transferable fee which is part of the total amount due and is used to offset the cost of our mass marketing campaign where every vendor is advertised.
- A 50% deposit is required with your application and should be submitted no later than June 1, 2017 with the balance being due October 1, 2017. A \$20 late fee may be added to submissions/payments after October 1, 2017.
- An accepted application is a commitment to the event; **NO REFUNDS** will be issued for cancellations. Refunds will not be issued due to inclement weather. If you cancel you lose your right to have the same booth in future shows.
- Booth fees: 10'x10' - \$125.00; 10'x20' - \$200.00; 10'x30' - \$275.00. Food booth fees include 12'x25' space, choice of three food items, electricity and water for \$350.00. Additional food item may be approved by the committee and may be an additional \$50.00.
- Electricity is available at a cost of \$35.00 for one 110 volt outlet or \$40.00 for two 110 volt outlets. Vendors should provide their own 100' extension cord. Requests after October 1, 2017 may not be granted. No refunds.

RULES AND REGULATIONS:

- All applications go through a selection process. **ALL** items sold in your booth must be listed on the application and approved by our independent jury committee. We are seeking high-quality handmade and/or modified items. *(If you sell a percentage of resale, you will be asked to bring/sell only your handmade/modified items...the only exception is our flag vendor and no more than 2 local vendors)*
- There will be no exclusive rights on any items; however we will try to limit duplication.
- All applicants should submit 3 recent photos. Please send one photo of your **display** and one of you working on your product. For advertising purposes and for the "Vendor of the Day" feature on Facebook, we can copy photos from

your website or Facebook page or you can email a high quality digital photo to us at:

PochePlantationArtsAndCrafts@yahoo.com OR send 'real' photos...not a printer copy. **Photos will not be returned.**

- Vendors are limited to two product *categories* per booth and these must be marked on your application.
- Collecting and paying parish and state sales tax is the vendor's responsibility. We will provide the necessary forms.
- Due to State Gaming Laws, there will be no raffles.
- Food vendors are allowed three individually sold items. If your item is being sold as a plate with side items, list the items on the application as one item. We prefer not to duplicate food items and reserve the right to determine what constitutes a 'duplicate' food item.
- Any vendor offering edible samples or open food must agree to abide by all regulations of the Board of Health relative to the preparation, storage, handling and serving of foods.
- Food vendors must provide their own fire extinguishers and will be responsible for any damage incurred to the property in the case of a fire. Food vendors are responsible for their own insurance.

REGISTRATION, SET-UP & TEAR DOWN:

- Vendors will be given a set-up time. The committee will try to accommodate requested times however, arriving early does not allow you to set-up early.
- Vendors will need to visit the registration booth at check-in prior to set up to receive your show packet with your parking permit, trailer tags, badges and other importation information.
- Two vendor passes will be given to each craft booth and four for food court booths. Additional help will be required to pay the \$5 admission fee.
- One vehicle per booth may park in the vendor parking area. Parking permit must be displayed on the windshield at all times. Other vehicles will park in the public parking area.
- Vendors with trailers will be given permits to attach to the hitch of the trailer when parked.
- During unloading you will have a limited time to park on the grounds. Thereafter, any unauthorized parking or blocking of RVs, vehicles or gates will cause your vehicle to be towed.
- We cannot guarantee help to haul your wares to your space during set-up. However, we typically have a few volunteers but please come prepared with carts, dollies, etc. to help with the loading and hauling process and **please tip our volunteers** who assist you.
- NO vendor should tear down before 5pm on Sunday.

IMPORTANT DETAILS:

- Because we try not to butt our vendors directly against each other, we have to redesign our layout each year. Although generally the same, the actual booth numbers and space depend on the number of single, double and triple spaces requested. **WE WILL NOT GIVE OUT LAYOUT DETAILS UNTIL APPROXIMATELY ONE WEEK BEFORE THE SHOW.** At that time you will be given your set up time.
- Security will be provided Friday-Sunday, however Poche Plantation is not responsible for loss of items.
- Poche Plantation has the right to make changes to the event as deemed necessary by the committee for a safe and successful event..
- This event will be advertised on several TV stations, radio stations and newspapers across south Louisiana as well as on social media. All vendors registered by Sept. 1st will be featured in a full size, full color, 8 page newspaper inserts as well as on our website PochePlantationArtsAndCrafts.com and as a "Vendor of the Day" on our Facebook page!
- This event is run by a number of loyal and committed volunteers working together to make a difference to the charities in St. James Parish. We welcome your questions and comments. Please send them to our official Facebook Page or email PochePlantationArtsAndCrafts@yahoo.com .

PLEASE KEEP THIS PORTION OF THE APPLICATION FOR YOUR RECORDS



...follow us on Facebook

...please share "**Poche Plantation Arts and Crafts Show**"



VENDOR APPLICATION – OCTOBER 21 & 22, 2017

Booth Name: _____ Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Alternate Phone #: _____

Email Address: _____

Website/Facebook: _____ TODAY'S DATE: _____

Specify if you have a specific booth request: _____

Set-up is done on Friday. Circle a time: 8am 9am 10am 11am 12pm 1pm 2pm 3pm 4pm

NO ONE WILL BE ALLOWED TO SET UP ON WEDNESDAY FOR ANY REASON

Questions? Email: PochePlantationArtsAndCrafts@yahoo.com

Craft Booth: (circle your product category, maximum of 2) NO RESALE		
Paintings or Drawings	Pottery	Yard Art
Mixed Media (2D or 3D)	Sculpture (wood, clay, metal, glass)	Birdhouses, Fountains, Wind Chimes
Photography	Wooden Furniture or Crafts	Iron Works
Glass (Stained or hand blown)	Home Decor	Holiday Items
Clothing (children or adults)	Floral Items	Fashion Accessories
Bath and Body (soaps, lotions, etc.)	Candles and Aroma Therapy	Jewelry
Household Gadgets*	Food Items* (Dips, Jams, Pickles)	Other

Food Booth*: (list three food choices; additional items require committee approval and may require additional fee)

1. _____ 2. _____ 3. _____

Additional item you would like considered (may require additional \$50.00) 4. _____

**Food vendors and any vendor offering food items must agree to abide by all regulations of the Board of Health relative to the preparation, storage, handling and serving of foods. Food vendors must acquire their own insurance.*

Describe/List EACH HAND-CRAFTED/ALTERED ITEM you intend to sell (NO RESALE):

Use back of form if necessary

WAIVER: It is understood that each application is reviewed by a committee of anonymous judges comprised of representatives of Poche Plantation Arts and Crafts Charity. All payments for applications not accepted, will be shredded. A completed and accepted application is considered a contract between 'vendor' and Poche Plantation Arts and Crafts Charity. By signing this agreement, 'vendor' certifies that all information is true and correct and **agrees to abide by all rules and regulations** set forth in this application and any subsequent notices. It is also agreed employees, agents, volunteers and others associated with the event will not be held liable for any damages, losses, expenses, demands, claims or injury occurred in conjunction with the event.

Vendor Signature: _____ Date: _____

Booth Fees	
Booth Fee (circle one): Art/Craft Booth: 10'x10' - \$125.00 10'x20' - \$200.00 10'x30' - \$275.00 Food Booth: 12'x25' - \$350.00 (includes 3 food items, electricity, water) \$50.00 additional food item for Food Vendors (must be approved)	\$ _____
Electricity (circle one): One 110 outlet - \$35.00 Two 110 outlets - \$45.00	\$ _____
Required Application/Promotion Fee: (all vendors applying before Sept. 1 st will be individually advertised!)	\$ <u>25.00</u>
TOTAL DUE	\$ _____
<i>50% due by June 1, 2017/Balance due by October 1, 2017</i>	
_____ Cash _____ Money Order _____ Check (payable to Poche Plantation Arts & Crafts)	
_____ Credit Card (please fill in the information below) Zip Code: _____	
Name on Card: (PRINT) _____	
Card Number: _____ Exp. Date: _____	
Cardholder Signature: _____ CVC #: _____	

Please mail the two-page application with fees to: **Poche Plantation Arts and Crafts Charity**
PO Box 397
Convent, LA 70723

FOR OFFICE USE ONLY		
Booth #: _____	Payment Information:	
<input type="checkbox"/> Electricity	Date: _____	Date: _____
<input type="checkbox"/> Insurance	Type: _____	Type: _____
<input type="checkbox"/> Photos	Amount: _____	Amount: _____
<input type="checkbox"/> RV	Balance: _____	Balance: _____

TO BE CONSIDERED, FORM MUST BE COMPLETE AND INCLUDE PAYMENT