

29th Annual
FESTIVAL OF THE BONFIRES
CRAFT SHOW
Application and Guidelines



DECEMBER 14, 15 & 16, 2018
LUTCHER PARK
LUTCHER, LOUISIANA
ST. JAMES PARISH

We are excited to have you apply for a craft booth at the 29th Annual Festival of the Bonfires, which is set for Friday, Saturday and Sunday, December 14, 15 & 16, 2018. In addition to the craft show, scheduled activities include a 5K Run/Walk, Beauty Pageant, Amusement Rides, Pictures with Santa, Christmas Tree Display, Popular Live Entertainment, Delicious Food and a Nightly Bonfire Lighting.



We strive to make the Festival of the Bonfires a wonderful experience for our vendors. In order to do so, we offer 24 hour security, free admission for two and crafters set up in a well traveled area that everyone attending the festival must walk through. We average 25,000 over the period of three days.

We also hope that our event is profitable for the vendors as well. Therefore, every year we run an extensive advertising program via print, television and radio to promote our festival. We also use our website, Facebook and the St. James Parish Welcome center to distribute and feature general festival information.

If you are interested in being considered for a craft booth, please visit our website at www.festivalofthebonfires.org to download forms or contact Carrie Bourgeois via email itscarrielynn@gmail.com.

For general festival information please call the St. James Parish Office of Economic Development at (800)367-7852 or the St. James Welcome Center at (225)562-2525.

Thank you!

Carrie L. Bourgeois
Director - Craft Vendors

29th Annual Festival of the Bonfires

Rules & Regulations for Craft Vendors

December 14, 15 & 16, 2018



Location:

- Lutcher Park - 2545 Louisiana Avenue, Lutcher, LA 70071
- Approximately 45 minutes from New Orleans or Baton Rouge

Festival Hours:

- Friday, December 14, 2018 2:00 pm to 9:00 pm
- Saturday, December 15, 2018 10:30 am to 6:00 pm
- Sunday, December 16, 2018 10:00 am to 6:00 p.m.

**Vendors are allowed to remain open later than the times listed. The live entertainment stops at midnight Friday & Saturday and at 6:00 pm on Sunday.*

Fees:

- **\$150.00 for a 10 x 10 booth before December 1, 2018**
- In the event your application is not accepted your booth fee will be returned, however, refunds will NOT be issued for cancellations on part of the vendor.
- There will be NO REFUND in the event of inclement weather.
- Subletting of booth space is not allowed.
- All fees are due at the time of application. Deposits will no longer be accepted, full payment must be received to secure booth space prior to December 1, 2018.
- Payment of fees is accepted in the form of check or money order and should be made payable to *Festival of the Bonfires*.
- Changes to your application will NOT be accepted the weekend of the festival.

Craft Booth Space:

- Applications will be considered in the order they are received. All applications must have two (2) photographs (if not a previous vendor) and all fees must be paid before the application will be considered.
- Vendors must confine themselves, products and equipment to their assigned space. All craft booths are located under a 40 x 40 tent, vendors ARE allowed to bring individual canopy tents, provided they are only 10 x 10.
- Booth assignments are at the sole discretion of the Festival Committee.
- Vendors must supply their own tables, chairs, displays and any additional supplies needed for the display and sale of their products.
- We do not provide cash or change during the Festival.
- Electricity is provided if indicated on the application, vendors must provide their own extension cord and/or power strips.
- Gas powered generators, heaters and open flames are strictly prohibited.
- Pets are NOT allowed in the craft vendor area.

Cancellations:

- An accepted application is a commitment to our festival and NO REFUNDS will be given for any cancellation - no exception.
- In the event you cancel your booth for any reason, you will lose the opportunity to have the same booth in future years. The vendor taking your space will have first choice to remain in that location for the following years.

Selection Process:

- If you are a first time vendor, all items to be sold must be listed on the application and photo(s) of the items.
- There shall be NO duplication of the festival logo or festival name.
- In an effort to maintain a balanced craft section, we reserve the right to limit the number of vendors in each category.
- Space will be reserved on a first-come, first-serve basis. However, prior vendors will have "seniority" over new vendors when it comes to selling a specific product (to eliminate duplication).
- ***We always have a waiting list for vendors! If you are a prior vendor you still must adhere to the December 1st deadline - if your money is not received by that date you will NOT be guaranteed a spot.***

- Any vendor selling items that are not in compliance with our regulations will be asked to remove them from their booth space. Failure to comply may result in your removal from the current festival and any future festivals.
- No food or sweets are to be sold in the craft vendor area - No Exceptions.

Set-Up Times & Registration Packets:

- Friday, December 14, 2018 from **10:00 am** to 1:00 pm
- Saturday & Sunday, December 15 & 16, 2018 from 8:00 am to 10:00 am
- Information packets will be distributed the morning of checkin at the festival. Each packet will contain entrance wrist bands and other festival information.
- Each vendor will receive two (2) wrist bands for each day of the festival that will serve as admission. Additional persons must pay regular admission to enter the festival.

Insurance:

- All vendors work at their own risk. It is understood that the Festival of the Bonfires does not carry insurance to cover the personal property of any vendor.
- Vendors are considered independent contractors of the Festival and it is suggested that vendors obtain their own insurance, but this is not required.
- Security will be provided both Friday and Saturday nights. Although we do provide security, vendors leaving their items is done at their own risk.
- Festival of the Bonfires is not responsible for the loss of any item.

Sales Tax Forms:

- Vendors are responsible for paying state (4%) and parish (3.5% sales tax). We will supply you with the proper forms in your information packet but you will be responsible for filing them.
- NO ONE associated with the Festival of the Bonfires will collect your taxes - you must mail them yourself.

Festival of the Bonfires Craft Vendor Application

\$150 per booth – All fees are due at the time of application

Business: _____

Name: _____

Address: _____

Phone #: _____ Alternate Phone #: _____

Website: _____

Email: _____

Craft Category (please check all that apply):

_____ Paintings: Oil, Acrylics, Watercolor

_____ Photography

_____ Sculpture: Wood, Clay, Metal, Glass

_____ Pottery: Stoneware, Porcelain

_____ Garden Art: Yard signs, Bird houses, fountains, wind chimes

_____ Iron Works

_____ Wooden Furniture and Crafts

_____ Home Décor

_____ Holiday/Ornamental Items

_____ Children's Clothing & Accessories

_____ Adult Clothing & Accessories

_____ Jewelry

_____ Bath & Body

_____ Candles & Aroma Therapy

_____ Floral: Silk arrangements, live plants, etc.

_____ Unique Household Items, please specify: _____

_____ Other: _____

Vendor Signature: _____ **Date:** _____

(Vendor agrees to hold Festival of the Bonfires harmless and not liable in any and all suits, claims, demands or actions arising from the use and occupancy of the facility, parking lots and equipment).

Please mail application with fees to: Festival of the Bonfires
P O Box 247
Lutcher, LA 70071

For Festival Use Only:

Date Received: _____

Cash _____ Money Order #: _____ Balance: _____

Check #: _____