

30th Annual
FESTIVAL OF THE BONFIRES
CRAFT SHOW
Application and Guidelines

DECEMBER 13, 14, 15, 2019

LUTCHER PARK
LUTCHER, LOUISIANA

ST. JAMES PARISH

We are excited to have you apply for a craft booth at the 30th Annual Festival of the Bonfires, which is set for Friday, Saturday and Sunday, December 13, 14, and 15, 2019. 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 visitors during the festival.

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@yahoo.com or call (985)212-4341.

NOTE: We will NOT have craft vendors on Friday this year!!!

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)869-1717.

Thank you!

Carrie L. Bourgeois
Director - Craft Vendors

30th Annual Festival of the Bonfires

Rules & Regulations for Craft Vendors

December 14, 15, 2019

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Location:

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

Festival Hours*:

- Friday, December 13, 2019 2:00 pm to 9:00 pm
- Saturday, December 14, 2019 9:00 am to 9:00 pm
- Sunday, December 15, 2019 10:00 am to 6:00 p.m.

**Craft Vendors will only be set up for 2 days - Saturday and Sunday.*

Vendors are allowed to remain open later than the times listed.

The live entertainment stops at midnight Saturday and at 6:00 pm on Sunday.

Fees:

- **\$100.00 for a 10 x 10 booth before December 1, 2019**
- 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, 2019.
- 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.

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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).

NOTE: We will NOT have craft vendors on Friday this year!!!

- *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:

- Saturday & Sunday, December 14 & 15, 2019 from 8:00 am to 10:00 am
- Information packets will be distributed on the festival grounds Saturday morning upon checkin. Each packet will contain a parking permit, 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

\$100 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: _____
Photo: _____	Yes _____	No _____