



## CRAFT VENDOR APPLICATION

Houma Downtown Christmas Festival  
Saturday, December 3, 2016

### OFFICE USE ONLY

Booth #: \_\_\_\_\_ Date Rec'd: \_\_\_\_\_

Payment Type: \_\_\_\_\_ Amount: \_\_\_\_\_

Pictures  Electricity Requested

### CRAFT VENDOR INFORMATION

Business/Non-Profit Organization: \_\_\_\_\_

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

Address: \_\_\_\_\_

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

Phone # for program: \_\_\_\_\_

Alternate Number: \_\_\_\_\_

Website: \_\_\_\_\_

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

Facebook Page: \_\_\_\_\_

### PAYMENT INFORMATION

One (1) craft booth to include one (1) 10' x 10' space:

*\*\*Craft vendors to provide their own tent, table, chairs, trash bags, extension cords, lighting and supplies.*

Booth fee if registered **prior to 4 p.m. October 15, 2016:** \$50.00 \_\_\_\_\_

OR Booth fee if registered **after October 15, 2016:** \$75.00 \_\_\_\_\_

Yes, I need electricity and agree to pay an additional \$25.00. \$25.00 \_\_\_\_\_

**Make checks payable to: TPCG (Please put Houma Downtown Christmas Festival on memo line)**

A deposited check does not guarantee acceptance into the Christmas Festival.

See guidelines for more details on payment.

TOTAL: \_\_\_\_\_

Checks returned NSF will be charged a \$25.00 NSF processing fee.

### PRODUCT CATEGORIES (check all that apply):

- \_\_\_\_\_ 1. Paintings: Oil, Acrylics, Watercolor, Etc.
- \_\_\_\_\_ 2. Sculpture: dimensional forms in Wood, Clay, Metal, Glass
- \_\_\_\_\_ 3. Photography
- \_\_\_\_\_ 4. Graphics & Drawings: Pen & Ink, Etchings, Pencil Calligraphy, Etc.
- \_\_\_\_\_ 5. Mixed Media: 2-D & 3-D artwork
- \_\_\_\_\_ 6. Pottery: Stoneware, Raku, Porcelain
- \_\_\_\_\_ 7. Iron Works
- \_\_\_\_\_ 8. Yard Signs, Birdhouses, Wind Chimes, Fountains
- \_\_\_\_\_ 9. Jewelry
- \_\_\_\_\_ 10. Wooden Furniture and Wooden Crafts

- \_\_\_\_\_ 11. Home Décor
- \_\_\_\_\_ 12. Stained Glass
- \_\_\_\_\_ 13. Holiday Items
- \_\_\_\_\_ 14. Children's Clothing
- \_\_\_\_\_ 15. Adult Clothing
- \_\_\_\_\_ 16. Accessories: Hair Bows, Headbands, Etc.
- \_\_\_\_\_ 17. Sculpture: dimensional forms in Wood, Clay, Metal, Glass
- \_\_\_\_\_ 18. Bath & Body
- \_\_\_\_\_ 19. Candles and Aroma Therapy
- \_\_\_\_\_ 20. Other \_\_\_\_\_



# Houma Downtown Christmas Festival

## CRAFT VENDOR-BOOTH PRICING & GUIDELINES



**Saturday, December 3, 2016**

Houma, LA

### ABOUT US

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Houma Downtown Christmas Festival is a free holiday festival that provides Houma and surrounding areas a fun-filled, family-oriented Christmas festival. The event will include Santa's Workshop for kids, caroling, craft vendors, music, delicious food, and more. The festival is managed by an all-volunteer committee. Proceeds from the festival will go to maintain Downtown Houma Christmas decorations and sustain the festival for years to come. The festival is from 11 a.m. – 8 p.m. with the Christmas Parade starting at 4 p.m. Santa will be in the Courthouse Square from approximately 6:00 – 8 p.m.

### FAST FACTS

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- The Christmas Festival will stretch along a quarter-mile area of Main Street in Downtown Houma and is also located inside an official **Louisiana Cultural District**.
- Festival hours begin Saturday, December 3, 2016 at 11 a.m. The parade will start at 4 p.m. **Operational hours for craft vendors will be 11 a.m. – 6 p.m.** You may keep your booth open as late as 8 p.m., if you'd like.
- All craft booths will be strategically placed inside the Courthouse Square, near the music stage and food vendors.

### BOOTH SPACE

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**Booth spaces are to be reserved and accepted on a first-come, first-serve basis by October 15, 2016 at 4:00 pm.** Booths will be accepted beyond this date; however, an additional \$25.00 fee will be applied to the price of the booth.

- Booth spaces will measure 10'x 10'. **Vendors must supply their own tent.**
- Vendors must also supply booth signage, tables, chairs, extension cords, trash cans and bags, including additional supplies needed for the sale of their products.
- Vendors are responsible for discarding their own trash. Absolutely NO trash is to be left in the booth space.
- Vendors must also provide sufficient staffing in booth(s) for booth sale hours. The festival will not provide staffing.
- **The Christmas Festival will not provide cash or change during the festival.**
- Location of booth spaces will be determined by Christmas Festival Committee per order of reservation, as well as electrical needs. Vendors will be notified and issued a map of individually-assigned booth locations in advance of the festival.

### PRODUCTS

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All products must be **original** works of art created by the vendor or reproductions of the original work, such as prints of a photograph or painting, etc. **Commercially-manufactured (buy/sell) items are strictly prohibited.**

- All items to be sold **must be listed** on the application
- Applications must be complete in order to be accepted. **A complete application will include:** (1) at least one recent photo of an item in each category, (2) a description of items and how they were made and (3) full payment. Photos will not be returned.

### FEES

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**Craft Booth Rental:** \$50.00 before 4 p.m. October 15th (\$75 after October 15th)

- **If your application is not accepted, ALL fees will be returned.**
- There will be **NO REFUNDS** in the event of inclement weather.
- Subletting of booth space is **NOT** allowed.
- Sharing of booth space is allowed.

**Electricity:** \$25.00 for (1) 110v-20amps of power

- **Vendors must provide their own extension cords.**
- All requests for electricity must be made by **noon on November 15<sup>th</sup>** in order to avoid an additional fee.

**Payments:**

- Rental and additional fees are accepted in the form of cash, check, and money order.
- Craft Booth applications must be received by **October 15<sup>th</sup> at 4:00 pm** to honor the \$50 rental fee.
- Please make checks & money orders payable to: **TPCG**. Please put Houma Downtown Christmas Festival on memo line and send with signed guidelines and application to 317 Goode Street Houma, LA 70360.
- Please indicate "**Craft Vendor**" on the check or money order. A deposited check does not guarantee acceptance into the festival. If an applicant is deemed ineligible to participate by the Christmas Festival, their booth fee will be refunded.
- **An accepted application is a commitment to the festival and NO REFUNDS will be issued for cancellations.**

**Sales Tax:**

Vendors may **not** be required to comply with state and local sales tax laws per tax exemptions within the confines of a Louisiana Cultural District.

- Festival vendors must have original or one-of-a-kind works of art certified with the Louisiana Office of Cultural Development to be considered for exemption.
- **The application for tax exemption is available at [www.crt.state.la.us/culturaldistricts](http://www.crt.state.la.us/culturaldistricts).**

**GENERAL RULES & REGULATIONS**

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- **ALL** items to be sold in the craft booth must be listed on the craft vendor application and approved by the Christmas Festival Committee. Products cannot be changed upon approval and acceptance of the application.
- **Houma Downtown Christmas Festival reserves the right to:** (1) Refuse space to applicants for any reason including but not limited to not meeting proper qualifications for festival participation. (2) Make changes to the booth layout as necessary.
- **Absolutely no drinks will be allowed for sale from craft booths.**
- Applications for home-made, packaged regional specialties-- such as pralines, spices, sauces, and pepper jellies, may be submitted for individual consideration.
- All vendors work at their own risk. It is understood that Christmas Festival does not carry insurance to cover personal property of any vendor. **Vendors are considered to be independent contractors, and it is suggested that vendors obtain their own insurance.**
- Raffles are prohibited.

**REGISTRATION, SET-UP & PARKING PROCEDURES**

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**Registration will begin upon load-in on Saturday, December 3<sup>rd</sup> at 8 a.m. to 10:30 a.m.** Vendors will be required to check-in at the registration booth (location TBD) prior to set-up.

**Craft booths must be ready to open at 11 a.m. on festival day.** Spaces not occupied and ready to open by 11 a.m. are no longer guaranteed to the vendor and become the property of the Houma Downtown Christmas Festival.

- Upon acceptance and in advance of the festival, vendors will receive a finalized map of the "arts walk" and booth assignments (as stated above), as well as festival identification badge(s) and other important vendor information, such as vehicle entry and exit points.
- Drop-off for loading and un-loading will be allowed during setup/tear-down time only.

**Tear-Down Time: Saturday, December 3<sup>rd</sup> at 8 p.m.**

- Vendors are not required to remain operational until the end of the parade; **HOWEVER, vendors must keep their craft booths totally intact and operational until 6 p.m.** No vehicles will be allowed on festival grounds until 8 p.m. If you would like to unload between 6-8, you must use a dolly or cart to bring to your parked car in arts and crafts parking area. This is for safety reasons.

**I acknowledge that I have read and fully understand all stated information pertaining to craft booth rental and sale of items for the 2016 Houma Downtown Christmas Festival. I agree to abide by all festival rules and health regulations, as well as any other local and state laws notated in this document. I also agree to hold Houma Downtown Christmas Festival harmless for any claims arising from the service of any applicable and approved food products.**

Legal Business Name \_\_\_\_\_ Authorized Applicant's Signature \_\_\_\_\_ DATE \_\_\_\_\_

**DON'T FORGET TO SIGN AND DATE ABOVE! PLEASE RETURN THIS PAGE WITH YOUR APPLICATION AND BOOTH FEE(S). PLEASE MAKE A COPY FOR YOUR RECORDS.**