

**Slidell Heritage Festival
Craft Vendor Application
Saturday, July 2, 2022**

See Rules and Regulations on next page for details and deadlines.
PRINT legibly and clearly. This information will be used to mail your vendor packet.

Business Name: _____ Contact Person: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____ Email: _____

Description of Goods

Vendor will need to provide their own tent, tables, and chairs. These items will not be provided.

Fees \$50.00 - Fee includes 1 parking space and admission for 2 people Total Enclosed: \$ _____

Vendor Checklist for a Complete Application-application will not be considered until all requirements are satisfied. This rule will be strictly enforced. It is your responsibility to make sure this is complete. You will not receive notification that the application is incomplete. Do not submit the application in stages; it must be submitted only once when it is totally complete.

Application signed & dated Rules and Regulations signed & dated Insurance Certificate, with correct additional payee name and address
Email address provided

Indemnity and Hold Harmless

The undersigned shall indemnify, defend and hold harmless the Slidell Heritage Foundation, Inc., the City of Slidell, sponsors, and any of their directors, officers, employees, agents, and representatives from and against any and all liability, loss, costs, causes of action, demands, attorney's fees, court costs, expert witness fees, expenses, claims, suits and judgments of any kind and character whatsoever, including without limitation, property damage, personal injury, all possible costs of responding to demands, in whatsoever from that may take, with respect to any claim made against those mentioned above, 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, from the construction of the Festival site, use of the Festival site, and from loss of electrical power.

Signature: _____, 2022

Printed Name: _____

Return Completed application to: Craft Vendor Application – Slidell Heritage Foundation, PO Box 3176, Slidell LA 70459

Committee Use Only: Date Received: _____ Time Received: _____ App signed & dated: Amount Received: \$ _____

Received: Signed Rules & Regs Insurance Certificate Email address Application is complete? Yes No

Slidell Heritage Festival

Craft Vendor Rules and Regulations

Regardless of past participation, all craft vendors must apply annually for selection. In order to be considered by the Festival Vendor Committee, craft vendors must adhere to the following:

Application Process, Requirements and Deadline

1. **Mandatory Attachments to Application.** Vendor must submit an application (signed and dated) with all required information, documentation and payment. See application for checklist of required documentation.
2. **Application approval.** The Slidell Heritage Foundation, Inc., in its sole discretion, will review all applications for appropriateness. Applications are considered approved only after official notification to the vendor.
3. **Deadline.** The application deadline is May 15, 2022.
4. **Mailing Address.** Applications may be mailed to Craft Vendor Application - Slidell Heritage Foundation at PO Box 3176, Slidell LA 70459.
5. **Waiting List for untimely apps.** Applications received after the deadline, or after the space is filled, will be put on a waiting list and considered only if space is still available after the other applications have been reviewed.
6. **Return of fees.** Booth fees will be returned to those vendors who are not accepted.
7. **Email required.** All applicants must have an email address.

Fees and Refunds

8. **Fee:** \$50.00 per vendor
9. **Checks.** Make checks payable to **Slidell Heritage Foundation, Inc.**
10. Application will not be considered unless check is attached.
11. **Last date for refunds.** No refunds will be issued after May 25, 2022.
12. There will be no refunds due to inclement weather, and no rain dates will be scheduled.

Assignment of Vendor Space

13. Vendor space assignments are made by the Festival Vendor Committee.
14. Assignment considerations include, but are not limited to, prior participation, total space needed, etc.
15. Vendors will receive notice of location assignments and set up details with your confirmation packet in June.

What the Fee covers

16. **Vendor Space.**
17. **Vendor to provide.** Vendor must provide own signage, tent, tables, chairs, shelving, rain coverings and protection, garbage bags, duct tape, setups, table cloths, etc.
18. **Gate fees.** Each vendor will receive two passes for workers to use on the day of the Festival. All other workers must pay the gate admission fee.

Prohibited Sales, Solicitations and Firearms

19. **No duplications.** In order to maintain a variety of options, duplicate craft items are not allowed. First choice is given to vendors in the order that the applications are received. All applications are date and time stamped.
20. **No Solicitation.**
 - o Active solicitation outside booth is prohibited.
 - o Amplification devices, boom boxes and walking vendors are prohibited.
21. **Sale of Official Fest products.** Slidell Heritage Foundation, Inc. retains the exclusive and sole right to sell or license Official Slidell Heritage Festival art, souvenirs and merchandise at The Slidell Heritage Festival. Vendors will not be allowed to sell any items that include the words, "Slidell Heritage Foundation, Inc.", "Annual Slidell Heritage Festival" or any derivative thereof including but not limited to, "Slidell Heritage Festival", "Slidell Heritage Fest", or "Annual Slidell Heritage Fest".
22. **No firearms.** No firearms or other weapons are allowed on the Festival grounds.

Additional Rules

23. SHF reserves the right to make such changes and additional rules and regulations regarding the Festival as it deems necessary and proper, and upon notice to Vendor, all said actions shall become part of this contract and will be binding on the parties thereto.

Vendor Operations

24. **No Subleasing.** Vendors cannot sublease assigned space. Subletting or sharing space may result in eviction from the Festival.
25. **Sufficient Quantity of Product.** Vendors must have sufficient amount of product to operate during the entire time of the Festival.
26. **Operation during entirety of Festival.** Vendors are expected to be on site and ready to sell by the opening of the festival (4 p.m.) and must close down operations no earlier than and no later than the close of the festival (about 11:00pm).
27. **No Animals.** Animals are not allowed.
28. **No trailers.** Campers, refrigerated trucks or trailers will be allowed in the area ONLY with prior permission.

Setup/Breakdown/Cleanup

29. **Setup Time.** Set up will begin on the day of the event at 8:30 a.m. and must be completed no later than 12:30pm. All vehicles must be removed from the Festival site by 1:00pm and may not return until closing. See section below on parking passes.
30. **Operation during entirety of Festival.** Vendors are expected to be on site and ready to sell by the opening of the festival (4 p.m.) and must close down operations no earlier than and no later than the close of the festival (about 11:00pm). Vendors who breakdown their booth or depart before 11:00pm will not be allowed to return and will jeopardize their participation in future years.
31. **Cleanup.** Each Vendor must clean and clear its space before departing the area.
32. **Disposal of Trash.** After the Festival, trash must be bagged, tied and placed in the closest trash receptacle.

Parking

33. **Parking passes.** Only one Vendor parking pass will be distributed. These parking passes will allow entry into the Vendor parking lot at the boat launch or behind Scoggin Station, depending on space assignment.

Sales Taxes

34. Vendors are responsible for collecting and tabulating all sales taxes and reporting and paying same to the appropriate tax collectors. Forms and information will be provided in the Vendor packet to be distributed to each vendor before the event.

Insurance

35. Vendor must attach a certificate of insurance to the application, showing general liability insurance with a minimum of \$500,000.00 coverage.
36. **Slidell Heritage Foundation, Inc.** must be added to Vendor's policy as an additional insured. If anything other than Slidell Heritage Foundation, Inc. is listed, the **certificate will be rejected**. Do not show "Slidell Heritage Festival" as the insured. Our address for purposes of the insurance is P.O. Box 3176, Slidell LA 70459.

Security

37. Nominal security will be provided after hours.
38. Slidell Heritage Foundation, Inc. will not be responsible in any way for loss or damage to participant's property. Vendor is solely responsible for the safekeeping of its property and relieves Slidell Heritage Foundation, Inc., City of Slidell and the sponsors, and their representatives from safekeeping responsibilities.

Slidell Heritage Foundation, Inc. reserves the right to monitor and regulate the appropriateness of all vendors, etc.

Name of Vendor _____

Signature _____ Date _____

Printed Name _____

Mail or email the signed application and proof of insurance to:

Craft Vendor Application
Slidell Heritage Foundation
PO Box 3176
Slidell LA 70459