!!!!SOUTHDOWN OFFICE USE ONLY!!!!

BOOTH(S) #_____ AMOUNT $_____ CHECK # _____ REC'D BY _____ DATE_____

KEYED BY _____ DATE _____ SENT CONF _____DATE _____ ☐ Mailed ☐ Emailed ☐ In Person

SOUTHDOWN MARKETPLACE ARTS/CRAFTS VENDOR APPLICATION
FOR SHOW DATE - **NOVEMBER 7, 2020**

See Attached Complete Rules & Regulations

MAKE ANY CHANGES or ADD INFORMATION ON BACK IF NECESSARY.

FEES & SIZES: Single - 10x10 Ft - $150 Double - 10x20 Ft - $300

ELECTRIC BOOTHS* - Additional $25 *Limited Availability. Call First.

NAME (PLEASE PRINT) _____ BUSINESS: _____

ADDRESS: _____ CITY: _____ STATE:____ ZIP: _____

PHONE #: (To Be Printed in Program) _____

ALT. PHONE 1: _____ Sales Tax:*File w/Business, Exempt or Normal?* _____

EMAIL: _____ WEBSITE: _____

Description of Items Sold - To Be Printed in the Program

☐ *SAME TEXT AS LAST SHOW* ☐ *NEW TEXT THIS TIME - Use 1 Letter per Space Below*

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Use Abbreviations When Possible: HM – Handmade, HC – Handcrafted, MGM – Monogrammed, FDL – Fleur de Lis, HP – Hand-painted

CURRENT BOOTH/S: _____ **MY COST** _____ Same Booth As Last Show? ___ YES ___ NO (See Request Below)

Requests/Comments: _____

_____

_____

Vendor Agreement Statement:

I hereby signify that the above information is complete and accurate and that I accept and agree to the abide by the terms of this application and the "Southdown Marketplace Regulations" which I have read and understand. I understand that once accepted, no refunds will be made for cancellation by the Vendor. I agree that **THACS, In.c may immediately, or at any time, remove, reject, or disqualify any Vendor for any reason which violates the best interest of the show, including but not limited to failure to comply with product regulations.**

Vendor Signature _____ **Date** _____

A COMPLETE SHOW RENEWAL APPLICATION MUST HAVE THE FOLLOWING:

___ Completed & Signed Application ___ Photos of ANY NEW ITEMS you wish to sell at the next show.

___ Full payment of Booth Fee ___ Self-Addressed, Stamped Envelope (not required at show renewals)

(Make check payable to THACS)

--- All Items Must be Approved ---

Note: Incomplete applications will be rejected. Space will not be assigned until a complete application is received, processed, and approved by THACS, Inc. Special requests must be indicated in writing on this application.

SOUTHDOWN MARKETPLACE REGULATIONS
FALL 2020

Mail or Drop Off your complete application with payment to THACS to:
Terrebonne Historical & Cultural Society; 1208 Museum Drive; Houma LA 70360 **Questions? Call 985-851-0154**
Email Photos to: marketplace@southdownmuseum.org

RENEWAL DEADLINE

for all Vendors wanting to retain the same booth space from the **Spring 2020** show, for the **Fall 2020** show: **Friday, MAY 15, 2020**

FINAL DEADLINE for all Vendors wanting to be included in the **Fall 2020 Program: WEDNESDAY, OCTOBER 21, 2020**

1. Southdown Marketplace is held by, and for the benefit of, the Terrebonne Historical & Cultural Society, Inc. (THACS). THACS, as governed by its Board of Directors, has complete and final authority over Southdown Marketplace. THACS may immediately, or at any time, remove, reject, or disqualify any Vendor for any reason which violates the best interest of the show, including but not limited to failure to comply with product regulations.
2. Show Dates & Times: Southdown Marketplace is held each Spring on Saturday one week before Easter and each Fall on the first Saturday in November, from 8:00 AM to 4:00 PM. Event is held rain or shine. No displays may be removed before 4pm!
3. Booth Fee is $150 for a 10x10 FT or $300 for a 10 x 20FT and payment must accompany the application. An approved application is a commitment to show. **NO REFUNDS** will be given for cancellation or no-show by the Vendor. Booth fees for denied applications will be refunded. Spaces are non-transferable. Subletting is prohibited. Multiple spaces may be requested, but cannot be guaranteed. No Vendor may purchase or occupy more than four booth spaces without special permission from THACS.
4. Products: All Vendor products must be 1) Original Arts or Crafts created by the Vendor, or 2) Quality Antiques and/or Collectibles as defined below. Mass-produced or commercially-bought items must be modified considerably by the Vendor as part of a creative work. Collectibles are 25 to 75 years old; Antiques are more than 75 years old. Marketplace is a quality Arts & Crafts show and family-oriented festival. Products and displays must be in keeping with this atmosphere. THACS has the right to review products at any time for continued acceptance. Only products listed and approved at the time of application are allowed. Vendors found with products that do not meet show qualifications will be required to remove the items or leave the show. Failure to comply will result in exclusion from future THACS events and possible removal from the current show.
5. Evaluation: Applicants are selectively evaluated, primarily on the basis of the type and quality of product, and secondarily by the date of application. THACS seeks to ensure a diverse offering of quality arts & crafts through its selection process. **THACS may limit the number of booths with similar items**. It is to the Vendor's advantage to submit an application as early as allowed. Priority is given to Returning Vendors as described in # 7.
6. Applications: All Vendors must submit a complete application for each Marketplace Show; incomplete applications will be rejected. See application for requirements. Applications can be submitted by U.S. mail, private courier (FedEx, UPS, etc.), or in person. See top of this page for deadlines. THACS is not responsible for lost or delayed mail. All application materials and pictures become the property of THACS and will not be returned.
7. Returning Vendors Deadline: Priority is given to Vendors returning for consecutive Marketplace shows who reapply by the stated deadline. **The deadline for Returning Vendors to renew their same booth spaces is printed at the top of this page.** Applications must be received by the THACS office on or before these dates. Vendors who apply after these dates, or who miss consecutive shows, are considered New Vendors and must submit the complete application with pictures. Violations of the Southdown Marketplace Regulations will be considered when evaluating renewal applications.
8. New Vendors Deadline: Applications for New Vendors are processed immediately after the renewal deadline – see deadline at top of this page - for returning vendors. New applicants must meet all evaluation criteria and will be considered as space permits. Applications will be received and reviewed until all spaces are filled.
9. On-Site Renewals: For convenience, vendors may turn in applications and payment to renew for the next show from **10:30 AM to 4:30 PM Saturday** during the current show. On-site renewal applications are subject to subsequent review and verification by the full THACS committee. Vendors will receive confirmation of acceptance only after full review.
10. Vendor Check-in: Vendors must check-in **Thursday 10AM to 4:30PM, Friday 10:00AM to 4:30PM or Saturday 5:30AM to 7:00AM** to receive registration packets with vendor badges, parking passes, booth signs, renewal forms, and other information. Applications for the next show are not accepted during check-in periods.

---continued on next page---

11. Driving Vehicles on Property, up to Booths:

A. Vehicles can be driven up to booths as long as the grounds are dry and THACS has deemed them ok to drive on. If grounds are too wet to drive on, THACS will put signs up to notify Vendors as they arrive. If it rains a lot before the show, BE PREPARED to carry your items to your booth. Bring carts etc. so that you can do that.

B. Vehicles can not under any circumstance be driven up to booths on the morning of the show, Saturday. If you are setting up on Saturday morning, be prepared to walk your items to your booth. Weather permitting, you may drive your vehicle up to your booth after 4:30 PM (or once customers are off the grounds) to dismantle. THACS will decide when that happens.

C. Those Vendors with TRAILERS THAT ARE YOUR BOOTH must be parked in your booth spot by 7:00 AM Saturday morning AND MUST USE ADMISSION GATE #4 ONLY.

D. DRIVE SLOWLY, BE COURTEOUS, BE KIND, BE MINDFUL OF PEDESTRIANS, BE MINDFUL OF DAMAGING OUR PROPERTY.

12. Set-up & Removal: We will now have lighting outside so Vendors can set up at night.

SET-UP TIMES: Thursday - Noon until 11pm Friday - 8am until 11pm Saturday - 4am until 7am

No Vendors are allowed on the grounds before Noon Thursday. Unauthorized set-up will result in disqualification. Security is provided overnight Friday only. THACS staff is available only during check-in hours Friday and Saturday to handle any set-up problems. Spaces not occupied by 7:00 AM Saturday are deemed cancelled and forfeited. **Set-up must be completed by 7:00 AM Saturday**. Vendors may not block aisles or roadways for extended periods of time and should be courteous to other vendors. No vehicles are allowed in the sales area Saturday until 4:30 PM. Displays cannot be removed before 4:00 PM on Saturday. All displays must be removed before Noon on Sunday.

13. Parking: Vendor parking is limited to space for one vehicle and one trailer per booth. Vendor trailers or campers are not allowed in the public parking areas. All vehicles and trailers must display parking passes issued at check-in. Unmarked vehicles and trailers will be towed. Booths 281-296 & 301-303 have parking space behind their booths along the bayou. THACS may limit the size of vehicles, trailers, or campers that can be accommodated on the grounds. There are no power or water hookups. Vendors should move extra vehicles off-site. It is in the best interest of the Festival and the Vendors to leave as many public parking spots as possible for shoppers. **VENDORS MUST TAKE CARE NOT TO DAMAGE OUR GROUNDS!**

14. Displays: All booths are outdoors and the show is held rain or shine. Vendors must be prepared for any kind of weather and are responsible for tents, tarps, tables, chairs, and all other display equipment. Booths do not have electricity unless specified; generators are prohibited unless specially approved by THACS. Vendors must prominently display booth numbers on front of display. Ground stake markers will be picked up by THACS; do not remove or discard. No displays may be removed before 4pm on Saturday!

15. Trash: Vendors must bring trash bags and properly dispose of own garbage. Trash left on the grounds, including cardboard, plastic strap ties, and cigarette butts, is cause for disqualification of vendors.

16. All Vendors must wear ID Badges issued at check-in. Anyone who enters between 7:30AM and 4:00PM without a Vendor Badge must pay general admission fees at the gate. Vendor is responsible for distributing badges to all booth workers before gate opens.

17. Tax & Sales Rules: All Vendors must collect **sales tax of 10.5%** (Louisiana State 5%, Terrebonne Parish 5.5%) and remit payment to the state and parish tax offices. Forms will be given or mailed to Vendors directly by the tax offices. THACS will revoke or deny the participation of any Vendor who is not in good standing with state or parish tax departments at least 60 days before the date of the next Marketplace. Wholesaling, clearance pricing, going out of business sales, or other pricing schemes deemed as deliberately unfair competitive practices are prohibited. Raffles are prohibited unless specifically approved by THACS.

18. Vendors are prohibited from selling or distributing Food or Drinks unless approved. THACS has the exclusive right to prepare and sell food and drinks for Marketplace. Certain exclusions apply. **ALL FOOD MUST BE PRE-APPROVED.**

19. Special Interest Groups: Groups or persons seeking to promote political expression, social commentary, or special interests are prohibited from the Marketplace grounds unless such groups or persons have been accepted as qualified Vendors subject to the same rules, qualifications, and product requirements as other applicants.

20. Animals/pets are prohibited on the grounds, except service animals for the disabled.

21. Extra Fees There is an extra $25 fee for booths with electricity and for those bayou side booths that can be parked behind.

22. Vendor agrees and covenants to indemnify, defend, and hold harmless the Terrebonne Historical & Cultural Society, Inc., its officers, directors, volunteers, officials, employees, and agents from and against any and all liabilities, claims, suits, and causes of action of whatever nature or type (including but not limited to causes of action based upon tort, strict liability or otherwise), and all attorney fees, costs, and expenses incidental thereto, which may arise or in any way be connected, directly or indirectly, with Vendor's participation in Southdown Marketplace. This indemnification is absolute, personal to the Vendor, and is not limited by the insurance coverage which vendor may have in place.

24. For Lodging Information & Other Local Info visit our website at www.southdownmuseum.org/marketplace

25. BAD WEATHER In the event of BAD WEATHER the DAY OF the event THACS reserves the right to decide whether or not to cancel the show. Our policy is to **PROCEED IN RAIN OR SUNSHINE**. By agreeing to these terms, you are agreeing to set up & run your booth **IN THE RAIN**. **COME PREPARED FOR RAIN & WIND**. **VENDORS ARE RESPONSIBLE FOR PROVIDING HAY OR OTHER ITEMS TO KEEP BOOTHS DRY. THACS WILL PROVIDE HAY FOR SHOPPERS ONLY**, when hay is available. **Check our FACEBOOK** Page for updates during bad weather: www.facebook.com/southdownmuseum

26. SLANDER THACS WILL NOT TOLERATE SLANDER on Social Media, Blogs, In-Person or of any kind. Slandering THACS will result in immediate removal from the current show & any future shows. If you have a grievance, we are happy to meet with you.

KEEP THESE REGULATIONS FOR YOUR REFERENCE (revised Jan 2017)