



OFFICE USE ONLY	
BOOTH # _____	
RECD BY _____	DATE _____
AMOUNT \$ _____	CHECK # _____
APPRVD BY _____	DATE _____

VENDOR APPLICATION for Saturday, May 2, 2009

Vendor applications are evaluated by a juried selection process based on the type and quality of products. **Deadline: Applications will be selected until all spaces are filled; however, a \$15 late registration fee is required for applications submitted after March 31.**

PRINT CLEARLY:

Business Name: _____
 Contact Name: _____
 Address: _____
 City: _____ State: _____ ZIP Code: _____
 Phone Number TO BE PUBLISHED: () _____
 Phone Number: DAY () _____ EVENING () _____
 Other contact info (cell, fax, email, etc.) _____

DESCRIPTION OF PRODUCTS TO BE SOLD: (must be garden/plant/lawn related)
 Vendors must submit 4 photos. Other supporting materials may be attached optionally.

Comments/requests: _____

BOOTH SIZE & PRICE- Indicate how many of each booth size you are applying for
 _____ **10x10 feet (\$50)** _____ **10x20 feet (\$100)** _____ **20x20 feet (\$200)**
LATE REGISTRATION FEE: include an **extra \$15** for applications submitted **after March 31.**

I hereby signify that the above information is complete and accurate and that I accept and agree to abide by the terms of this application and the "Bonne Terre Garden Fair Rules" a copy of which I have been provided, have read, and understand. I further understand that once accepted, no refunds will be made for cancellations by the Vendor, and that the Show Organizers reserve the right to remove or reject any Vendor who violates any stated regulation.

Vendor Signature _____ **Date** _____

A COMPLETE APPLICATION MUST HAVE THE FOLLOWING

- _____ Completed and Signed Vendor Application (this page)
- _____ Full payment of Booth Fee(s). Make checks payable to LTMGA
- _____ Self-addressed stamped envelope for confirmation mailing
- _____ Four different photographs or printed digital images of products

Incomplete applications will be rejected. Spaces will not be assigned until a complete application is received, processed, and approved. Spaces may not be reserved by telephone, e-mail, or fax. Special booth requests must be indicated on the application.

Mail your completed application to: **LTMGA**
PO Box 429
Thibodaux, LA 70302

Questions? Call 985-446-1316 or email: bonne.terre@yahoo.com

BONNE TERRE GARDEN FAIR VENDOR RULES FOR MAY 2, 2009

- 1. Bonne Terre Garden Fair (BTGF) is organized and sponsored by the La-Terre Master Gardeners Association, the Terrebonne Historical & Cultural Society, Inc., and the LSU AgCenter.** Show organizers, under the direction of the Bonne Terre Garden Fair Committee, have complete and final authority over the event. BTGF reserves the rights to immediately, or at any time, remove or reject any Vendor who violates any stated rules.
- 2. Show Dates & Times:** Saturday, May 2, 2009 from 9:00AM to 4:00PM. Gates open at 8:30AM. Show will be held **rain or shine**.
- 3. Products & Evaluation: All Vendor products must be related to gardening, plants, indoor/outdoor garden ware, lawn care, etc.** Vendors may not sell food or drink items. Food and drink concessions will be provided exclusively by BTGF. All applications will be juried for acceptance. Applicants will be evaluated primarily on the basis of the type and quality of products, and secondarily by the date of application. BTGF seeks to ensure a diverse offering of products through its selection process.
- 4. Applications, Deadlines, & Late Fees:** All Vendors must provide a completed application. Incomplete applications will be rejected. A completed application consists of 1) a completed and signed vendor application form; 2) full payment; 3) a self-addressed stamped envelope for confirmation; 4) four different non-returnable photographs or printed images of products. Applications must be submitted by U.S. mail, courier (FedEx, UPS, etc.) or in person during business hours. It is to the Vendor's advantage to submit an application as early as possible. Applications will be reviewed until all spaces are filled; however, a \$15 late registration fee is required for applications submitted after March 31. BTGF is not responsible for lost or delayed mail.
- 5. Booth Fee:** \$50 for a 10'x10' space, \$100 for a 10'x20' space, and \$200 for a 20'x20' space. An additional \$15 is required after March 31. Full payment by cash or check must accompany the application. An approved application is a commitment to show, and no refunds will be made for cancellation 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.
- 6. BTGF Program listing:** Vendor applications received after April 3, 2009 may not have vendor's name/business name listed in the BTGF program due to the printing schedule.
- 7. Set-up, Removal, & Check-in: Set-up and check-in is Friday from 3:00PM to 7:00PM and Saturday from 6:30AM to 8:30AM.** Security is provided overnight Friday. Spaces not occupied by 8:30AM on Saturday will be forfeited and become the property of BTGF. All set-ups must be completed by 8:30AM on Saturday, and all vehicles must be moved to the designated parking areas. No vehicle traffic is allowed in the sales area on Saturday from 8:30AM to 4:00PM. Displays cannot be removed before 4:00PM on Saturday. All Vendors must check-in to receive registration packets that include vendor badges, parking passes, and other important show information.
- 8. Vendor ID Badges:** All Vendors must wear ID badges issued at check-in. Any individuals who enter the grounds between 8:30AM and 4:00PM without a Vendor Badge will be required to pay the \$4 general admission fee at the gate. It is the Vendor's responsibility to distribute badges to all booth workers before the gate opens. Vendors are allowed 4 badges per booth. Under special circumstances BTGF may issue additional badges.

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9. **Parking:** All Vendors must park in designated vendor parking areas and must display official parking pass on vehicles and trailers. Unmarked vehicles and trailers will be towed. To accommodate the most shoppers, Vendors may not park in the general public parking area. BTGF reserves the right to limit size of vehicles or trailers that can be accommodated on the grounds. There are no power or water hook ups.

10. **Booths & Displays:** Canopies, protective coverings, display stands, tables, chairs, etc. are Vendor's responsibility. Vendors should come prepared for any kind of weather. **Vendors are responsible for cleaning up their own booth area and should bring trash bags.** Vendors must prominently display their booth number(s) on the outside of tent or display. Ground stake markers will be picked up by Show staff; do not remove or discard. **All booths are outdoors. Booths do not have electrical access; generators are prohibited except by special permission.**

11. **Sales & Taxes:** Vendors must collect their own sales tax of 8.5% (State 4%, Terrebonne Parish 4.5%). Tax forms will be mailed directly by the tax departments. Wholesaling, clearance pricing, going out of business sales, or other pricing schemes deemed as deliberately unfair competitive practices are prohibited. Raffles are prohibited.

12. **Special Interest Groups:** Groups/persons seeking to promote political expressions, social commentary, or special interests are prohibited. BTGF reserves the right to deny such applications or admissions. Such persons/groups who apply as Vendors will be subject to the same rules and qualifications as other applicants.

13. **Animals/pets:** are prohibited on the grounds, except service animals for the disabled.

14. **Hold Harmless Clause:** Vendor agrees and covenants to indemnify, defend, and hold harmless the La-Terre Master Gardeners Association, Terrebonne Historical & Cultural Society, Inc., and the LSU AgCenter, its officers, directors, volunteers, officials, employees, and agents from and against any 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 Bonne Terre Garden Fair. This indemnification is absolute, personal to the Vendor, and is not limited by the insurance coverage which vendor may have in place.

KEEP THESE REGULATIONS FOR YOUR REFERENCE