



Louisiana Renaissance Festival

PO Box 220, Robert Louisiana 70455 – 985-429-9992 ext 208
leighdokos@larf.org -- <http://www.larf.org>

Merchant Application Procedures 2013

The Louisiana Renaissance Festival attracts over 55,000 patrons each year to experience history, everyday life and the social structure of the European Renaissance and annual attendance continues to increase year after year. Our merchants offer our patrons uncommon products and services that complement our theme and demonstrate the making of their fine, hand crafted products.

Festival Dates: The Louisiana Renaissance Festival is open to the Public from 10 am to 5 pm on Saturdays and Sundays for six consecutive weekends as well as the Friday after Thanksgiving starting the first weekend in November. The 2013 season will begin on November 2, 2013 and complete on December 8, 2013. We also host three Student Days where we open to school field trips for special educational programs from 9am to 2pm on the Tuesday, Wednesday, and Thursday before Thanksgiving.

Please be careful to fill out the application in its entirety and include it with your proposal. Your proposal must contain photographs and prices for all of your products, a brief bio of your business and yourself, photographs of your employees in garb, photographs of your proposed booth setup, and your \$200 deposit. If you wish to send samples of your products, please note that they will not be returned. Mail your completed application, proposal, and deposit to:

Louisiana Renaissance Festival
Attn: Merchant Coordinator
PO Box 220
Robert, LA 70455

Our jury selection process opens on April 1st and continues until September 1st. Within 30 days of receiving your application you will be notified, in writing, of your acceptance or denial.

Please note that our Festival will no longer be accepting applications for Merchants dealing primarily in resell or imported products. We aim to be an Artisan's Market with the best in handmade crafts from high quality artisans. The artisan selling the product must design, produce, and finish each product or directly oversee the production of his or her product. If a portion of your product is not handcrafted, please designate this in your application.

A complete listing of all products that you intend to sell at our festival must be included with your application package. We review all applications thoroughly and reserve the right to delete specific items if they will cause excessive overlap with other merchants. You will not be allowed to sell items that are not approved and listed in your final contract so please ensure your list is complete.

Merchants may sell their approved products from a permanent structure, period tent, or cart. Please note that first year Merchants may not build or purchase existing permanent structures. All structures, tents, carts, etc must be approved by the Merchant Coordinator prior to set up. If you are interested in renting an existing shop space for the season, please contact us to learn of any availability.

Our basic booth fees are \$750 for 20 foot frontage, \$850 for 25 foot frontage, \$925 for 30 foot frontage, \$1000 for 35 foot frontage, \$1075 for 40 foot frontage, and \$650 for a moveable cart. Our booth fees are flat fee and do not have percentage requirements.

If you require electric service there is a onetime service fee of \$150. The fees for electric service for the run of the festival are as follows: Light use (credit card machines, etc) on festival days only is \$75; if you will be camping in your booth on the weekends the fee is \$150; for full week camping in booth and/or power tool use the fee is \$250.

You will be required to collect both state and local tax on any taxable items that you are selling. The current tax rate is 7% (for both state and local). You must also obtain a Tangipahoa Parish Occupational License to do business at our festival at a cost of \$50. This license is obtained through the Tangipahoa Parish Sheriff's office. More information about both taxes and the Occupational License will be provided in your Welcome Package should you be accepted. A copy of this license must be on file with the Merchant Coordinator no later than the Friday after opening day.

The Louisiana Renaissance Festival requires that all Merchants have a minimum of \$1,000,000 general liability insurance with the festival listed as additional insured. A copy of your current Certificate of Coverage must be on file with the Merchant Coordinator prior to opening day or you will not be allowed to open your shop. You may also purchase insurance for our event through the festival at a cost of \$125.

Coin of the Realm are five dollar tokens available for purchase via credit card at various locations through the festival that can be used by patrons to purchase goods and services throughout the festival. A redemption fee of 3% (15 cents) per token is charged by the Festival when we redeem the tokens to help offset charges we incur selling them to the patrons on credit cards. All Merchants participating in the Louisiana Renaissance Festival are required to accept these tokens.

A \$200 deposit must be submitted with your package in order to be considered for participation in our festival. If you are accepted, this deposit will be applied towards your booth fees. If you are not accepted, the deposit will be returned to you.

If accepted as a Merchant, you will receive a package containing your acceptance letter, a copy of the Rules & Regulations, and your contract. You will have 30 days from notification of your acceptance to pay your merchant fees or your contract offer will be null and void.

Please note that we are not currently accepting applications in the following categories at this time: Imported/Resell Merchandise, Jewelry, Face Painters, Palm and Tarot Readers, Henna/Temporary Tattoos, Leather Goods, Games/Rides, Hair Braiding, Chainmaille, Clothing, Swords/Weaponry, Wooden Sword and Shields, and Food. We do, however, keep applications in those categories on file for the future should an opening occur.

If you have any questions, please feel free to contact me at 985-429-9992 x208 or via email at leighdokos@larf.org.

Leigh Angela Dokos
Merchant Coordinator
Louisiana Renaissance Festival



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2013 Merchant Application

Business Name: _____

Booth Name (as you wish it to appear in marketing materials):

Website: _____

Name of Owner(s): _____

Phone Number: _____

Email: _____

Mailing Address: _____

City, State, and Zip Code: _____

How do you prefer to be contacted? _____

Please attach a short biography of your business and the artisans and crafters who create your product or service.

Previous Festival Experience:

Name of Festival and years of Experience

What other Festivals will you be exhibiting at in 2013?

Your Product

Short Description of your business and products and/or services: _____

Percentage of product handcrafted by you, your family, and/or your employees: _____

Percentage of product that is handcrafted by another artisan that you are reselling: _____

Percentage of product that is not handcrafted: _____

Please attach a comprehensive list of all products that you are applying to sell.

Do you demonstrate your craft? (*Circle One*) YES NO

Please provide a detailed description of your demonstrations. We highly encourage video of your demonstration be included with your package. This may be provided on a DVD (please note that we are unable to return) or by providing a link to a video posted online.

Please add any information about your business that you feel makes you unique. _____

Your Desired Space

Booth Size: (*Check one*)

Moveable Cart (\$650) _____ 30 ft (\$925) _____

20 ft (\$750) _____ 35 ft (\$1000) _____

25 ft (\$850) _____ 40 ft (\$1075) _____

Do you have any special considerations for your booth? (*i.e. must be near water source, accommodations for handicapped employees, etc*)

Electric Service:

Please note there is a \$150 one time electric fee. This amount should be added to your first year's electric service fee.

_____ No Electric Required

_____ Light Usage \$75 (*Credit Card Machine and light during festival only*)

_____ Medium Usage \$150 (*Weekend camping in booth*)

_____ Heavy Usage \$250 (*Full week camping in booth/power tools during the week*)

Insurance: (*Check one*)

_____ I have my own insurance and will provide proof of insurance upon acceptance.

_____ I wish to purchase festival provided insurance at a cost of \$125.

How did you hear about the Louisiana Renaissance Festival? _____

I understand that this is not a contract and in no way guarantees acceptance into the Louisiana Renaissance Festival.

Signed: _____ Date: _____

Please mail this form and your **\$200 application fee** to:

Louisiana Renaissance Festival
Attn: Leigh Angela Dokos, Merchant Coordinator
PO Box 220
Robert, LA 70455