



# *Louisiana Renaissance Festival*

PO Box 220, Robert Louisiana 70455  
MerchantTeam@larf.org  
985-222-2553

## **2016 Merchant Application Procedure**

The Louisiana Renaissance Festival attracts over 65,000 patrons each year to experience history, everyday life and the social structure of the European Renaissance. Our merchants offer our patrons uncommon products and services that complement our theme and many demonstrate the making of their fine, hand crafted products. We are always looking for new merchants with unique products that will add excitement to our festival, especially people who can demonstrate their 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 2016 season will begin on November 5, 2016 and complete on December 11, 2016. We also host three Student Days where we open to school field trips from 9am to 2pm from Tuesday November 15th through Thursday November 17th.

Please be careful to fill out the application in its entirety and include it with your proposal. For your application package to be reviewed by the jury it must include the following items:

1. Your completed application.
2. A complete list of all items you want to sell and their prices. (This allows us to answer questions about your products when we receive telephone calls with questions.)
3. A short biography of your business and the artisans and crafters who create your product or service.
4. Photographs of what your booth setup will look like, both interior and exterior.
5. Photographs of all items you want to sell. Multiple items are welcome to be in the same photo. Please make photos as high resolution as possible.
6. Photographs of the garb (worn by you or your employees) so we see we have any concerns with how your booth will fit in with our garb guidelines.
7. Your \$200 refundable booth deposit by check or money order. This check will be deposited upon receipt. If the jury is unable to accept your application we will mail you a full refund of your deposit.
8. If you wish to send a sample of your product it will be presented to the jury along with your application package. Products submitted will not be returned unless you specifically request it and include an additional check to cover the complete shipping cost.

Digital photos are preferred; however printed photographs on photo paper are also acceptable. Digital photographs should be in JPG format and may be sent on a CD, DVD, USB Drive or emailed to MerchantTeam@larf.org. If you email them please make sure the subject line includes the name of your booth. Multiple emails are fine if you would like to group items together.

Our jury selection process opens on March 1<sup>st</sup> and continues until September 1<sup>st</sup>. Within 30 days of receiving your application you will be notified what date your package will be reviewed by our jury. You are welcome to attend the jury meeting when your product will be reviewed. We will notify you within 7 days of the jury meeting of your acceptance or denial.

Please note that our Festival does not accept applications for Merchants dealing primarily in resale 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. Make sure you specify on the application what percentage of your product line is hand crafted.

During the jury meeting we will review your list of all products that you intend to sell at our festival. We will review all applications thoroughly and reserve the right to delete specific items if they will cause excessive overlap with other merchants. If we have to delete specific items that you feel must be included you will have two weeks to notify us IN WRITING that you would like to withdraw your application and we will refund your application deposit. 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.

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 8% (5% state and 3% 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.

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. If you need an extension please contact us prior to your payment deadline and we will review your individual situation. If you do not pay your fees by the deadline and do not contact us we will withdraw your contract offer and retain your application deposit.

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, Chainmail, Clothing, Swords/Weaponry, Wooden Sword and Shields, and Food.

If you have any questions, please feel free to contact us at 985-222-2553 or via email at [merchantteam@larf.org](mailto:merchantteam@larf.org).

Merchant Coordinator Team  
Louisiana Renaissance Festival  
Rick Hight, Linda Joiner, Ramona Burgess



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## **2016 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 2016?

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### ***Your Product***

Short Description of your business and products and/or services:\_\_\_\_\_

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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.\_\_\_\_\_

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### ***Your Desired Space***

Booth Size: (Check one)

Moveable Cart (\$700) ( )	30 Frontage Ft (\$950) ( )
20 Frontage Ft (\$800) ( )	35 Frontage Ft (\$1050) ( )
25 Frontage Ft (\$900) ( )	40 Frontage Ft (\$1100) ( )

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

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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.

\* You will initially be billed for insurance on your invoice. Once we receive the rider from your insurance company listing LOUISIANA RENAISSANCE FESTIVAL as ADDITIONAL INSURED we will delete the bill for insurance from your account.\*

\_\_\_\_\_ 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 an application and in no way guarantees acceptance into the Louisiana Renaissance Festival.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please mail your application package, including photographs and your **\$200 application fee** to:

Louisiana Renaissance Festival  
Attn: Merchant Coordinator Team  
PO Box 220  
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