



Louisiana Renaissance Festival

alvon@larf.org (985) 429-9992 x202 www.LARF.org
Post Office Box 220 Robert LA 70455-0220

2017 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 for six consecutive weekends as well as the Friday after Thanksgiving starting the first weekend in November. The 2017 season will begin on November 4, 2017 and complete on December 10, 2017. We also host three Student Days from 9am to 2pm from Tuesday November 14th through Thursday November 16th.

Please fill out the application in its entirety and include it with your proposal. Your application package must include the **ALL** of the following:

1. Your completed application.
2. A complete list of all items you want to sell and their prices.
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 submit photos with a high resolution and good quality.
6. Photographs of the garb worn by you or your employees to ensure it meets our standards.
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 and should be in a JPG or PNG format and sent on a CD, DVD, USB drive or emailed to MerchantTeam@larf.org. If emailed, 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 1st and continues until September 1st. Within 30 days of receiving your application you will be notified which date your package will be reviewed by our jury. You are welcome to attend the jury meeting when your product will be reviewed. You will be notified within 7 days of the jury meeting of your acceptance or denial.

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.

The jury will review all applications thoroughly and reserves the right to delete specific items. If you disagree with the deletion of items, 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 only be allowed to sell items that are approved and listed in your final contract, so please ensure your list is complete.



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Merchants may sell their approved products from a permanent structure, period tent, or cart. First year Merchants may not build or purchase existing permanent structures. All structures, tents, carts, etc must be approved by the Merchant Team 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.

There is a onetime service fee of \$150 for electric. Electric service for the run of the festival is as follows: light use (credit card machines, etc) on festival days is \$75; camping in your booth (weekends only) is \$200; for full week camping in booth and/or power tool use is \$300.

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 (\$50) through the Tangipahoa Parish Sheriff's Office to do business at our festival. 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 Team no later than the Wednesday after opening day.

The Louisiana Renaissance Festival requires all Merchants to 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 Team prior to opening day or you will not be allowed to open for business. You may also purchase insurance through the festival for \$125.

Coin of the Realm are five dollar tokens available for purchase by patrons to use toward goods and services throughout the festival. A redemption fee of 3% (15 cents) per token is charged by the Festival upon redemption to offset processing charges incurred. 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. If payment is not received by the deadline and no contact is made, your contract offer will be withdrawn and your deposit forfeited.

Currently applications are not be accepted in the following categories: Imported/Resell Merchandise, Jewelry, Face Painters, Palm and Tarot Readers, Leather Goods, Games/Rides, 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.



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2017 Merchant Application

Business Name:			
Booth Name (as you wish it to appear):			
Website:			
Name of Owner(s)			
Phone:		Email:	
Mailing Address:		City	State Zip

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 2017?

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

If yes, please provide a detailed description of your demonstrations. We highly encourage video of your demonstration be included with your package on a DVD (please note that we are unable to return) or by providing a link to a video posted online: _____.



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

Your Desired Space

Booth Size: (Check one)

- | | |
|---|--|
| <input type="checkbox"/> Moveable Cart (\$700) () | <input type="checkbox"/> 30 Frontage Ft (\$950) () |
| <input type="checkbox"/> 20 Frontage Ft (\$800) () | <input type="checkbox"/> 35 Frontage Ft (\$1050) () |
| <input type="checkbox"/> 25 Frontage Ft (\$900) () | <input type="checkbox"/> 40 Frontage Ft (\$1100) () |

Do you have any special considerations for your booth? (i.e. must be near water source, accommodations for disabilities, 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 \$200 (Weekend camping in booth)
- Heavy Usage \$300 (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 Team
PO Box 220
Robert, LA 70455**