



2021 Festival will follow COVID 19 Guidelines

Food & Drink;

Commercial/Novelty Vendors;

Crafts;

Business or Industrial Displays,

Farmers Market

Non-Profit Fundraiser Table

Rules & Regulations

**Note: Application is a separate Form
not included in this Booklet**

Held at Historic Fort Jackson Buras, Louisiana

(Updated - 5/ 18/2021)

Orange Festival Weekend

Held annually the first full weekend of December

Friday evening is for Carnival only, vendors do not open.

If unsure of exact dates check out our website - www.orangefestival.com

Festival Opens with a Flag Raising at 10:00 a.m. on Saturday & Sunday and Closes at 9:00 p.m. on Saturday and at Dusk on Sunday.

Location & Directions: Outdoor Festival held at Historic Fort Jackson, located along Highway 23, approximately 60 miles South of New Orleans in Buras, LA.

General Rules and Regulations for ALL VENDORS

Application & all Fees must be RECEIVED BY

DEADLINE DATE October 15th

BOOTH SPACES ARE BASED ON DATE APPLICATION IS RECEIVED

Insurance Certificate Must be received by NOVEMBER 1st

Please read these Rules and Regulations carefully, as you will need to sign the application stating that you have read, understand and agree to abide by them.

- 1. SPACE** - All Vendors will have a ground space of 10' x 10' unless otherwise stated under a particular vendor category. Categories: Food & Drink, Commercial Novelty; Craft; Farmers Market; Business & Industry Displays and Non-Profit Fundraising. If larger booth space is needed make sure to purchase sufficient number of spaces. We can not guarantee more space will be available on Festival Weekend.
- 2. SUPPLIES** - VENDORS are responsible for bringing tents, tables, displays, chairs, lights, shelving, water hoses, tarp's, ropes, cords, staple guns, tent anchors or weights, tie wraps and any other supplies needed for setting up and taking down.
- 3. DRINKS** - The Orange Festival **WILL SELL ALL** Soft Drinks, Water, Beer, Coffee, Hot Chocolate, Orange Juice & Liquor, unless assigned to an approved vendor. **No other Vendor will be allowed** to sell these above-mentioned items, unless other arrangements have been made prior to sending in your applications.
- 4. APPROVAL of Items** - Vendors **must have their items approved** for selling prior to the Festival Date as not to have duplicate Food, Drink or Commercial/Novelty & Craft items. Vendors at the Festival the **previous year HAVE FIRST PREFERENCE** to sell the same item. **Vendors will be notified** for duplicate items.
- 5. Booth Decorations & Signage** - Vendors are encouraged to provide decorations & adequate signs advertising the items they are selling and the prices along with a sign stating the name of the business, group or organization sponsoring the booth. It is the intent of the Festival that a large variety of food & drink be available, all efforts will be made to avoid duplications.

General Rules and Regulations - continued

6. **Supervision of your children** - All children of vendors should be under supervision of their parents, and should not be permitted to run free, or disrupt neighboring booths. Parents will be held responsible for breakage or theft.
7. **INSURANCE** - Our Insurance company requires all Vendors to have Insurance. "Certificates of Insurance," listing the Orange Festival Association as additional insured are required if you have Insurance and must submit it with applications and fee. **If a Certificate of Insurance is not submitted with application & fee, you must provide insurance certificate or you must pay for Vendor Coverage of \$ 65.00 under our policy by November 1st or you will not be allowed to set up.** All schools must request a Certificate of Insurance from the School Board Office to be submitted to the Orange Festival Office. We will not accept any Insurance Certificate at set-up weekend of Festival.
8. **SALES TAX** - The Orange Festival Association wants you to be aware that our office was contacted about vendors Collecting & payment of **Sales Tax. Please Note:** You are responsible for paying your Parish & State Sales Tax. It is a possibility that someone from the State or Parish Government may stop by your booth to collect taxes.
9. **NSF CHECKS - Non-Sufficient FUNDS! DO YOU HAVE SUFFICIENT FUNDS TO COVER YOUR CHECK?** The Orange Festival **will charge a fee of \$ 25.00 for all checks returned NSF.** If a check is returned, you will be contacted to replace the check with a MONEY ORDER for the original amount plus the \$ 25.00 NSF fee within (5) five days. After the 5 days a Certified Letter will be sent and additional Postal Fees will be added to the original amount and the NSF fee. If it is not replaced within five (5) days thereafter you will be turned over to the Plaquemines Parish Sheriff's Office and District Attorney's Office.
10. **SET-UP:** All spaces are provided on a **FIRST-COME-FIRST-SERVE BASIS according to date accepted and application approved.** Vendors who participated last year will be set up in the same location if possible. We reserve the right to make changes as necessary.

ALL BOOTHS MUST BE SET-UP by 5:00 p.m. on FRIDAY

NO SET UP BEFORE FRIDAY and

NO SETTING-UP ON SATURDAY NO EXCEPTIONS!

General Rules and Regulations - continued

11. Someone from your group, organization or business should meet with **Jeff White, Fair Manager**, at the Festival grounds on Friday, opening day, **between 8:00 a.m. and 2:00 p.m.** to be assigned your location. After finding your location, you can begin setting-up your booth. **After unloading the vehicle at your location, you must remove your vehicle to the assigned parking area.** On **Saturday, from 7:00 a.m. till 8:00 a.m.** participants can **make final preparations** at their booth. **No vehicles allowed inside fort.** Your booth must be ready to open to the public at 6:00 p.m. on Friday to 10:00 a.m. on Saturday. Any questions or concerns, contact the fair manager.
12. **TAKE DOWN** - Take down of booths will be **AFTER 5:00 p.m. on SUNDAY**, the last day of the Festival, unless other arrangements have been made with Fair Manager for dismantling on **Monday**. For **SAFETY** purposes vehicular traffic limitations will be strictly enforced by the Parish Sheriffs Deputies.
13. **ELECTRICITY - ONLY LIMITED ELECTRICAL OUTLETS WILL BE AVAILABLE.** Make arrangements for electrical services in advance, please be specific about your electrical needs and indicate them on your application. You must provide your own extension cords. **We ask that you DO NOT USE ELECTRIC HEATERS IN YOUR BOOTH, THEY CAUSE A OVER LOAD to the SYSTEM.**
14. **CLEAN-UP** - Please bring garbage bags for cleaning up your booth area. **ALL debris must be removed or put into garbage bags which you must provide and placed outside your space for garbage pick up each evening. Please leave it like you found it, CLEAN!**
15. **CHANGE FOR YOUR BOOTH** - The Orange Festival **DOES NOT** have extra money on hand to make change. **Vendors must provide their own start up cash and money change.** Vendors must assume responsibility for collecting, tabulating, and reporting Parish and State sales tax.
16. **SECURITY** - The local Sheriff's Office will be patrolling the evenings between festival days. The Orange Festival is held outdoors and can only provide limited security on such a large area. The Plaquemines Parish Fair & Orange Festival will not be responsible for loss or damage for any reason. Fellow vendors must be considerate at all times. Any activity, which is a nuisance or can be considered detrimental or dangerous, is prohibited.

General Rules and Regulations - continued

17. **DUPLICATIONS & PROHIBITED ITEMS** The Orange Festival will strive not to have vendors duplicate items. Vendors **CAN NOT** bring in outside food or drinks into the Fair grounds. **FOOD & DRINKS can ONLY be sold at authorized Food & Drink Booths.**

Items Prohibited - The Plaquemines Parish Fair & Orange Festival prohibits the sale of guns, blowguns, pornography, drug paraphernalia, and knives or weapons of any kind. The Orange Festival reserves the right to reject, refuse or remove VENDORS or merchandise from the Festival considered unsuitable or do not meet requirements.

18. **REFUNDS - Fees are non-refundable.** No refunds shall be made for inclement weather or other acts of God over which the Orange Festival has no control and the risk of loss in such cases be borne by the exhibitor/vendor. **Should you have to cancel, you must call us IMMEDIATELY.** Cancellations made before or after deadline date does not guarantee a refund. The Orange Festival Board will consider if a refund is to be made based on individual vendor cancellations circumstances.

The Plaquemines Fair and Orange Festival Association reserves the right to refuse space to those who DO NOT meet these requirements.

By submitting a completed application along with payment means you are agreeing to participate in the upcoming Plaquemines Parish Fair & Orange Festival and abide by our Rules.

**THANK YOU FOR YOUR COOPERATION,
WE HOPE TO SEE YOU NEXT YEAR!**

FOOD/DRINK VENDORS FEES

NON-PROFIT

COMMERCIAL/INDIVIDUALS

IN-PARISH ONLY:

IN OR OUT OF PARISH:

\$ 500.00

FOOD BOOTHS

\$ 600.00

\$ 650.00

ALCOHOLIC BEVERAGES

\$ 800.00

Plus \$ 75.00 Insurance fee if applicable

(Our Insurance company requires all Vendors to have Insurance if a Certificate of Insurance is not submitted)

**All Food & Drink Vendors Are Setup Under One Large Tent (food court style).
Ground space of 10' x 10' including a front service counter 2'x10'.
Vendors must provide your own prep table.**

If you sell from a Vendor Trailer, you must include Trailer size on the application.
If you use a smaller tent outside the large tent or vendor trailer, depending on size you may be charged addition space fee.

*** Max of 4 approved food items allowed per 10x10 booth.**

You will be contacted if have any items that are not approved to sell because of items being duplicated.

ALL BOOTHS MUST BE SET UP BY 5:00 P.M. ON FRIDAY

- NO EXCEPTIONS SECURITY IS PROVIDED

**PLEASE MAKE SURE READ ALL RULES AND REGULATIONS &
SUBMIT THE "FOOD - DRINK VENDOR APPLICATION" & FEES**

**Mail "Food and Drink" Vendor Application & Vendor Fee,
Insurance Certificate or Insurance Fee to:**

Jeff White - 106 Morning Glory Ct. - Belle Chasse, LA 70037

Cell: 504-259-5923

jwhite@subwaybc.com

BY OCTOBER 15TH

ALL OTHER VENDORS: \$ 25.00

(Commercial-Novelty: Crafts; Business & Industrial Displays;

**PLEASE MAKE SURE READ ALL RULES AND REGULATIONS &
SUBMIT THE “OTHER VENDOR APPLICATION” & FEES**

All vendors are provided with ground space of 10' X 10' to sell their items. All vendors **MUST** have their own tent or covering & supplies. Vendor trailer spaces are limited and must be approved **BEFORE** application is submitted. If you sell from a Vendor Trailer, you must include Trailer size on the application. If you use a smaller tent outside your vendor trailer, state the size of that tent. **Depending on tent size may mean you have to pay for additional space.**

Vendors pay the \$25.00 fee

Plus \$75.00 Insurance Fee if Applicable

*(Our Insurance company requires all Vendors to have Insurance
if a Certificate of Insurance is not submitted)*

PLEASE MAKE SURE YOU SUBMIT THE “OTHER VENDOR APPLICATION” & FEES

If you have any questions about the rules and regulations for craft and other vendors, contact **Melissa McGaha, Chairperson at (504) 491-3432**. Demonstrations of your crafts are encouraged. **NOTE:** No Food or Drink of any kind or merchandise purchased for resale is to be sold under the craft application.

COMMERCIAL / NOVELTY VENDORS:

Commercial/Novelty Vendors are those who purchase merchandise for resale.

CRAFT VENDORS:

All crafts (hand crafted) sold **MUST BE** the original work of the Vendor (artist or crafts person). No kits allowed, no imports, no commercial dealer. Each artist must accompany his/her own work. If you have any items that were purchased for resale included with your handmade items, **YOU MUST** pay a Commercial/Novelty fee **shown above**.

OTHER VENDORS: *continued*

BUSINESS & INDUSTRIAL - DISPLAYS:

Are provided with ground space of 10' x 10' to advertise their business and display items. ***NO ITEMS CAN BE SOLD FROM DISPLAY BOOTHS AND ALL VENDORS MUST HAVE THEIR OWN TENT OR COVERING.*** If you have a vendor trailer you must include size on the application and get pre-approval before submitting application. If you have any questions, please call Bobby Thomas, Chairman at (504) 495-3779 or email: rthomas@aol.com.

FARMERS MARKET:

The Orange Festival will only provide Ground Space of 10' X 10'. You may set up a tent, or sell out of the back of a truck, which you must furnish. If you do not have a tent, you will be set up in the open. If you have any questions, please call or email - Jeff White, Fair Manager - 504.259.5923 jwhite@subwaybc.com

Non-Profit Parish Organizations ONLY - TABLE - \$25.00 per Fundraiser space
Ground space for a 8' table will be provided where space is available.
No tent or covering will be provided by the Orange Festival.

PLEASE MAKE SURE YOU SUBMIT THE "OTHER VENDOR APPLICATION"
(for Commercial Novelty, Crafts, Business & Industry Displays and Farmers Market & Non-Profit Parish Organizations)

Mail ***OTHER Vendor*** Application & Vendor Fee,
Insurance Fee or Insurance Certificate to:
Melissa McGaha - P.O. Box 158 Belle Chasse, LA 70037
504-491-3432 mmcgaha@ppsb.org
BY OCTOBER 15TH

CONTACT US

Plaquemines Parish Fair and Orange Festival

Kim Benoit - Secretary/Treasurer

E-mail: orangefestival@hotmail.com

Cell: 504.289-3834

Mailing Address: P.O. Box 158, Belle Chasse, LA 70037

Website: www.orangefestival.com

Kim Turlich-Vaughan - President

Email: kimtvaughan@gmail.com

504.813.2767

Jeff White - Manager

504.259.5923

jwhite@subwaybc.com

FUTURE ORANGE FESTIVAL DATES

(Friday is Carnival Only - Saturday & Sunday Festival Opens)

75th Anniversary

2021 - December 3, 4 and 5

2022 - December 2, 3 & 4

Come and join the fun!!!

We look forward to seeing you

at all of our future events