

!!!!SOUTHDOWN OFFICE USE ONLY!!!!

BOOTH(S) # _____ AMOUNT \$ _____ CHECK # _____ REC'D BY _____ DATE _____
KEYED BY _____ DATE _____ SENT CONF _____ DATE _____ Mailed Emailed In Person

SPONSOR APPLICATION
FOR SHOW DATE - NOVEMBER 2, 2024

See Attached Complete Rules & Regulations

MAKE ANY CHANGES or ADD INFORMATION ON BACK IF NECESSARY.

FEES & SIZES: Single - 10x10 Ft - \$500 Double - 10x20 Ft - \$1000
ELECTRIC BOOTHS* - Additional \$25 *Limited Availability. Call First.

NAME (PLEASE PRINT) _____ BUSINESS: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PHONE #: (To Be Printed in Program) _____

ALT. PHONE 1: _____ Sales Tax: *File w/Business, Exempt or Normal?* _____

EMAIL: _____ WEBSITE: _____

Description of Items Sold - To Be Printed in the Program

SAME TEXT AS LAST SHOW

NEW TEXT THIS TIME - Use 1 Letter per Space Below

Use Abbreviations When Possible: HM – Handmade, HC – Handcrafted, MGM – Monogrammed, FDL – Fleur de Lis, HP – Hand-painted

CURRENT BOOTH/S: _____ **MY COST** _____ Same Booth As Last Show? ___ YES ___ NO (See Request Below)

Requests/Comments: _____

Vendor Agreement Statement:

I hereby signify that the above information is complete and accurate and that I accept and agree to the abide by the terms of this application and the "Southdown Marketplace Regulations" which I have read and understand. I understand that once accepted, no refunds will be made for cancellation by the Vendor or THACS. I agree that THACS, Inc. may immediately, or at any time, remove, reject, or disqualify any Vendor for any reason which violates the best interest of the show, including but not limited to failure to comply with product regulations.

Vendor Signature _____ Date _____

A COMPLETE SHOW RENEWAL APPLICATION MUST HAVE THE FOLLOWING:

- ___ Completed & Signed Application ___ Photos of ANY NEW ITEMS you wish to sell at the next show.
- ___ Full payment of Booth Fee ___ Self-Addressed, Stamped Envelope (Not Required at Show Renewals)
- (Make check payable to THACS) NOTE: We now Email ALL Confirmations. Send envelope only if you do not have email.

--- All Items Must be Approved ---

Note: Incomplete applications will be rejected. Space will not be assigned until a complete application is received, processed, and approved by THACS, Inc. Special requests must be indicated in writing on this application.

****SPONSOR REGULATIONS****

SOUTHDOWN MARKETPLACE REGULATIONS

Fall, November 2, 2024

Mail or Drop Off your complete application with payment to THACS to:
Terrebonne Historical & Cultural Society; 1208 Museum Drive; Houma LA 70360 **Questions? Call 985-851-0154**
Email Photos to: marketplace@southdownmuseum.org

RENEWAL DEADLINE FOR NEXT SHOW
For all Vendors wanting to retain the same booth space from the Fall 2024 show
for the Spring 2025 show: Friday December 20, 2024

FINAL DEADLINE for all Vendors wanting to be included in the Spring 2024 Program: WEDNESDAY, March 15, 2024

SOUTHDOWN MARKETPLACE SPONSOR REGULATIONS -

- 1. Southdown Marketplace** is held by, and for the benefit of, the Terrebonne Historical & Cultural Society, Inc. (THACS). THACS, as governed by its Board of Directors, has complete and final authority over Southdown Marketplace. **THACS may immediately, or at any time, remove, reject, or disqualify any Sponsor for any reason which violates the best interest of the show, including but not limited to failure to comply with product regulations.**
- 2. Show Dates & Times:** Southdown Marketplace is held each Spring on Saturday one week before Easter and each Fall on the first Saturday in November, from 8:00 AM to 4:00 PM. Event is held rain or shine. No displays may be removed before 4pm!
- 3. Booth Fee is \$500 for a 10x10 FT or \$1000 for a 10 x 20 FT** and payment must accompany the application. An approved application is a commitment to show. **NO REFUNDS** will be given show cancellation, for any reason, or no-show by the Sponsor. Booth fees for denied applications will be refunded. Spaces are non-transferable. Subletting is prohibited. Multiple spaces may be requested, but cannot be guaranteed. No Sponsor may purchase or occupy more than four booth spaces without special permission from THACS.
- 4. Products:** Marketplace is a quality Arts & Crafts show and family-oriented festival. Products and displays must be in keeping with this atmosphere. THACS has the right to review products at anytime for continued acceptance. **Only products listed and approved at the time of application are allowed. Sponsors found with products that do not meet show qualifications will be required to remove the items or leave the show. Failure to comply will also result in exclusion from future THACS events.**
- 5. Applications: All Sponsors must submit a complete application for each Marketplace Show; incomplete applications will be rejected.** A complete application consists of 1) completed and signed Sponsor application; 2) full payment (no deposits or partial payments); 3) self-addressed stamped envelope for confirmation (not required if renewing on-site at show); Applications must be submitted by U.S. mail, private courier (FedEx, UPS, etc.), or in person. See # 7 & # 8 for deadlines. THACS is not responsible for lost or delayed mail.
- 6. Returning Sponsors Deadline:** Priority is given to Sponsors returning for consecutive Marketplace shows who reapply by the stated deadline. **The deadline for Returning Sponsors to renew their same booth spaces is close to December 15 for Spring Marketplace registration and May 15 for Fall Marketplace registration each year.** Applications must be received by the THACS office on or before these dates. Violations of the Southdown Marketplace Regulations will be considered when evaluating renewal applications.
- 7. New Sponsors Deadline:** Applications for New Sponsors are processed after December 15 for Spring Marketplace and after May 15 for Fall Marketplace. New applicants must meet all evaluation criteria and will be considered as space permits. Applications will be received and reviewed until all spaces are filled.
- 8. On-Site Renewals:** For convenience, Sponsors may turn in applications and payment to renew for the next show from **10:30 AM to 4:30 PM Saturday** during the current show. On-site renewal applications are subject to subsequent review and verification by the full THACS committee. Sponsors will receive confirmation of acceptance only after full review.
- 9. Sponsor Check-in:** Sponsors must check-in along with Sponsors on **Thursday 10 AM to 4:30 PM Friday 9 AM to 4:30pm or Saturday 6AM to 7AM** to receive registration packets with Sponsor badges, parking passes, booth signs, renewal forms, and other information. Applications for the next show are not accepted during check-in periods.

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10. Driving Vehicles on Property, up to Booths:

A. Vehicles can be driven up to booths as long as the grounds are dry and THACS has deemed them ok to drive on. If grounds are too wet to drive on, THACS will put signs up to notify Sponsors as they arrive. If it rains a lot before the show, BE PREPARED to carry your items to your booth. Bring carts etc. so that you can do that.

B. Vehicles can not under any circumstance be driven up to booths on the morning of the show, Saturday. If you are setting up on Saturday morning, be prepared to walk your items to your booth. Weather permitting, you may drive your vehicle up to your booth after 4:30 PM to dismantle.

C. Those Sponsors with TRAILERS THAT ARE YOUR BOOTH must be parked in your booth spot by 7:00 AM Saturday morning AND MUST USE ADMISSION GATE #4 ONLY.

D. DRIVE SLOWLY, BE COURTEOUS, BE KIND, BE MINDFUL OF PEDESTRIANS, BE MINDFUL OF DAMAGING OUR PROPERTY.

11. Set-up & Removal: We have lighting outside so Sponsors can set up at night.

SET-UP TIMES: Thursday - Noon until 5pm Friday – 8am until 11pm Saturday – 5:30am until 7am

No Sponsors are allowed on the grounds before Noon Thursday. Unauthorized set-up will result in disqualification. Security is provided overnight Friday only. THACS staff is available ONLY DURING CHECK-IN HOURS on Friday and Saturday to handle any set-up problems. Spaces not occupied by 7:00 AM Saturday are deemed cancelled and forfeited. **Set-up must be completed by 7:00 AM Saturday!** Sponsors may not block aisles or roadways for extended periods of time and should be courteous to other sponsors and vendors. No vehicles are allowed in the sales area Saturday until after 4 PM. If there are still large numbers of shoppers on the grounds, vehicles may be prohibited until we can clear the grounds. Displays cannot be removed before 4 PM on Saturday. All displays must be removed before Noon on Sunday.

12. Parking: Sponsor parking is limited to space for one vehicle and one trailer per booth. Sponsor trailers or campers are not allowed in the public parking areas. All vehicles and trailers must display parking passes issued at check-in. Unmarked vehicles and trailers will be towed. Booths 281-296 & 301-303 have adjacent parking along the bayou. THACS may limit the size of vehicles, trailers, or campers that can be accommodated on the grounds. There are no power or water hookups. Sponsors should move extra vehicles off-site. It is in the best interest of the Festival and the Sponsors to leave as many public parking spots as possible for shoppers. **SPONSORS MUST TAKE CARE NOT TO DAMAGE OUR GROUNDS!**

13. Displays: All booths are outdoors and the show is held rain or shine. Sponsors must be prepared for any kind of weather and are responsible for tents, tarps, tables, chairs, and all other display equipment. Booths do not have electricity; generators are prohibited unless specially approved by THACS. Sponsors must prominently display booth numbers on front of display. Ground stake markers will be picked up by THACS; do not remove or discard. No displays may be removed before 4pm on Saturday!

14. Trash: Sponsors must bring trash bags and properly dispose of own garbage. Trash left on the grounds, including cardboard, plastic strap ties, and cigarette butts, is cause for disqualification of Sponsors.

15. All Sponsors must wear ID Badges issued at check-in. Anyone who enters between 7:30AM and 4:00PM without a Sponsor Badge must pay general admission fees at the gate. Sponsor is responsible for distributing badges to all booth workers before gate opens.

16. Sponsors are prohibited from selling, giving away or distributing any items, unless approved.

17. Sponsors are prohibited from selling or distributing Food or Drinks unless approved. THACS has the exclusive right to prepare and sell food and drinks for Marketplace. Certain exclusions apply. **ALL FOOD MUST BE PRE-APPROVED.**

18. Special Interest Groups: Groups or persons seeking to promote political expression, social commentary, or special interests are prohibited from the Marketplace grounds unless such groups or persons have been accepted as qualified Sponsors subject to the same rules, qualifications, and product requirements as other applicants.

19. Animals/pets are prohibited on the grounds, except service animals for the disabled.

20. Sponsor agrees and covenants to indemnify, defend, and hold harmless the Terrebonne Historical & Cultural Society, Inc., its officers, directors, volunteers, officials, employees, and agents from and against any and all 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 Sponsor's participation in Southdown Marketplace. This indemnification is absolute, personal to the Sponsor, and is not limited by the insurance coverage which Sponsor may have in place.

21. For Lodging Information & Other Local Info visit our website at www.southdownmuseum.org/marketplace

22. BAD WEATHER In the event of BAD WEATHER the DAY OF the event THACS reserves the right to decide whether or not to cancel the show. Our policy is to **PROCEED IN RAIN OR SUNSHINE.** By agreeing to these terms, you are agreeing to set up & run your booth **IN THE RAIN. COME PREPARED FOR RAIN & WIND. SPONSORS ARE RESPONSIBLE FOR PROVIDING HAY OR OTHER ITEMS TO KEEP BOOTHS DRY. THACS WILL PROVIDE HAY FOR SHOPPERS ONLY,** when hay is available. Check our **FACEBOOK** Page for updates during bad weather: www.facebook.com/southdownmuseum

23. SLANDER THACS WILL NOT TOLERATE SLANDER on Social Media, Blogs, In-Person or of any kind. Slandering THACS will result in immediate removal from the current show and any future shows. If you have a grievance, we are happy to meet with you.

24. Extra Fees: There is an extra \$25 fee for booths with electricity.

KEEP THESE REGULATIONS FOR YOUR REFERENCE