SOUTHDOWN PLANTATION & MUSEUM

MARKETPLACE

SOUTHDOWN CULTURAL ARTS & CRAFTS SHOW

MARKETPLACE VENDOR APPLICATION

☐ *NEW APPLICANT ☐ *RENEWAL

APPLICATION DUE DATE: MARCH 12, 2027

SHOW DATE: MARCH 20, 2027

REQUIRED

*CONTACT NAME:_____

*BUSINESS NAME: _____

*BILLING ADDRESS: _____

*CITY: _____ *STATE: _____ *ZIP: _____

*PHONE #: _____ ALT PHONE #: _____

*EMAIL: _____

WEBSITE: _____

MARKETPLACE BOOTH OPTIONS

BOOTH SPACE: 10' x 10'

☐**SINGLE:$150**

__ **BOOTH(S)**

BOOTH SPACE: 10' x 20'

☐**DOUBLE: $300**

__ **BOOTH(S)**

PREFERRED BOOTH SPOTS: *Option #1_____ Option #2_____ Option #3_____

Add-on Features:

ELECTRICAL OPTIONS: ELECTRICITY OUTLET $25 **(MUST BE APPROVED BEFORE PURCHASE)**

*MERCHANDISE OR PRODUCT DETAILED DESCRIPTION **(48 Characters)**

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*MAIN PRODUCT CATEGORY LISTED IN PROGRAM & SOCIAL MEDIA ADVERTISING

(SELECT ONE CATEGORY):

☐ **FOOD ITEMS**
☐ **HOME, FLORAL, PETS, ETC.**
☐ **CLOTHING & ACCESSORIES**
☐ **ARTWORK**
☐ **BATH & BODY, CANDLES, ETC.**
☐ **WOOD & IRON CRAFTS**
☐ **JEWELRY**
☐ **KIDS CLOTHES & ACCESSORIES**
☐ **KIDS TOYS & ACTIVITIES**
☐ **NONPROFIT / CHARITABLE ORG.**
☐ **SCHOOL CLUB / ORGANIZATION**
☐ **OTHER** _____

*VENDOR ACKNOWLEDGEMENT OF COMPLETED APPLICATION & RULES & GUIDELINES BY:

*Vendor Signature_____ *Date _____

MAKE CHECKS PAYABLE TO: THACS Mailing Address: 1208 Museum Dr, Houma, LA 70360

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, at or anytime, 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. THACS is a 501(c)3 non-profit organization, and receives no federal, state or local funding, therefore relies on funding from tour admission fees, grants, donations, membership fees, hosted events, rentals, marketplace shows, and gift shop income.

THACS USE ONLY:

*TAX ID or RETAIL LICENSE#:

* _____

*SALES TAX STATUS:

☐ BUSINESS
☐ INDIVIDUAL
☐ EXEMPT
*#_____

BOOTH FEES:

☐ SINGLE ___ x $150
☐ DOUBLE ___ x $300
☐ ELECTRICITY __ x $25

*PAYMENT METHOD:

☐ Check #_____
☐ Cash
☐ Card + 4% service fee

TOTAL PAYMENT DUE:

$ _____

ALL APPLICATIONS MUST HAVE:

☐ Complete Application
☐ Full Payment
☐ Confirmed Email
☐ Product Categories
☐ Initialed Event Rules & Regulations
☐ Signature & Date on page 1

THACS-SOUTHDOWN REPRESENTATIVE:

Name: _____

☐ All Information Verified
☐ Application Approved

Approval Date: _____

FINAL BOOTH ASSIGNMENT:

SOUTHDOWN MARKETPLACE EVENT RULES & GUIDELINES APPLICATION DUE DATE: MARCH 12, 2026

GENERAL SHOW DETAILS:

- Event is held rain or shine. In the event of bad weather on the day of the event THACS reserves the right to decide whether or not to cancel the show.
- Vendors are responsible for providing hay or other items to keep booths dry.
- No Refunds will be given for show cancellation, for any reason.
- Vendor no shows forfeit all paid fees and will not be reimbursed.
- Spaces are non-transferable. Subletting is prohibited.
- No Vendor may purchase or occupy more than four booth spaces without special permission from THACS-Southdown Representative.

MERCHANDISE & PRODUCT GUIDELINES:

- All show products must be originated or created at least 50% by the Vendor.
- Mass-produced or commercially bought items must be modified by the Vendor.
- THACS has the right to review products for continued acceptance, and may ask for product material pictures if needed for classification.
- Any products that do not meet show qualifications will be removed.

VENDOR APPLICATIONS & EVALUATION:

- All Vendors must have a completed application for each show, submitted and received by show due date. THACS is not responsible for lost or delayed mail.
- Priority is given to Vendors returning for consecutive Marketplace shows who reapply by the stated application due date.
- Applicants are selectively evaluated, primarily based on the type and quality of product, and secondarily by the date of application.
- THACS may limit the number of booths with similar items; therefore, it is to the vendor's advantage to submit an application as early as allowed.

VENDOR REGISTRATION CHECK-IN & SET-UP TIMES:

Thursday – Opens 9:00 am until 5:00 pm | Friday – 9:00 am until 11:00 pm Saturday – 5:00 am until 7:00 am (strictly enforced).

- Registration packets will include renewal forms and other important show information.
- All Vendors entering after 7:30 am must wear ID Badges. Vendor Badges will be located under the Pink Check-In Tent. Anyone who enters on Saturday between 7:30am and 4:00pm without a Vendor Badge must pay general admission fees at the gate. 1 booth = 2 vendor tags.
- Vendor is responsible for distributing badges to booth workers before opening.

DRIVING VEHICLES ON PROPERTY:

- THACS representatives will monitor and evaluate property grounds during the week ahead of show to determine vehicle accessibility.
- Vendors will be notified during vendor check-in times of vehicle accessibility.
- Vendors are encouraged to bring carts to carry items to booth area in case vehicle accessibility is not allowed.
- For safety reasons, vehicles **cannot** be driven on event grounds on Saturday.
- Vendors with approved booth trailers must be parked in spot by 7:00 am Saturday.
- Spaces not occupied by 7:00 am Saturday will not be allowed to set-up.
- Security is provided overnight on Friday.

CLOSING PICK-UP TIMES:

- **Displays cannot be removed before 4:00 pm on Saturday.**
- **No vehicles are allowed in the sales area Saturday until 4:30 pm.**
- **All displays must be removed before 12:00 noon on Sunday.**
- **Vendors may not block aisles or roadways for extended periods of time.**

BOOTH DISPLAYS & RESPONSIBILITIES:

- Vendors are responsible for providing and setting up their own tents, tarps, tables, chairs, and other booth equipment.
- Only Vendors who registered and paid for electricity will be granted power; and generators are prohibited unless specially approved by THACS.
- Vendors are encouraged to properly dispose of their own garbage, including cardboard, plastic strap ties, and cigarette butts.
- Vendor signage can only be displayed in booth, not to be advertised elsewhere on Marketplace grounds.
- Products and displays must be family-friendly and respectful.

VENDOR PARKING:

- Vendor parking is limited to space for one vehicle and one trailer per booth.
- Vendor trailers or campers are not allowed in the public parking areas.
- Booths along the bayou have parking space behind their booths.
- THACS may limit the size of vehicles, trailers, or campers that can be accommodated on the grounds. There are no power or water hookups.
- Vendors should move extra vehicles off-site.
- Vendors must take care not to damage our grounds!

SALES TAX RULES:

- All Vendors must collect Sales Tax and remit payment to the state and parish tax offices. Sales Tax Instructions are provided in Vendor Packets.
- THACS is instructed to revoke or deny the participation of any Vendor who is not in good standing with state or parish tax departments at least 60 days before the date of the next Marketplace.
- Wholesaling, clearance pricing, going out of business sales, or other pricing schemes with unfair competitive practices are prohibited.
- Raffles are prohibited unless specifically approved by THACS.

PROHIBITED BEHAVIOR:

- Groups or persons seeking to promote political expression or social commentary are prohibited from the Marketplace grounds unless such groups or persons have been accepted as qualified Vendors subject to the same rules, qualifications, and product requirements as other applicants.
- Animals/pets are prohibited on the grounds, except for service animals.
- THACS will not tolerate slander on social media, blogs, or of any kind. Slandering THACS will result in immediate removal from the current show & future shows.
- Vendors are prohibited from selling or distributing Food or Drinks unless as their approved product category.

NEXT SHOW RENEWAL APPLICATION INFORMATION:

- Vendor renewals for the next Southdown Marketplace Cultural Arts and Crafts Show will be distributed with your Welcome Packet for this show.
- Due dates for Vendor renewals will be posted in application packets and our THACS website for each show.
- Renewal applications must be received by THACS office on or before the renewal due date.
- Renewal vendors who apply after the noted due date, or who miss consecutive shows, are considered new vendors.
- Violations of the Southdown Marketplace Regulations will be considered when evaluating renewal applications.
- Applications for new vendors are processed immediately after the renewal due date for returning vendors.

VENDOR INDEMNIFICATION:

Vendor 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 Vendor's participation in Southdown Marketplace. This indemnification is absolute, personal to the Vendor, and is not limited by the insurance coverage which vendor may have in place.

THACS CONTACT INFORMATION:

Marketplace Vendor Contact – Bethany Leonard
Office Line: 985-851-0154
Email: southdownmarketplace@gmail.com
Address: 1208 Museum Drive, Houma LA 70360
Online Application & Payment Processing:
www.southdownmuseum.org