



Lake Pontchartrain Basin Maritime Museum

MADISONVILLE WOODEN BOAT FESTIVAL



133 Mabel Drive
Madisonville, Louisiana 70447
Phone (985) 845-9200 • Fax (985) 845-9201
www.lpbmm.org

ARTIST APPLICATION

OCTOBER 23 & 24, 2010

PLEASE PRINT

Vendor name (as you want it listed)

dba (if different from above)

Contact person

Address

City State Zip

Home phone Office phone

Cell phone Fax

E-mail

Please give a detailed description of merchandise for sale. You must include photographs, CD, and/or slides representative of your work with your application. Please provide a self-addressed envelope (with sufficient postage) if you would like your photos, CD, or slides returned.

[Blank lines for description]

Is merchandise Louisiana-themed? [ ] yes [ ] no

Is merchandise maritime-themed? [ ] yes [ ] no

CATEGORIES – Please check all that apply.

- [ ] Painting
[ ] Graphics & Drawings
[ ] Photography
[ ] Sculpture
[ ] Pottery
[ ] Children’s Crafts
[ ] Jewelry
[ ] Wooden Crafts

- [ ] Furniture
[ ] Textiles
[ ] Garden Art
[ ] Interior Decor
[ ] Interactive
[ ] Mixed Media
[ ] Other

**FEE SCHEDULE**

- Vendor Fee \$300  
(for applications received by August 15, 2010)
- Late Application Fee \$50  
(only for applications received after August 15, 2010)
- Electricity.....\$ 25

Total \$ \_\_\_\_\_

**METHOD OF PAYMENT**

Check payable to MWBF

Amount \$ \_\_\_\_\_

Charge  Visa  MasterCard

Amount \$ \_\_\_\_\_

\_\_\_\_\_  
Name as it appears on card

\_\_\_\_\_  
Mailing address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Card number

\_\_\_\_\_  
Exp. date 3-digit code

Vendor acknowledges and agrees that the Madisonville Wooden Boat Festival (MWBF) does not guarantee weather conditions for the MWBF and shall not be liable for damages of any type suffered by vendor due to the partial or complete cancellation of the MWBF by the MWBF and/or any governmental authority, because of inclement weather, including a hurricane, tropical storm, or the immediate threat thereof, or due to any public health or safety hazard or emergency, or the threat thereof, declared by the MWBF or any public body, and that all fees and deposits paid by vendor to the MWBF are nonrefundable. Vendor agrees that the MWBF and the Lake Pontchartrain Basin Maritime Museum are in no way responsible for the loss or damage of merchandise or for personal injury, product liability, or damage to property in connection with the Wooden Boat Festival.

Vendor agrees to indemnify and hold harmless the Madisonville Wooden Boat Festival, Lake Pontchartrain Basin Maritime Museum for any loss or damage to property or for personal injury or injury that may occur as a result of participation in the Madisonville wooden Boat Festival.

I do hereby certify that I have read and understand the festival information, rules, and procedures as stipulated in this application and agree to adhere to same.

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_

Send completed application and photos, CD, or slides with payment to:  
**MWBF, 133 Mabel Dr., Madisonville, LA 70447**

*We appreciate your support of the Lake Pontchartrain Basin Maritime Museum  
and look forward to seeing you at the festival.*

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The Wooden Boat Festival is the primary fundraiser for the Lake Pontchartrain Basin Maritime Museum and Research Center, a 501(c)(3) nonprofit organization. All proceeds from the festival support the day-to-day operations of the museum and the expansion of new educational exhibits and programs that make maritime history come to life. We hope that you will join us in celebrating the heritage of the Lake Pontchartrain Basin region and the people of Southern Louisiana.

## ARTIST INFORMATION – PLEASE KEEP FOR YOUR COPY

### FESTIVAL DATES AND TIMES

The 2010 Madisonville Wooden Boat Festival is planned for Saturday, October 23, and Sunday, October 24, from 10:00 a.m. to 6:00 p.m. daily.

### LOCATION

The festival is held in the Town of Madisonville, LA. Festival grounds include the area along the Tchefuncte River on South Water Street, the Madisonville Ball Park on Main Street, the open field in front of the museum building, and at the Lake Pontchartrain Basin Maritime Museum.

### APPLICATION PROCESS

The deadline for applications is August 15, 2010. There is a nonrefundable \$50 application fee for applications received after August 15, 2010. No applications will be considered after September 21, 2010. Applications received without payment or photos, etc., cannot be considered.

### SELECTION PROCESS

An independent anonymous jury committee will review the applications. Criteria for selection include creativity, quality, and originality, distinctions for which the committee will rely on the applicant's complete description and photographs of the work. Artists will be notified of acceptance by mail.

### BOOTH SPACE

A 10' x 10' booth space ONLY is provided. Booth space cannot be shared or sublet. Exhibitors must furnish their own tents, signage, tables, chairs, electrical cords, etc. Tents must be freestanding, 10' x 10', with or without sides. For safety reasons, tie-down lines cannot extend past your space. Consideration will be given to requests for specific sites, but assignments are at the discretion of the MWBF.

### FEES

The charge for a booth space is \$300 if application is received by August 15, 2010. After that date the fee is \$350. Booth fee must be paid in full before the application will be considered. The booth fee is returned if the application is not accepted. The booth fee is nonrefundable once the application is accepted. Electricity is available during festival hours for an additional charge. See fee schedule. Distance to the nearest outlet may exceed 100 ft. Vendors must provide their own extension cord(s). Vendors cannot share electricity. No generators can be used on festival grounds.

### VENDOR CHECK-IN

All vendors must check in and pick up registration packets on Friday, October 22, between 9 a.m. and 4 p.m. at Madisonville Town Hall on South Water Street. Each artist will receive two (2) artist badges. Booths must be set up on Friday during check-in times or on Saturday before 7 a.m. Vehicles must be removed from festival grounds before the streets close at 8 a.m. on Saturday. Vendor parking during the festival will be available at the museum on Mabel Drive. A vendor shuttle will be available. No vehicles may be left unattended. No vehicles are allowed on site after 8 a.m. on Saturday until 6 p.m. on Sunday.

### TAXES

Vendors are responsible for reporting and paying their own taxes. Sales taxes must be paid to St. Tammany Parish (4.75%) and the State of Louisiana (4%).

### MARITIME MUSEUM

Vendors are invited to visit the Lake Pontchartrain Basin Maritime Museum during the festival weekend. Admission to the museum is free during the festival with vendor badge or festival admission.

## INSURANCE

A certificate of insurance must be received with the application covering all aspects of liability for the vendor. A minimum of \$500,000 general liability coverage is required. The Lake Pontchartrain Basin Maritime Museum must be listed as an additional insured on the policy.

## CLEAN-UP

Each vendor is responsible for cleaning its booth area. The vendor must properly dispose of all trash, leaving the space as it was found. Sites will be inspected after the festival closes and a \$200 clean-up fee could be assessed.

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## ARTIST RULES & REGULATIONS

- Only original work will be accepted. Commercially manufactured items are strictly prohibited.
- The MWBF reserves the right to reject an application for any reason, including not meeting proper qualifications for festival participation. Refunds of payment will be made only to applicants not accepted for participation.
- Applications will be juried on a first-come, first-served basis and booth spaces will be assigned upon approval from the jury. All applicants not accepted by the jury committee will receive a full refund.
- Artists with trailers must include detailed photographs and dimensions of trailer with application.
- Artists must pick up check-in packets at Vendor Check-In in Town Hall prior to setting up.
- Each artist will be given two (2) artist badges in the check-in packet that will serve as admission to the festival through the weekend. Additional passes can be purchased at half price (\$5 each) only at the time of check-in.
- No vehicles are allowed on site after 8 a.m. Streets will be closed to traffic at 8 a.m. Saturday. No vehicles may be left unattended on festival grounds at any time.
- No pets are allowed on festival grounds.
- Artists can only sell the items that were approved on the application.
- MWBF reserves the right to make changes to the site layout at any time.
- Artists are not allowed to place merchandise, tables, ice chests, chairs, etc., beyond their designated booth space.
- Artists must provide heavy duty trash bags to collect booth garbage and carry it to bins as directed by the MWBF.
- Booths must remain open and intact for the duration of the festival.
- Artists must be present on site during the entire festival. Other representatives will not be permitted to substitute for the artist unless prior permission is given.
- Sales taxes are the responsibility of the vendor. Vendors must report sales and pay sales taxes to the State of Louisiana and to St. Tammany Parish.
- No food or drinks may be sold by Artist.