



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

MARINE VENDOR APPLICATION

OCTOBER 23 & 24, 2010

PLEASE PRINT

Please complete and return application with application fee(s).

Name of marine vendor

Marine vendor contact name

Marine vendor address

City State Zip

Office phone Cell phone

Fax E-mail

- Marine vendor Marine exhibitor
Maritime education Other

Give a detailed description of the intended use of booth space:

Give a detailed description of marine merchandise to be sold or services provided:

Comments:

FEE SCHEDULE

- Vendor Fee \$250
Late Application Fee \$ 50
Electricity \$ 25

Total \$

METHOD OF PAYMENT

Check payable to MWBF

Amount \$ _____

Charge Visa MasterCard Discover

Amount \$ _____

Name as it appears on card

Mailing address

City State Zip

Card number

Exp. date 3-digit code

Applicant 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 applicant 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 to the MWBF are nonrefundable. Applicant 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 and agree to adhere to same.

SIGNED _____

DATE _____

PRINT NAME _____

TITLE/POSITION _____

Complete and fax to
(985) 845-9201
or mail to
MWBF
133 Mabel Drive
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.

MARINE VENDOR 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 the Lake Pontchartrain Basin Maritime Museum.

ELIGIBILITY

To be eligible for participant as a marine vendor, one must represent authentic marine merchandise or exhibit an educational marine display that impacts the marine community and contributes to the LPBMM’s mission of making Louisiana’s maritime history come to life.

APPLICATION PROCESS

The application deadline is August 15, 2010. After August 15 vendor must pay an application fee of \$50. No applications will be considered after September 24, 2010. The application must be complete and include all items as listed on this page under “Insurance.”

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.

SELECTION PROCESS

An anonymous committee will review each application for compliance and reserves the right to reject an application at its discretion. Space is limited and applications are considered on a first-come, first served basis. Marine vendors will be notified of acceptance by mail.

BOOTH SPACE

One 10’ x 10’ open space is provided. Additional space must be purchased if needed. The vendor must provide its own free-standing tent, table(s), chair(s), signage, equipment, etc. Booth space cannot be sublet or subdivided. Consideration will be given to requests for specific sites, but assignments are at the discretion of the MWBF.

BOOTH SPACE FEE

The marine vendor booth space fee must accompany the application.

CLEAN-UP

Each marine 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.

ELECTRICITY

A limited number of booth spaces are located near electrical outlets. The fee for electrical service is \$25. A marine vendor must provide its own extension cord(s). Electricity cannot be shared. No generators can be used on festival grounds.

CHECK-IN

All marine 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 approved vendor will receive two (2) marine vendor badges at check-in.

MARINE VENDOR BADGES

Each marine vendor worker must have a marine vendor's badge or a paid-admission armband to be admitted on grounds during the festival. Each approved marine vendor will receive two (2) marine vendor badges at check-in. Additional worker badges may be requested on the application. The need for additional worker badges must be clearly explained on the application and shall be taken under advisement by the committee.

BOOTH SET-UP

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 7 a.m. on Saturday. **No vehicles are allowed on site after 7 a.m. on Saturday until 6 p.m. on Sunday.** No vehicles may be left unattended on festival grounds at any time!

PARKING

Parking during the festival will be available at the Lake Pontchartrain Basin Maritime Museum on Mabel Drive. A shuttle will be available. No vehicles may be left unattended on festival grounds at any time. **No vehicles are allowed on site after 8 a.m. on Saturday until 6:00 p.m. on Sunday.**

ICE

Ice will be available at the MWBF's cost from the ice truck parked at Town Hall. All purchases are cash only.

SOFT DRINKS

Pepsi is the exclusive soft drink sponsor of the MWBF. All soft drinks to be sold at the festival must be purchased from the MWBF, at cost, from the Pepsi truck parked beside Town Hall. (A dolly could be useful.) All purchases are cash only.

TAXES

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

MARITIME MUSEUM

Admission to the Lake Pontchartrain Basin Maritime Museum is free during the festival with a badge or a paid-admission armband.



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MARINE VENDOR RULES & REGULATIONS

- 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 considered on a first-come, first-served basis.
- Booth spaces will be assigned by the site layout committee.
- Marine vendors must pick up check-in packets at Check-In in Town Hall prior to setting up.
- Each marine vendor will be given two (2) marine vendor badges in the check-in packet that will serve as admission to the festival through the weekend.
- 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.
- MWBF reserves the right to make changes to the site layout at any time.
- **Marine vendors are not allowed to place merchandise, tables, ice chests, chairs, etc., beyond their designated booth space.**
- **Marine vendors must provide heavy duty trash bags to collect booth garbage and carry it to bins directed by the MWBF.**
- Booths must remain open and intact for the duration of the festival.
- Organization must be present on site during the entire festival.
- Sales taxes are the responsibility of the vendor. Vendors must report sales tax and pay sales taxes to the State of Louisiana and to St. Tammany Parish.