



Lake Pontchartrain Basin Maritime Museum
MADISONVILLE WOODEN BOAT FESTIVAL

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

NONPROFIT ORGANIZATION APPLICATION

OCTOBER 18 & 19, 2008

Please complete and return application with required proof of nonprofit status as indicated in Eligibility section of Nonprofit Organization Information. An application cannot be considered without this information.

Name of nonprofit organization			<p style="text-align: center; margin: 0;">FOR OFFICE USE ONLY</p> <p>IRS <input type="checkbox"/></p> <p>E <input type="checkbox"/></p> <p>AF <input type="checkbox"/></p> <p>A <input type="checkbox"/> R <input type="checkbox"/></p> <p>L <input type="checkbox"/> L <input type="checkbox"/></p> <p>SS <input type="checkbox"/></p>
Nonprofit contact name			
Nonprofit address			
City	State	Zip	
() Office phone	() Cell phone		
() Fax	() E-mail		

Electricity needed? yes no \$25 fee included? yes no

Give a detailed description of intended use of booth space. _____

Comments: _____

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.

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.

NONPROFIT ORGANIZATION INFORMATION

FESTIVAL DATES AND TIMES

The 2008 Madisonville Wooden Boat Festival is planned for Saturday, October 18, and Sunday, October 19, 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 a nonprofit booth space, an organization must show proof of nonprofit status by submitting (1) an IRS tax letter, (2) a roster of officers with addresses and phone numbers, and (3) proof of date of formation of organization.

APPLICATION PROCESS

The application deadline is September 15, 2008. After September 15 a nonprofit must pay an application fee of \$50 refundable at check-in. The application must be complete and include all items as listed on this page under "Eligibility" and "Insurance."

INSURANCE

A certificate of insurance must be received with the application covering all aspects of liability for the nonprofit organization. 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. Nonprofit organizations will be notified of acceptance by mail.

BOOTH SPACE

Nonprofit booth space is intended to allow 501(c)(3) organizations to promote civic or service activities. One 10' x 10' open space is provided. Additional space must be requested if needed. The nonprofit organization 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. The use of booth space cannot conflict or compete with festival activities or vendors.

BOOTH SPACE FEE

Booth space fees will be waived for approved nonprofit organizations which use the booth space for civic, service, or community outreach activities.

CLEAN-UP

Each nonprofit organization is responsible for cleaning its booth area. The organization must properly dispose of all trash, leaving the space as it was found. Sites will be inspected after the festival closes and a \$100 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 nonprofit organization must provide its own extension cord(s). Electricity cannot be shared. No generators can be used on festival grounds.

NONPROFIT CHECK-IN

All nonprofit organizations must check in and pick up registration packets on Friday, October 17, between 9 a.m. and 4 p.m. at Madisonville Town Hall on South Water Street. Each approved nonprofit organization will receive six (6) nonprofit badges at check-in.

NONPROFIT WORK BADGES

Each nonprofit worker must have a nonprofit worker's badge or a paid-admission armband to be admitted on grounds during the festival. Each approved nonprofit organization will receive six (6) nonprofit worker 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 the streets close at 8 a.m. on Saturday. 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 7 a.m.

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 purchased admission armband.

SIGNED _____

DATE _____



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NONPROFIT ORGANIZATION 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.
- Nonprofit organizations must pick up check-in packets at Check-In in Town Hall prior to setting up.
- Each organization will be given six (6) nonprofit worker badges in the check-in packet that will serve as admission to the festival through the weekend.
- No vehicles are allowed on site after 7 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.
- Organizations are not allowed to place merchandise, tables, ice chests, chairs, etc., beyond their designated booth space.
- Organizations must provide plastic bags to collect booth trash and carry it to bins provided 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 and pay sales taxes to the State of Louisiana and to St. Tammany Parish.

SIGNED _____

DATE _____