



SATURDAY, APRIL 1ST, 11 AM - 5PM

Benny Grunch & The Bunch • Arts & Crafts

Snoball Eating Contest • Kids Area • Food Trucks • Beer

CENTRAL AVENUE AT RIVER ROAD

2017 Vendor Application

Contact Information			
First Name:		Last Name:	
Address:			
City:		State:	Zip:
Phone:		Email:	
Website:		Facebook:	
Are you interested in donating a small item or gift card as a door prize? _____ Yes _____ No			
Applicant Information			
Business Name:			
Describe your product/artwork: (Note, no beverage sales allowed)			
Fees:	10x10 Booth Space	\$50	
	Food/Food Truck	\$100	
	TOTAL		
Payment			
<input type="checkbox"/> Online www.mcs-nola.org/donate			
<input type="checkbox"/> Check (Made payable to Magnolia Community Services)			
<input type="checkbox"/> MasterCard or Visa number _____ Exp. Date ____ / ____ CVV _____			
By signing below or submitting your vendor fee online, you acknowledge that you have read, understood, and agree to abide by the rules of the Magnolia Fest, as set forth in the Rules and Requirements attached to this document.			
Signature:		Date:	
Printed Name:			

Please submit your completed form and payment by Friday, February 3, 2017 to:

Magnolia Fest | 100 Central Ave. | Jefferson, LA 70121 | Fax 504.731.1353 | melissat@mcs-nola.org

If you have questions, please contact Melissa Tyler at 504.731.1362 or melissat@mcs-nola.org

www.mcs-nola.org | www.facebook.com/mcs.nola

APPLICATIONS RECEIVED AFTER THE DEADLINE MAY NOT BE INCLUDED IN PROMOTIONS
AND ARE NOT GUARANTEED FEST PLACEMENT.



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Vendor Rules and Requirements

General Information

- All vendor applications must be received by **Friday, March 17, 2016**. Your booth space will be assigned and you will be notified of your space when your application is accepted (within 10 days of the event date). You must provide an email address for notifications. Magnolia Fest reserves the right to determine all vendor placements based on product and market aesthetics.
- Magnolia Community Services reserves the right to reject any Magnolia Fest application for booth space and reject any vendor.
- All vendors are responsible for the collection of City and State Sales Tax. Magnolia Fest will not collect or pay any taxes.
- Exhibitors agree to allow Magnolia Community Services to use photos or other two dimensional reproductions of their work for non-commercial purposes, including but not limited to advertising, brochures, media publicity, and catalogues or other similar publications.
- All participating exhibitors agree to abide by the guidelines set forth by Magnolia Fest, and to WAIVE, DISCHARGE CLAIMS, AND RELEASE FROM LIABILITY Magnolia Community Services, its board, directors, employees and clients from any and all liability on account of, or in any way resulting from, Injuries and Damages, even if caused by the negligence of Magnolia Community Services, its board, directors, employees or clients in any way connected with the Magnolia Fest.

Set up and Removal of Vendor Booths

- You may set up your vendor area Friday March 31, 2017 at your own risk, between 3:30 pm and 6pm. Please notify us by email (melissat@mcs-nola.org) by 5:00 pm on Wednesday March 29, 2017 if you plan to set your tent up on that Friday.
- If you set up your booth on Saturday April 1, you may do so no earlier than 8:30 am. Vendors should arrive by 9:30 am on Saturday, or your spot may be given away. Vendor set-up must be complete by 10:30 am on Saturday.
- Vendors will be allowed 20 minutes to unload their vehicles. At the end of 20 minutes the vendor must move their vehicle before continuing with set up.
- Vendor vehicles will only be allowed to drive through the front gates during set up time until 9:30 am. After that time, any late arriving vendors will have to hand carry items on foot. This is a pedestrian and staff safety issue. It is imperative that you begin your set up start time with enough time to allow drop off of all your equipment prior to 9:30 am.



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- After set up is complete, vendors may park their vehicles behind the work centers on campus as directed by parking staff.
- Vendors agree not to breakdown until the end of the event at 5:00 pm.

Equipment/Space

- All event booths/spaces will be located outdoors (on Magnolia's grounds). Tents are **highly** recommended. Booth areas will be located on the grass and/or asphalt.
- Vendors are responsible for any/all necessary display equipment for presentation of art work/products. Tent, tables, chairs, display racks, table cloths, signage and a small trash receptacle are some of the items vendors will need to provide for their spaces. Vendors will be responsible for their own set-up and clean-up, including, but not limited to: set-up and tear down of all tables, tents, stock, etc.; area clean up after the event (pick up and dispose of all trash, etc.). Please bring tent weights in case it is windy.
- All equipment, including any tents or coverings, must fit in the 10x10 allotted space.
- The vendor is responsible for providing change for sales and providing visible pricing for items to be sold. We ask that you place a visible sign with your business/artist name to identify your booth (appropriate for family viewing).
- Magnolia will not provide wireless or traditional internet service for vendors.
- All vendors will also be responsible for providing any other items needed for all transactions.

Rain Information

In the event of rain, the event will move into the Nims Center on campus. The event will not be cancelled due to rain, but your vendor fee will be converted to a donation.

Cancellation Policy

Cancellations will be accepted no later than 4:30 pm on Friday March 24, 2017. Any no shows or cancellations after that time will result in vendor fee forfeiture. To cancel, please contact **Melissa Tyler** at (504) 731-1362 or melissat@mcs-nola.org.

The vendor rules & requirements also apply to complimentary sponsor vendor spaces.

Thank you for participating in Magnolia Fest 2017!
If you have any questions, please contact Melissa Tyler at
(504) 731-1362 or melissat@mcs-nola.org.