



## 2026 VENDOR/FOOD TRUCK APPLICATION

### PERSONAL INFORMATION

|                |      |                    |     |
|----------------|------|--------------------|-----|
| FIRST NAME     |      | LAST NAME          |     |
| STREET ADDRESS | CITY | STATE              | ZIP |
| EMAIL          |      | PHONE              |     |
| WEBSITE        |      | FACEBOOK/INSTAGRAM |     |

### APPLICANT INFORMATION

|  |  |
|--|--|
| BUSINESS NAME  |  |
| PLEASE DESCRIBE YOUR PRODUCT/ARTWORK: <i>(note: no beverage sales allowed)</i> |  |
| FEES   | <input type="checkbox"/> 10X10 BOOTH SPACE (\$75) <input type="checkbox"/> FOOD/FOOD TRUCK (\$120) <input type="checkbox"/> NON PROFIT (\$1) |
| TOTAL DUE: \$  |  |

### PAYMENT INFORMATION

|   |   |          |     |
|---|---|----------|-----|
|   | <input type="checkbox"/> ONLINE: CLICK FIXED PRICE <a href="https://onecau.se/magnoliafest">ONECAU.SE/MAGNOLIAFEST</a> <input type="checkbox"/> CHECK <i>(made payable to Magnolia Community Services)</i> <input type="checkbox"/> CREDIT CARD |          |     |
|   | CREDIT CARD NUMBER  | EXP DATE | CVV |
| <i>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 <b>Rules and Requirements</b> attached to this document.</i> |   |          |     |
| SIGNATURE   |   | DATE     |     |
| PRINTED NAME  |   |          |     |

Please submit your completed form and payment by **Friday, February 20th, 2026** to:

Magnolia Fest | 100 Central Ave. | Jefferson, LA 70121 | Fax: 504.731.1353 | [lizy@mcs-nola.org](mailto:lizy@mcs-nola.org)

If you have questions, please contact Liz Yager at 504-731-1308 or [lizy@mcs-nola.org](mailto:lizy@mcs-nola.org).



# VENDOR/FOOD TRUCK RULES & REQUIREMENTS

## GENERAL INFORMATION

- All vendor applications must be received by Friday, February, 20, 2026. Your booth space will be assigned, and you will be notified of your space when your application is accepted. 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 approve or reject any vendors and their products for booth space.
- All vendors are responsible for the collection of City and State Sales Tax. Magnolia Fest will not collect or pay any taxes.

## APPLICATION INFORMATION

- First-time applicants must submit pictures of salable good/artwork to be considered.
- It takes 48-72 hours to process your application.
- You will receive an email with the final decision on your application.

## HOLD HARMLESS & PHOTO RELEASE

- Exhibitors agree to allow Magnolia Community Services to use photos of themselves and/or other two-dimensional reproductions of their work for marketing purposes, including but not limited to advertising, brochures, media publicity and catalogues or other similar media or 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 & REMOVAL OF VENDORS BOOTHS

- Set up your booth on Saturday, March 7, no earlier than 7:30 am and no later than 9:00 am to ensure your reserved space. The vendor set-up must be completed by 9:30 am on Saturday as gates will be open at 10:00 am
- Vendors will be allowed 20 minutes to unload their vehicles. This time is just for unloading – no table set up until unloading is complete. At the end of 20 minutes the vendor must move their vehicle before continuing with set-up. No vehicles loading after 9:15 am.
- Parking: After loading 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 4:00pm

## EQUIPMENT/SPACE

- All event booth/spaces will be located outdoors (on Magnolia's grounds). Tents, tables and chairs are required by vendors. Booth areas will be located on the grass and/or asphalt.
- Vendors are responsible for any/all necessary display equipment for presentation of artwork/products. Tents, tables, chairs, display racks, tablecloths, signage and small trash receptable are some of the items vendors will need to provide for their spaces. Vendors will be responsible for all their own set-up and clean-up after the event (pick up and dispose of all trash, etc.)
- All equipment, including any tents or coverings, must fit in the **10 x 10 allotted space**.
- The vendor is responsible for providing cash 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 or electricity.
- All vendors will also be responsible for providing items for all transactions.

## FOOD TRUCK VENDORS THAT WILL BE COOKING

- Food Trucks/Trailers (with wheels) must be registered with Jefferson Parish. Please review Parish Rules that must be followed: [mcs-nola.org/jp-requirements](http://mcs-nola.org/jp-requirements)
- Must manage trash and remove all waste at end of the event

## RAIN INFORMATION

In the event of rain, the Magnolia Fest will move into the NIMS Center on campus, and all vendors will move into a large tent provided by Magnolia. The event will not be cancelled due to rain, but if you choose not to attend, your vendor fee will be converted to a donation.

## CANCELLATION POLICY

Cancellations will be accepted no later than 4:30 pm on Friday February 27, 2026. No shows or cancellations after that time will result in vendor fee forfeiture. To cancel, please contact Liz Yager at 504-731-1308 or [lizy@mcs-nola.org](mailto:lizy@mcs-nola.org).

**The vendor rules & requirements also apply to complimentary sponsor vendor spaces and resource organizations.**

**Thank you for participating in Magnolia Fest 2026!**

If you have any questions, please contact Liz Yager at 504-731-1308 or [lizy@mcs-nola.org](mailto:lizy@mcs-nola.org)

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**I have read and agree with the above rules for participating as a vendor.**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_