

Shadows-on-the-Teche Arts & Crafts Fair

Shadows-on-the-Teche will hold its **Spring Arts and Crafts Fair** on **Saturday, March 3, 2018**. Funds from the event help preserve this National Trust Historic Site and support annual education programs. **Spaces are limited** and will be reserved as registration forms and payments are received.

GUIDELINES and FEES

1. **Crafts must be Hand Made by Vendor; NOT commercially manufactured.**
2. Booth space is approximately 10' x 10'. Vendor is responsible for furnishing his/her own requirements for the day. These may include an overhead canopy (if desired), display tables, merchandise bags, change and any other supplies.
3. **Fee for a 10' x 10' space is \$60.00. If electricity is needed for your craft, there is an additional fee of \$25.00** which should be included with your registration. Spaces with electricity are limited so please make this arrangement as soon as possible.
4. **Spaces are located throughout the Shadows historic gardens and on the Shadows Visitor Center lawn across Main Street from Shadows. Booth fees are NOT refundable based on weather.**
5. **Smoking is NOT permitted on site. Pets are NOT allowed.**
6. **Hours**: Set up occurs from 1:00-5:00 p.m. on Friday and Saturday from 7 a.m. to 9 a.m. We open to the public Saturday at 9 a.m. and close at 4:00 p.m. **Vendors should not remove merchandise until after 4:00 due to advertised hours in print and broadcast media.**
7. Vendor is responsible for Local, State & Federal taxes.
8. Vendor is responsible for cleaning up own booth area at close of fair, including putting plastic tie straps in garbage cans, rather than on the ground, please.
9. **Unloading & Loading**: There are four unloading/loading areas which are shared by 100 vendors ***(To allow equal access by all vendors, all items must be completely unloaded and vehicle moved before booth arrangement begins)***. You will be directed to the area closest to your booth. ***A worker will be stationed in these areas to check you in and give you an assigned booth number. You must unload and bring your goods to your assigned booth space. You will have to carry or cart your items 20-50 yards to your area. Since booths are located in historic gardens, items must be carried on gravel paths and around garden features including historic plants and statues.*** Vendors will be directed to parking areas immediately after unloading. No parking is allowed in the handicap area or near the fire gate.

Shadows-on-the-Teche

317 East Main Street

New Iberia, LA 70560

337.369.6446 (phone) 337.365.5213 (fax)

shadows@savingplaces.org www.shadowsontheteche.org



THE SHADOWS
Arts & Crafts Fair
March 3, 2018

FEES: \$60.00 per space (approximately 10' x 10')

Additional \$25 charge for electricity if needed. Fees are not refundable.

Booth Spaces are limited. Applications and Fees will be accepted until spaces are filled.

NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

E-mail: _____

Please Briefly Describe your Craft which helps us with booth assignments:

Number of 10'x10' booth spaces requested: _____ **@ \$60**

If you need electricity, there is additional \$25 charge ___ Yes ___ No

***If we have a space available, we will send a confirmation, either via e-mail or regular mail. If not, we will contact you to see if you wish to be put on a waiting list in case of cancellations, or if you would rather have your check returned.

Terms and Conditions:

- **Payment must accompany application.** Make payable to Shadows-on-the-Teche.
- Be it further noted that Shadows-on-the-Teche or the National Trust for Historic Preservation shall **not be held responsible or liable** in any way for any and all **property damage**, theft, fire, **personal injuries**, taxes, sales, **weather, natural disasters** or any other accidents or incidents or acts of omission or commission which arises during the Shadows-on-the-Teche Arts & Crafts Fair.
- By signing this contract, I (we) agree to the terms and conditions set forth above and on the Shadows-on-the-Teche Arts & Crafts Fair Guidelines received with this form.

Contact person: (please print) _____

Signature _____ **Date** _____

Amount Enclosed: \$ _____

Please sign and return with remittance to:

SHADOWS-ON-THE-TECHE

317 E. Main Street

New Iberia, LA 70560

337.369.6446 (ph) 337.365.5213 (fax)

December 26, 2017

shadows@savingplaces.org