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Morehouse May Madness Vendor Guidelines

No vendor applications will be accepted after Saturday, April 27, 2024 at midnight. Please note that your submitted application does not confirm your acceptance.

Event Date & Hours:

Saturday, May 4, 2024
9 a.m. – 4 p.m. **No vendors are to leave early.**

General Policies

In Alphabetical Order

Agreement

Vendor agrees that all decisions regarding compliance herewith shall be resolved by *Morehouse May Madness* whose decision shall be final. In the event of any violation of the operating rules or any health or safety law or regulation or any term of the agreement with *Morehouse May Madness*, vendor's booth may be closed without refund of any rentals or fee. If vendor has failed to comply with any notice to remedy such violations before the time of the festival opening, vendor's booth may be closed. Such closing may be affected immediately by the *Morehouse May Madness* organizers.

Beverages - Water

Vendors are NOT allowed to sell sodas or water.

Booths:

Vendors will not be allowed to affix anything to poles, trees, fences, etc. No stakes are allowed to set-up tents or displays. No decorations shall be placed in or on the building, walls, or corridors, nor shall any advertising signs be supported by nails, tacks, screws, or pressure sensitive tape on walls or woodwork. There is limited availability of vendor spaces with electricity and vendor must provide their own cord. An additional \$25 will be charged for booths with electricity. Tents must be anchored with either sand bags, cinder blocks or by some other means. At the end of the festival, vendor must clean the entire area used by your booth by 7 p.m.

Festival Right:

The Festival reserves the right in any given year to determine that no vendor will have an exclusive on any certain item.

Inappropriate Items:

The Festival committee may at its discretion not allow an item it deems inappropriate to be sold on site, including fireworks or for the use of prohibited substances. Any branded merchandise to be sold should be authentic and licensed. Booths will be monitored closely.

Indemnification:

Vendors assume all expenses and risks of loss or damage in connection with transportation, receiving, handling, storing, displaying, safeguarding or sale of merchandise at the event. Vendors further assume all risks in the event the location of the event is made unavailable due to a natural disaster, act of God or closing of *Morehouse May Madness*, which is beyond the control of *Morehouse May Madness*. Vendors agree to defend and indemnify *Morehouse May Madness* and hold *Morehouse*

May Madness harmless from any and all claims or liabilities arising out of or in connection with vendor's transportation, receiving, handling, storing, displaying, safeguarding, or sale of merchandise except to the extent said claim is found to be the sole fault of *Morehouse May Madness*. Vendor further agrees to defend and indemnify *Morehouse May Madness* for any loss, expenses, claims or liabilities resulting from faulty and/or defective merchandise purchased or ordered at the event.

Manning of Booths:

All booths must be manned at all times. The Festival will provide vendor admission forms, and reserves the right to approve the number of volunteers working in a booth during any shift.

Merchant Vendor Locations:

Merchant-vendor locations are assigned after applicant approval and receipt of payment on a first-come first-serve basis with booth space on courthouse grounds assigned first. Booth assignments will be in vendor packet and will not be provided until check-in when pockets will be given to vendors.

Miscellaneous:

Use of credit charge cards is left to the discretion of the vendor. Please note telephone verification of credit cards will not be available. There will be no access to phone lines. In the event the vendor is unable to fulfill his/her commitment to *Morehouse May Madness*, *Morehouse May Madness* will be entitled to retain the full amount of the rental previously paid. *Morehouse May Madness* reserves the right to cancel this event at any time, provided that written notice of such cancellation is given to each vendor, in which event any amount remitted by vendor as rental payment shall be refunded to vendor at that time.

***Morehouse May Madness* Logo and Name:**

Morehouse May Madness reserves all rights to use their name and logo. Any items with the unauthorized use of either will be removed.

Motor Vehicles:

All vendor vehicles must be removed from walking areas by 8:30 a.m. and shall not be allowed to re-enter until after the event has ended.

Music:

Playing or projecting music is not allowed. Music for the event is provided by pre-approved talent. -

Photos:

This is a juried show. Three photos are required representing your products with your application.

Respect for Downtown Bastrop:

Vendor agrees that he/she will not cause damage to any walls (no use of tape or nails), furniture, window, flooring, door or entries of the downtown Bastrop and will indemnify the downtown Bastrop if any such damage occurs. Vendors agree to use only the rented booth designated by *Morehouse May Madness* and will leave all doorways and pathways around his/her booth unobstructed. As fire hazard prevention, no lit candles will be allowed on the downtown Bastrop. At the conclusion of the event, the vendors agree to return the booth space to its original condition by 7 p.m.

Sales Tax:

All sales are subject to 10.45 % sales tax. Vendors will receive state and local sales tax forms when you arrive. Vendors shall be responsible for collection and remittance of sales taxes due to the proper taxing authority in Morehouse Parish and in compliance with all state and local requirements and procurement of all necessary state and local sales tax licenses. Vendors will defend and indemnify *Morehouse May Madness* in connection with the street festival.

Setting Up of Booths:

Please set up booths between 5:30 p.m. and 8:00 p.m. on Friday, May 3 or between 6:00 a.m. and 8:30 a.m. on May 4. There will be security Friday night. All booths must be set up by 8:30 a.m. Saturday and cleaned up by 7 p.m.

- Sponsorships:** A variety of sponsorship opportunities are available. Contact *Morehouse May Madness* for more information or for any questions concerning this application.
- Supplies:** Vendors must supply all props, tables, chairs, shelving, cloths, tents, etc. that are necessary for their booths.
- Tables:** All tables must be covered. Vendors are responsible for their own tables, tents, etc.
- Vendor Cancellation** Vendors should notify May Madness (318-282-2985) by Friday at 8 p.m. before the Festival if they will not be at Festival so that their booth(s) can be assigned to other vendor(s).
- Vendor Commitment:** An accepted application by the *Morehouse May Madness* Street Festival Booth Application Committee is a commitment to be a vendor. The event is rain or shine. No weather-related refunds or adjustments will be granted. There is no rain date. In the event of rain or other cause which could not be avoided by the festival, booth fee will not be refunded.
- Vendor Registration Fee** For a booth to be guaranteed, vendor must pay vendor registration fee by Saturday midnight prior to the Festival.
- Weather:** *Morehouse May Madness* will be held outside. Therefore, vendors are requested to come prepared accordingly should it rain.

**The Morehouse May Madness
Organizers**