



# Pirates of the Pontchartrain Festival

Operated by the Louisiana Renaissance Festival

## 2021 Merchant Application

April 10, 11 & 17, 18 2021

merchantteam@larf.org 985-222-2553 www.lapop.net

Post Office Box 220 Robert LA 70455-0220

The Louisiana Renaissance Festival is excited to expand our usual year with a new event: The Pirates of the Pontchartrain Festival. Expected to attract pirate-minded attendees from all over the region, in addition to many of our current enthusiastic patrons, this festival will be a celebration of the charismatic Hollywood version of the “Golden Age” of pirates from the late 1700s. We look forward to working with our merchants to bring this swashbuckling energy to our patrons, offering uncommon products and services that complement the theme. As always, preference will be given to fine, handcrafted products, as well as items that will appeal to both the professional and the beginner pirate. Many of the finer details of this festival are still in flux, but participating merchants will be made aware of any additions and adjustments as they occur.

**Festival Dates:** The times and dates are April 10, 11 and 17, 18. Saturdays will be broken into two distinct parts. From noon to 7pm the festival will be aimed at the family audience, the 8pm to midnight timeframe will be geared towards adults, specifically 18 years and older, and will feature a concert. Sundays will be noon to 7pm. It is anticipated that several pirate camps will camp onsite during the week, this may create opportunities for merchants outside of fair days, should they choose to engage.

Please fill out the application in its entirety and include it with any additional proposals. Your **application package must include the ALL of the following:**

1. Your completed application.
2. A complete list of all items you want to sell.
3. A short biography of your business and the artisans who create your product or service.
4. Photographs, sketches, and/or plans of what your booth setup will look like, both interior and exterior. Please note that pop-ups are discouraged and will automatically be designated to our Joust area.
5. Photographs of all items you want to sell. Please submit photos with a high resolution and good quality. Digital photos are preferred and should be in a JPG or PNG format. They can be sent on a CD, DVD, or USB drive, or emailed to merchantteam@larf.org. If emailed, please make sure the subject line includes the name of your booth. If you wish to send a sample of your product, it will be presented to the jury along with your application package. Products submitted can be returned if you specifically request it and include additional funds to cover the complete shipping cost.
6. Submit photographs of the type of costume you or your employees intend to wear to ensure it meets our theme.
7. Your **\$70 application fee** can be paid by check, money order, PayPal, or credit card over the phone. Please make checks payable to LARF, or if using PayPal, request the address and information to include. **Note that \$20 of this fee is a non-refundable processing fee. The remaining \$50 will either be refunded if your application is declined, or applied to your booth fees if accepted; if you are a no-show you forfeit all fees.** Please note that, even if you are a current participant of the Renaissance festival in the fall, you will still need to pay the application fee.

Our jury selection process opens in January, 2021 and will be held at the end of each month, continuing until the end of March, 2021. Upon request, we will advise you of when your application packet will be reviewed by our jury. You are welcome to attend the jury meeting to join the discussion. You will be notified within 7 days

of the jury meeting of your acceptance or denial. **Your submission will only be considered by our jury if all of the required items are turned in and fees paid.**

We aim to be an Artisan's Market with the best in handmade wares from quality craftspeople. The merchant selling the product ideally designs, produces, and finishes each product or directly oversees the production of his or her product. Make sure you specify on the application what percentage of your product line is handcrafted.

The jury will review all applications thoroughly and reserves the right to exclude specific items from your product list. If you disagree with the exclusion of items, you will have two weeks to notify us via email or traditional mail that you would like to withdraw your application. **You will only be allowed to sell items that are approved and listed in your final contract, so please ensure your list is complete.**

All structures, tents, carts, etc. must be approved by the Merchant Team PRIOR to signing a contract. Deviation from the agreed upon setup without written approval will void LARF's obligations in the contract. If you are interested in renting an existing shop space for the season, please contact us to learn of any availability. Pop-ups and/or Easy-ups are discouraged and therefore will be allocated to the Joust Arena area.

You will be required to collect both state and parish tax on any taxable items that you are selling. The current tax rate is 7.45% (4.45% state and 3% parish). **You must also obtain a Tangipahoa Parish Occupational License (\$200) through the Tangipahoa Parish Sheriff's Office prior to opening your business to the public.** More information about taxes and the Occupational License will be provided in your Welcome Package, should you be accepted. Please note that, if you are a participant in both the Pirate Festival and the Louisiana Renaissance Festival, your OCC license is valid for this location for the entire year.

The Pirates of the Pontchartrain Festival requires all merchants to have a minimum of \$1,000,000 general liability insurance with the festival (Louisiana Renaissance Festival) listed as additional insured or you may choose to purchase insurance through the festival for \$125. A copy of your current Certificate of Coverage must be on file with the Merchant Team prior to **March 25, 2021**. If it is not, your booth will be automatically put on the festival insurance, and your booth billed for \$125. Please note that if you participate in both LARF and PotP Festival, and you purchase festival insurance, there will be two separate bills (one for each event).

If accepted as a merchant, you will receive an email containing your contract and fee report. You will have 30 days from notification of your acceptance, or by April 5, 2021, whichever is earlier, to pay your merchant fees. If payment is not received by the deadline and no contact is made, your contract offer may be withdrawn, and/or late fees may be incurred.

A new merchant also has the option of renting temporary space in our Guest Artist Pavilion. This allows a new merchant to set up their vending area for **one weekend** at a discounted fee, giving both the merchant and the festival a chance to see if it is a good 'fit' for both parties. The rate is \$200 per weekend; this fee includes the coverage of festival insurance on the dates that you are vending. Currently, electricity is not an option at this location. If interested, please check the Guest Artist Pavilion option under "Your Desired Space" and state your preferred weekends.

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Business Name: \_\_\_\_\_

Booth Name (as you wish it to appear): \_\_\_\_\_

Website: \_\_\_\_\_

Name of Owner(s) \_\_\_\_\_

Name of Proxy if applicable \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Physical Address (if different from mailing address):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please attach a comprehensive Product List that you are applying to sell – this may require a separate page.**

**Please attach a short biography of your business and the artisans who create your product or service.**

List previous Festival experience(s) (name and year):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What other Festivals are you exhibiting at this year?

\_\_\_\_\_

Brief description of your business, products and/or services

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Percentage of product handcrafted by you, your family, and/or your employees: \_\_\_\_\_

**If product is not made wholly by you, include information about where it is from on your Product List.**

Do you demonstrate your craft? (Circle One) **YES NO**

If yes, please provide a detailed description of your demonstrations. We highly encourage video of your demonstration be included with your package on a DVD (please note that we are unable to return) or by providing a link to a video posted online:

**Your Desired Space - Booth Size {including ropes, total footprint}: (Check one)**

- Moveable Cart (\$175)     20 Frontage Ft (\$200)     25 Frontage Ft (\$225)  
 30 Frontage Ft (\$250)     35 Frontage Ft (\$275)     40 Frontage Ft (\$300)  
 45 Frontage Ft (\$325)     \*Guest Artist Pavilion – 10’x10’ (\$200 per weekend)  
\*For the Guest Artist Pavilion, specify preferred weekend (based on availability):
- 

- I can provide a higher-end tent with the following dimensions: \_\_\_\_\_  
 I can provide a Pop-up / EZ up style tent with the following dimensions: \_\_\_\_\_

Do you have any special considerations for your booth? (i.e. accommodations for disabilities, running water, etc.)

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**Electric Service: (Check one)**

- \_\_\_\_\_ No Electric Required  
\_\_\_\_\_ 20 Amps weekend \$40  
\_\_\_\_\_ 30 Amps weekend \$80  
\_\_\_\_\_ More than 30 Amps \$100

**Insurance: (Check one)**

- \_\_\_\_\_ I have my own insurance and will provide proof of insurance upon acceptance no later than April 9th.  
\_\_\_\_\_ I wish to purchase festival provided insurance at a cost of \$125.

**I understand this application in no way guarantees acceptance into the Pirates of the Pontchartrain Festival. Please send your application, photographs, and the \$70 application fee to the address below, or email to [merchantteam@larf.org](mailto:merchantteam@larf.org)**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Pirates of the Pontchartrain  
Attn: Merchant Team  
PO Box 220  
Robert, LA 70455**

Thank you for your interest in our inaugural season!  
Huzzah!