



**The Morehouse Activity Center**

9555 Marlatt Street  
Bastrop, LA 71220

[www.morehouseactivitycenter.com](http://www.morehouseactivitycenter.com)

Coordinator: Miranda Gregory

Contact: 318-669-2437

**FALL FAMILY FUN DAY APPLICATION:**

CONTACT NAME: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

CONTACT PHONE NUMBER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

THINGS YOU WILL BE SELLING: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

PLEASE INCLUDE **ONLY 1-4 PICTURES OF YOUR ITEMS** TO [friendsofthamac@gmail.com](mailto:friendsofthamac@gmail.com) for the website.

NUMBER OF BOOTH WORKERS: 1      2      3      4      5

BOOTH RENTALS:      9'x14' - \$40      10'x10' - \$40      12'x12' - \$55      15'x20' - \$70

FOOD BOOTH RENTALS:      10'x10' - \$40      12'x12' - \$55      truck/trailer - \$60

\_\_\_\_\_ I agree to the terms and conditions in the merchandise and food/beverage vendor guidelines.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*\*\*\*You can message me, Miranda at 318-669-2437, to turn in the paperwork and cash/check. I will be able to meet any day of the week from 8am-3pm. If you have any questions feel free to call or text me.



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[friendsofthemacbastrop@gmail.com](mailto:friendsofthemacbastrop@gmail.com)

Hello Merchant/Food Vendors!

How excited we are to be hosting our 2019 Fall Family Fun Day. This will be the first of many of these family fun days and our hope is to have a spring/fall family fun days in the years to come.

Below are our merchant/food vendors guidelines that we feel will help us to host an upscale event that will make you proud to be a part of. Please read and adhere to these guidelines. Should you have questions, please feel free to contact us via email at [friendsofthemacbastrop@gmail.com](mailto:friendsofthemacbastrop@gmail.com) or phone call (318)669-2437.

Please note that your submitted application does not confirm your acceptance.

### **Event Date & Hours:**

Saturday, November 2, 2019, 9 am - 6pm

### **General Policies:**

*In alphabetical order*

#### **Agreement:**

Vendor agrees that all decisions regarding compliance here with shall be resolved by The MAC whose decisions shall be final. In the event of any violation of the operating rules or any health or safety laws or regulation or any term of the agreement with The MAC, vendor's booth may be closed without refund of any rentals or fees. 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 be affected immediately by The Fall Fun Day coordinator.

#### **Booths:**

Vendors will not be able to affix anything to poles, trees, fences etc. No stakes are allowed to set up tents or displays. Vendors must secure tents with concrete or sand weights. No decorations shall be place 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. At the end of the festival, vendor must clean the entire area used by youth booth by 8 pm.

#### **Inappropriate Items:**

The MAC may at its discretion not allowed an item it deems inappropriate to be sold on site, including fireworks or for the use 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 Fall

Family Fun Day, which is beyond the control of The MAC. Vendors agree to defend and indemnify The MAC and hold The MAC 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 The MAC. Vendor further agrees to defend and indemnify The MAC 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 Family Fun Day will provide vendor admission arm bands and reserves the right to approve the number of volunteers working in a booth during any shift.

**Merchant Locations:**

Merchant-Vendor Locations are to be assigned after applicant approval and receipt of payment.

**Miscellaneous:**

Use of credit/debit cards is left up 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. The cell phone reception/WIFI is very spotty so I would not rely on either of these. In the event the vendor is unable to fulfill his/her commitment to Fall Family Fun Day, The MAC will be entitled to retain the full amount of the rental previously paid. The MAC 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.

**Motor Vehicles:**

All vendor vehicles shall be removed from walking areas by 8:30 a.m. and shall not be allowed to re-enter until after the event has ended. You will be parking behind the building and will not be allowed to re-enter the facility to load up until after 6 pm.

**Music:**

Playing or projecting music is not allowed. Music for the event is provided by preapproved talent. .

**Placement of Vendors:**

The MAC will make the decision as to where each vendor is located according to the order that the vendor applications and full payment of booth rental fees are submitted and approved.

**Respect for the MAC:**

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 MAC and will indemnify The MAC if any such damage occurs. Vendors agree to use only the rented booth designated by The MAC and will leave all doorways and pathways around his/her booth unobstructed. As fire hazard prevention, no lit candles will be allowed on The MAC. At the conclusion of the event, the vendors agree to return the booth space to its original condition by 8 p.m..

**Sales Tax:**

All sales are subject to 11 % 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 The MAC in connection with the Fall Family Fun Day.

- Set up of Booth:** Please set up booths between 5:30 p.m. and 8:00 p.m. on Friday, November 8 or between 7:00 a.m. and 8:30 a.m. on November 9. There will be security Friday night and the gates/building will be locked up. All booths must be set up by 8:30 a.m. Saturday and cleaned up by 8 p.m. You will be able to pull your car up to the side of the building and I will be here to help unload and set up if you need it.
- Sponsorships:** A variety of sponsorship opportunities are available. Contact The MAC 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 Commitment:** An accepted application by The MAC board 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 Permit:** Vendors will be given a Fall Family Fun Day permit that must be displayed or produced upon request
- Weather:** Fall Family Fun Day will be held outside under the covered roof. Therefore, vendors are requested to come prepared accordingly should it rain if you are located not under the roof (Food Vendors)

### **Fall Family Fun Day Committee**