

RULES AND GUIDELINES

**Southern Forest Heritage Museum
77 Long Leaf Road
Long Leaf, LA 71448**

**Mike Miller, Chairman of the Board
Doug Rhodes, Director**

Festival Hours

**Friday, October 20
5pm – 9pm**

**Saturday, October 21, 2023
9am – 7pm**

Booth space is 10' x 12'. Vendors will need to stay within their allotted space—no selling merchandise outside one's booth.

Food vendors must carry at least \$1,000,000 in liability insurance. Certificates must be provided with registration and payment.

Any Retail or Food Booths that require trailers to be driven on festival grounds must set up on Friday between 9a.m. and 2p.m. Trailers may not be driven on festival grounds on Friday after 4p.m. or Saturday after 8:00 a.m. and until the festival closes on Saturday at 7 p.m. Food vendors are limited to one trailer at the festival. Visitors must have exited the grounds before vendors move their equipment from the grounds. There will be security.

If you decide to leave early, you will have to carry everything off the grounds. Please be courteous to other vendors by not blocking the aisle or having your trailer or vehicle in their booth space so they cannot set up. This also applies to Saturday when everyone is trying to leave.

Vendors will be allowed to sell merchandise listed on their original application. Placement of vendor's spaces is by merchandise being sold. Items that will not be allowed at the festival include weapons, stink bombs, poppers, brass knuckles, air rifles, silly string, offensive language or pictures on t-shirts/other items. Family Friendly only. No alcohol.

Booth rentals are not transferable. If you decide not to participate in the festival or vacate your booth space before Saturday p.m., no one else is allowed to come in and use the space unless authorized by the Southern Forest Heritage Museum Director.

If you have complaints or issues during the festival, please contact a staff member at the Information Booth. Any infractions by a vendor not covered in the rules and regulation guidelines are left to the discretion of the Director. If you have any other questions or concerns, use the contact information listed above.

Campgrounds with RV accessibility are located at Dalton's RV in McNary (approximately 5 miles from festival grounds) and at the Indian Creek recreation area (approximated 8 miles north of the festival grounds).

The Sothern Forest Heritage Museum is a non-profit organization.

OTHER EXHIBIOR INFORMATION

The 3rd ANNUAL STEAM-UP AND FALL FESTIVAL will be held October 20 and 21.

All booth payments are to be submitted with the application. After the booths are assigned, there will be no reassignment of booths. After October 1, booths will be assigned to exhibitors on first-come basis. Each booth is 10' x 12'. If your booth includes a trailer, you must submit the size of the trailer from tongue to gate.

THE FESTIVAL IS NOT RESPONSIBLE IF ANOTHER VENDOR IS SELLING THE SAME MERCHANDISE.

RATES

Retail Booth - \$25

Food Booth - \$275

NO ELECTRICITY FOR BOOTHS WILL BE PROVIDED

IMPORTANT FOR ALL VENDORS!

- 1. Mail or email applications by September 15, 2023.**
- 2. Each vendor must be self-sufficient /self-contained to operate. Any questions or exceptions must be approved by Doug Rhodes, Director of SFHM.**
- 3. Food vendors will be given 4 passes/wrist bands and 4 parking permits. Others pay for parking.**
- 4. Retail vendors will be given 2 passes/wrist bands and 2 parking permits.**
- 5. Payment methods: Credit card, Cashier's check or money order.**
- 6. Each vendor manages one's inside the booth trash .**

NO DRINKS CAN BE SOLD IN RETAIL BOOTHS

All payments should be made payable to Southern Forest Heritage Museum and mailed to the address above or called in if using a credit card as payment. Please fill out the appropriate reservation page and return with your payment.

QUESTIONS? CALL 318/748-8404

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