



COVINGTON HERITAGE FOUNDATION
419 N. New Hampshire Street
Covington, Louisiana 70433
985.892.2254
www.covingtonheritagefoundation.com

*T*hank you for your interest in the Covington Heritage Antique Festival on April 18-19, 2015 in downtown Covington, Louisiana. In addition to antique and vintage collectibles, the event will showcase vintage-inspired fine crafts, do-it-yourself products and demonstrations, an appraise-a-thon, and live antique auction.

*T*o offer the most variety and best possible show to the buying public, applications will be juried, and only those applicants who receive an INVITATION will be allowed to exhibit. Our comprehensive media plan targets the Gulf South region, focusing on Louisiana, south Texas, Mississippi, Alabama and the Florida panhandle. Advertisements to attract shoppers will be featured in local and regional print and web-based media, trade publications, radio and outdoor signage. If you are looking to tap into a new market in a safe, attractive venue that is both vibrant and welcoming with a hefty dose of small-town charm, we invite you to apply!

*I*nterested vendors are asked to complete the enclosed application and mail it promptly to: Covington Heritage Foundation, 419 N. New Hampshire Street, Covington, LA 70433. For more information call (985) 892-1873. You may also send an email to info@covingtonheritagefoundation.com or visit www.covingtonheritagefoundation.com.

The event is sponsored by the Covington Heritage Foundation, a non-profit 501(c)(3) organization whose mission is to preserve and cultivate Covington's culture, character and community. The Covington Heritage Foundation was founded in 2013 to assist the City of Covington with organizing commemorative events to celebrate its bicentennial anniversary. Proceeds from this event will be used to aid in the development of a cultural heritage center for the City of Covington, Louisiana.



FESTIVAL RULES & AGREEMENT FORM

COVINGTON HERITAGE ANTIQUE FESTIVAL

Downtown Covington
Saturday, April 18 and Sunday, April 19, 2015
10 am – 5 pm

SELECTION PROCESS: To offer the best possible show to the buying public, the festival is juried. This is to safeguard the quality of exhibits and ensure that no one category of merchandise outweighs any other. Three or more photographs or slides are required with each application, and will play a major role in our selection. Photographs and slides should be labeled with your name and address, and will become the property of the Covington Heritage Antique Festival. After all applications are reviewed, only selected vendors will be invited to participate. Remaining vendors will be placed on a waitlist and contacted in the event of a cancellation.

TYPE OF MERCHANDISE: Exhibits shall be limited to merchandise that is old, collectible and suitable to the character of an antique show. Crafts must be in keeping with an antique or vintage theme. Flea market items will not be accepted. During the vetting process, a festival representative may contact you with questions about your exhibit to ensure that the character of the event is maintained.

APPLICATION DEADLINE: Application deadline is **March 2, 2015**. Since the festival is juried, only those vendors who receive an INVITATION can participate. Invitees are strongly encouraged to accept or decline their invitations as soon as possible, as promptness will be factor considered in future festivals. Once we have received your RSVP and payment, you will be mailed a confirmation packet that will include helpful information to make your stay in Covington a pleasant one. This will include registration and parking details, as well as a special hotel group rate.

BOOTH/DISPLAY FEES: Booths are 10'x10'. The cost to rent one booth for the two day festival is \$100, and \$75 for each additional booth. Corner booths are an extra \$25. A limited number of display areas that are too small for a tent but large enough to hold a table and 2 chairs are \$60 apiece. **Payment deadline is March 16, 2015.** A \$25 penalty will be applied to late payments. After March 15th, your reserved space will be offered to a waitlisted vendor.

Other rules:

- Exhibitors must furnish their own tents, shelving, rain coverings and other necessities for their booths. Weights to anchor tents are recommended. No nails or stakes can be placed in the street. For an additional \$12 payable with the booth/display fee, vendors may reserve one 8-ft table and two folding chairs for the weekend.
- Exhibitors must bear all responsibility for setup, takedown, and security for their booths and contents.
- Electricity is unavailable, and generators are not allowed on site
- Exhibitors must confine their displays and activities to their assigned spaces, and are not allowed to exchange or swap booths.
- Booths must be staffed and ready by 9 am Saturday and Sunday. Booths must remain staffed for the full two days of the festival during festival hours.
- Though April weather is usually pleasant, vendors must come prepared for the possibility of inclement weather such as rain and strong wind.
- No music shall be played inside booths. The festival will feature live musical entertainment.
- Booth ID signs issued by the festival must be displayed as directed. The signs must be returned at the close of the festival.

METHOD OF PAYMENT: Fee must be remitted by check or money order payable to the Covington Heritage Foundation. **Cash payments will not be accepted.** Mail payment and signed Vendor Agreement Form to: *Covington Heritage Foundation, 419 N. New Hampshire St., Covington, LA 70433.*

CHECK-IN TIME: Vendors must present a photo ID and register prior to set-up. Registration is from 3-6 pm Friday and 6-8 am Saturday at the Covington Trailhead, 419 N. New Hampshire St. Vendors may park at the Covington Trailhead to register, and afterwards, move their vehicles promptly to the designated parking area.

VENDOR PERMIT: The City is required by law to issue a temporary vendor permit to all exhibitors. The \$10 permit fee is covered by the booth fee, so no additional payment is necessary.

SALES TAX: Since exhibitors will retain 100% of their sales proceeds, they are responsible paying a 4.75% St. Tammany Parish sales tax and a 4% Louisiana state sales tax. Tax forms will be in the registration packet.

SECURITY: The City will provide police security in the festival area on Friday and Saturday nights.

SET-UP TIME: Booth setup is Friday from 4:30 to 8 pm and Saturday from 6-8 am. After setup, vendors must move their vehicles and trailers out of the festival area and into designated parking. Setup must be completed and vehicles off the street by 8 am Saturday morning. Dumpsters will be accessible to keep the area tidy. The area around booths, including sidewalks, must remain clear of any trash, boxes, etc. during the entire festival for safety reasons.

TAKEDOWN: Exhibits should be taken down on Sunday from 5-7 pm. Dismantling must be completed by 7 pm. No packing is allowed until 4:30 pm Sunday. Those who take down their booths or vacate the premises before 5 pm will not be invited back. Exhibitors are responsible for cleaning up all trash in and around their areas and disposing of it in dumpsters before leaving the festival.

HOSPITALITY: A hospitality and information table for exhibitors will be at the Covington Trailhead, with complimentary coffee and water. Festival volunteers will be available to provide a limited amount of assistance, such as booth sitting while a vendor is demonstrating onstage or to provide a short break for vendors who are alone in their booths.

CANCELLATION, LATE FEE & FORFEITURE: There will be no refunds due to inclement weather, and no rain dates. A \$25 late fee will be assessed to vendors who do not pay their booth fee by March 1st. Booths that are unpaid after April 1st will be forfeited, and reissued to another vendor on the waitlist. All cancellation requests must be submitted in writing, and a \$25 administrative fee will be assessed. Refunds will be made within 30 days of receipt of written cancellation notice. No refunds will be made for cancellations after March 16th.

EVALUATION: We will ask that you please complete an evaluation form included in the registration packet. Volunteers will collect the forms on Sunday between 2-5 p.m.

MISCELLANEOUS: No solicitations allowed. Minor children must be closely supervised. No pets allowed, except for service dogs.

INSURANCE: Neither the Covington Heritage Foundation nor the City of Covington provide insurance for exhibitors. Property and liability insurance must be placed and paid for by the exhibitor.

HOLD HARMLESS: The City of Covington and Covington Heritage Foundation shall not be responsible for any loss or injury to any and all vendors, vendor employees, family and friends, or to the property of vendors, vendor employees, family and friends, due to any cause whatsoever.

The Covington Heritage Foundation reserves the right, at any time, to adopt, orally and in writing, any additional rules or to make any changes deemed necessary and good for the welfare of the festival. Additional rules will have the same force of authority as though fully incorporated into this document, and shall apply to all exhibitors and participants in the festival. Participants must comply with all festival rules as well as city, state and federal laws. Failure to comply may result in the removal of an exhibitor with no refund, and will jeopardize participation in future festivals. Actions taken by the festival in response to an exhibitor's failure to comply are within the complete discretion of the festival. The Covington Heritage Foundation reserves the right to require the withdrawal of any item from display or sale for any reason whatsoever.



VENDOR APPLICATION
 COVINGTON HERITAGE ANTIQUE FESTIVAL
 Historic Downtown Covington
 Saturday, April 18 and Sunday, April 19, 2015
 10 am – 5 pm

ADMITTANCE IS BY INVITATION ONLY

PLEASE PRINT LEGIBLY:

BUSINESS NAME _____

OWNER NAME _____

EMAIL _____ WEBSITE OR FACEBOOK _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

BUSINESS PHONE _____ CELL PHONE _____

MERCHANDISE CLASSIFICATION (check all that apply):

Antique Furniture _____ Antiques Other _____ Collectibles _____ Vintage _____ Crafts _____

DESCRIPTION OF MERCHANDISE _____

DEADLINES:

MARCH 2, 2015 APPLICATION DEADLINE **Include photos/slides.*

MARCH 3, 2015 INVITATIONS ISSUED BY THIS DATE

MARCH 16, 2015 BOOTH/DISPLAY FEES DUE. **A \$25 penalty will be applied to late payments.**

After April 1th unpaid spaces will be offered to waitlisted vendors.

CHECK DESIRED BOOTH SIZE (PAYMENT IS NOT DUE UNTIL YOU RECEIVE AN INVITATION):

Booths are 10'x10'. Cost is \$100 for the 1st booth, \$75 for each additional booth. Smaller display spaces that will hold a table and 2 chairs are \$60 each. The 1st ten vendors to RSVP will receive \$10 off the total price.

Quantity	Display Type	Unit Cost	Total
_____	10x10' Booth	\$100	_____
_____	Additional 10x10 Booth(s)	\$75	_____
_____	Additional fee for a corner booth	\$25	_____
_____	Mini Display Space	\$60	_____
_____	One 8-ft Table & 2 Folding Chairs (optional)	\$12	_____
		TOTAL	_____

METHOD OF TRANSPORTATION: _____RV _____VEHICLE W/ TRAILER _____CARGO TRUCK _____VAN

Sign and date this application and mail to: Covington Heritage Foundation, 419 N. New Hampshire St., Covington, LA 70433. **BE SURE TO INCLUDE AT LEAST THREE PHOTOS OR SLIDES OF YOUR MERCHANDISE.**

Signature _____

Date _____

For more information, phone (985) 892-1873, email info@covingtonheritagefoundation.com, or log onto www.covingtonheritagefoundation.com



VENDOR AGREEMENT FORM

I have read and fully understand the rules, procedures, terms and conditions outlined in the Festival Rules & Agreement Form for the 2015 Covington Heritage Antique Festival. I hereby relieve the Covington Heritage Foundation, City of Covington and all festival representatives of any and all responsibility in connection with the safekeeping of my property, and any loss or injury that may occur. I consent to the terms of the Festival Rules & Agreement Form and will abide by them.

SIGNED _____ DATE _____

PRINT NAME _____

DBA _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ EMAIL _____

OFFICIAL USE ONLY:

CHECK OR MONEY ORDER # _____ DATE PAYMENT RECEIVED _____