Melrose Plantation Arts and Crafts Festival
Exhibitor Rules and Compliance 2020

DATE AND LOCATION:

- Melrose Arts and Crafts Festival is held annually on the third weekend of April. This year, the festival will be held Saturday April 18th and Sunday April 19th. Festival hours are Saturday 9am-5pm and Sunday 10am-4pm.
- The Festival is held on the grounds of Melrose Plantation, located at 3533 LA 119, Melrose, LA 71452

ABOUT US:

- Melrose Plantation Arts & Crafts Festival is organized by the Association for the Preservation of Historic Natchitoches, to the benefit of and for the continued care and maintenance of Melrose Plantation, a National Historic Landmark. APHN and its board of directors has complete and final authority over the Festival and may immediately, and at any time, remove, reject, or disqualify any Exhibitor for any reason which violates the best interest of the festival. Including, but not limited to failure to comply with regulations.

BOOTH, FEES AND APPLICATIONS:

- Booth fee is $130 for one 10 x 10 FT space. Payment must accompany application. An approved application is a commitment to the festival. NO REFUNDS will be given for cancellation or no-show by the Exhibitor. Booth fees for denied applications will be refunded. Once accepted, spaces are non-transferable and subletting is prohibited. If application is postmarked after the 12/31/2019 due date, the booth fee will increase to $150
- Applications: All Exhibitors must submit a complete application. Incomplete applications will not be accepted and spaces will not be reserved for returning Exhibitors until a complete application has been received. A complete application includes a clear and concise description of work that can be used in print for advertising purposes and JPEG images submitted via email as instructed on the application. Applications can be submitted online, via USPS or delivered in person to the Melrose Plantation Gift Shop.

ENTRY GUIDELINES AND RULES

1. Communication: APHN will communicate to applicants via the email address provided on the application form. If submitting a written application, please make sure the address you provide is written clearly, is correct, and is an address that you access often. If you do not have an email address, you must indicate so on your application.
2. Products: All items must be 1) Original Artwork or Crafts created by the Exhibitor or 2) Unique plants and gardening accessories. Mass produced or commercially-bought items must be modified considerably by the Exhibitor. No trademarked logos are allowed. The Melrose Plantation Arts and Crafts Festival is a family-oriented festival. All work must be appropriate for a general audience, including children. APHN reserves the right to
review products at any time for continued compliance. Exhibitors found with products that do not meet show qualifications will be required to remove the items or leave the show. Failure to comply will result in exclusion from future APHN events and possible removal from the current show.

3. **Evaluation:** Applicants are selectively evaluated, primarily on the basis of the type and quality of product, secondly on the Exhibitor’s display of their wares in a creative and pleasing manner, and lastly by the date of application. If you are a returning Exhibitor, it is in your best interest to supply new product photos each year. If you are applying as an Antiques and/or Collectibles Exhibitor or plant Exhibitor, you MUST provide photos of your booth and display to be considered for the Festival. APHN seeks to ensure a diverse offering of quality wares through this selection process and therefore may limit the number of booths with similar items. Therefore, it is in the Exhibitor’s best interest to submit an application as early as allowed.

4. **Electric:** Booths do not have electricity unless specified and paid for with application. The cost of electric hook-up is $35 per Exhibitor, not per booth. If you are paying for two booth spaces and require electric, you only need to pay the $35 fee one time. Be aware that not all spaces have electric accessibility and a request for electricity will determine your placement on the grounds. Generators are prohibited unless you have received approval by APHN. You must bring your own 100ft extension cord (12 gauge minimum) if you require electricity.

5. **Trash:** Exhibitors are responsible for removing their own garbage from their booth space after the festival. APHN provides a dumpster on site that Exhibitors may use. Trash left behind is cause for disqualification of future APHN events.

6. **All Exhibitors must wear ID Badges** issued at check-in. Anyone entering the grounds at any time on Saturday or Sunday without an Exhibitor badge must pay general admission fees at the gate. Exhibitors are responsible for ensuring their helpers receive their badges prior to entering the grounds.

7. **On-Site Renewals:** Exhibitors may turn in applications and payment to renew for the 2021 show at the check in tent during festival hours on Saturday or Sunday. Applications will be provided in the Exhibitor Packet upon check-in. Exhibitors will receive confirmation of acceptance upon full review by APHN.

8. **Tax and Sales Rules:** All Exhibitors must collect state and parish sales tax. Forms will be provided in your Exhibitor Packets upon check-in.

9. **Raffles:** There will be no raffles due to State Gambling Laws

10. **Special Interest Groups:** Groups or persons seeking to promote political expression, social commentary, or special interests are strictly prohibited from Festival grounds.

11. **Animals/pets are prohibited** on the grounds with the exception of service animals.

12. **No Smoking:** Melrose Plantation has a strict no-smoking policy. There is absolutely NO SMOKING ON MELROSE GROUNDS. Any Exhibitor discovered smoking on the grounds is cause for disqualification from future APHN events.

13. **Music:** In compliance with copyright laws, Exhibitors may NOT play music, television or movies through any form of sound system, radio, etc.

14. **Inclement Weather:** In the event of INCLEMENT WEATHER the DAY OF the Festival, APHN reserves the right to decide whether or not to cancel the Festival. Our policy is to **PROCEED RAIN OR SHINE** unless the severity of the weather conditions poses the threat of harm to our Exhibitors and guests. This decision is solely that of APHN. By agreeing to these terms, you agree to set up and operate your booth in the rain. Please come prepared for rain and wind. Exhibitors are responsible for tents, tarps, tables, chairs, etc. **CHECK OUR FACEBOOK PAGE FOR UPDATES DURING INCLEMENT WEATHER.** www.facebook.com/melroseplantation as well as the email address you provided.

15. **Refunds:** An accepted application is a commitment to the Festival. Therefore, no refunds will be made. You may apply your fee to the next year’s festival ONLY IF you have cancelled by April 1st, 2020.
16. **Slander**: APHN will not tolerate slander on Social Media, Blogs, In-Person, or of any kind. Slandering APHN, or the Melrose Plantation Arts and Crafts Festival will result in immediate removal from the current Festival and any future APHN event. If you have a grievance, please come to us directly, we are happy to meet with you.

**REGISTRATION, SET-UP AND TEAR-DOWN**

- **Exhibitor Check-in**: Exhibitors must check-in on Friday, April 17th between 7am and 6pm to receive registration packets with Exhibitor badges, parking passes, renewal forms, surveys and electric tags, if purchased.
- **Driving Vehicles on Grounds**:
  A. Vehicles can be driven up to booths as long as the grounds are dry and APHN has deemed them ok to drive on. If grounds are too wet to drive on APHN will notify Exhibitors via email prior to check in and signs will be posted on the grounds. If it rains a heavily before the Festival BE PREPARED to carry your items to your booth. Bring carts etc. so that you are able to do that. APHN reserves the right to deny vehicular access to the grounds in the event of heavy rain.
  B. Vehicles cannot be driven on the grounds on Saturday morning before the Festival opens. If you plan to set up Saturday am, be prepared to walk your items to your booth. Weather permitting, you may drive your vehicle up to your booth after 5pm and once customers have left the grounds on Sunday to dismantle. APHN will decide when the grounds are clear for traffic and will open the gates when they have deemed the grounds safe and clear of customers.
  C. Exhibitors may not block aisles for roadways for extended periods of time and should be courteous to other Exhibitors and to APHN members and its volunteers.
  D. **DRIVE SLOWLY, BE CURTEOUS AND KIND, BE MINDFUL OF PEDESTRIANS, BE MINDFUL OF DAMAGING OUR GROUNDS.**
- **Set-up and Removal**: Set-up is Friday, April 17th from 7am until 6pm. Gates will be open for Exhibitors on Saturday at 7am for final set up. Vehicles will not be allowed on the grounds at this time. All booths should be set up and merchandise displayed by the time the gates open to guests at 9am Saturday morning. Booths must be maintained until the gates close on Sunday. Only at this point may tear down begin. APHN will open the gates for Exhibitor traffic once the grounds are clear of customers.
- **Parking**: Exhibitor parking is limited to one vehicle space and one trailer space per booth. Exhibitor parking passes will be issued upon check-in and must be displayed in your vehicle while parked in the Exhibitor parking lot. Exhibitor trailers or campers are not allowed in the public parking areas in front of the Main House during the Festival. You may use this parking for set-up periods only and must move vehicles, trailers and/or campers prior to the gates opening to the general public. **IT IS IN THE BEST INTEREST OF ALL EXHIBITORS AND THE FESTIVAL FOR EXHIBITORS TO LEAVE AS MANY PUBLIC PARKING SPOTS AS POSSIBLE FOR SHOPPERS.** If you need to be able to quickly access your trailers to stock merchandise during Festival hours, please communicate that with APHN via email following acceptance to the Festival so we can assign you to a booth that is near Exhibitor parking. Melrose Plantation does not have electric hook ups or for RV’s and has very limited parking available for RV’s. If you plan to stay near the grounds, please contact us as soon as possible to see if accommodations for your RV can be made.
OTHER IMPORTANT DETAILS

- **Security** will be provided Friday afternoon through Sunday morning, however APHN is not responsible for lost or damaged items.
- **Exhibitor agrees and covenants to indemnify, defend, and hold harmless** the Association for the Preservation of Historic Natchitoches, its officers, directors, volunteers, officials, employees, and agents from and against any and all liabilities, claims, suits, and causes of action of whatever nature or type (including but not limited to causes of action based upon tort, strict liability or otherwise), and all attorney fees, costs, and expenses incidental thereto, which may arise or in any way be connected, directly or indirectly, with Exhibitor’s participation in the Melrose Plantation Arts & Crafts Festival. This indemnifications absolute, personal to the Exhibitor, and is not limited by the insurance coverage which Exhibitor may have in place.

PLEASE KEEP A COPY OF THIS AGREEMENT WITH YOUR RECORDS FOR REFERENCE