

Lake Arthur Events

EXHIBITOR RULES & GUIDELINES

Set-Up:

Set up begins at **6:30 am**. All booths should be fully set up and ready to sell items for **9 am**.

All booths are assigned. You will receive your assigned space when you check in upon arrival.

When setting up on Saturday morning, please unload your vehicle and then move it to the designated parking area. **NO driving vehicles into the park!**

The Town of Lake Arthur, and Lake Arthur Art in the Park & Glitter & Garland, are not responsible for any items left in your booth. Please have someone stay at your booth at all times.

Event Hours:

9 am to 2 pm

Lake Arthur Park (South Arthur Avenue)

Booth Staff:

All booths, groups/organizations must have an adult present at all times. Please have some sort of a drawing at your booth or giveaway to help attract customers to your booth. (This is not a requirement, just a suggestion).

Trash:

A trash bag will be delivered to your booth. Please help us keep the grounds clean and police your area.

Close:

Please leave your booth set up until the official close of the event, 2 pm.

Other: Payment due with application. Payment and application may be dropped off Lake Arthur City Hall, or mailed to: Town of Lake Arthur, 102 Arthur Ave., Lake Arthur, La 70549. **Checks or Money Orders must be made payable to: LAMA.**

Payment is non-refundable except for inclement weather (if event is cancelled) and emergencies.

Vendors are responsible for all electrical cords, tents, etc.

Vendors are required to provide their own furnishing, including chairs and tables.

You will conduct your own sales and collect/report tax for each sale as required by the La Dept. of Revenue and the Jeff Davis Parish School Board Tax Office (Packets will be provided to each vendor). It is mandatory that we provide a list of all vendors to both the State of La and the Jeff Davis Parish School Board Tax office.

GENERAL INFORMATION

Thank you for participating in our event! If you have any questions, please email: joannalejeune@yahoo.com

Upon arrival, please check in with the Admission table, where you will receive your Vendor Tax Packet. This is required by the parish and state sales tax collectors. We do not fill anything out, nor do we collect any sales tax from your booth. It is the responsibility of the vendor to fill out and send in information needed to the correct entity.

Set-Up Times:

From 6:30 am to 8:30 am

Must be set up by 9 am

Show Hours:

9 am to 2 pm

Please do not tear down before 2 pm (unless an emergency)

Vendors must park in a designated area, located at the west side of the park between ball field and park (one way street).

Unload close to the booth area then park your vehicle BEFORE setting up. Please be respectful of the parking near to the park entrances along Arthur Avenue and Lake Street, as we want to leave these areas for shoppers to park. NO one may drive their vehicle into the park!

We have several restaurants in the area if you would like to order lunch.

Restrooms:

There are clean, stocked restrooms close to the booth set up area.

We cannot assume responsibility for your crafts. Crafters assume all possible risk of loss or damage.

Please note – your booth location may be some distance from your unloading area. You may need to bring a wagon or cart to haul your booth and items.