



RULES & REGULATIONS

2nd Annual Old Metairie Christmas Market

Saturday, December 7, 2019 • 9 a.m. to 2 p.m.

- All vendors **MUST** provide pictures of their work along with their application. **Both the application and rules page MUST be signed, dated and returned.** Please remember all items must be accepted within a family atmosphere. If in doubt, please contact the Christmas Market Chairperson. If anything inappropriate is displayed, you will be asked to move it immediately and will not be allowed in any future shows.
- **Only HANDMADE items** will be accepted. **NO RETAIL MERCHANDISE** (unless grandfathered from previous Market events). Limitations will be made in popular vendor categories.
- Booths may not be transferred or sold to another vendor. All Christmas Market inquiries should go through the Christmas Market Chairperson.
- Upon arrival at the Christmas Market, **please come to the check-in table in the gym FIRST** to receive your complimentary snack bag. You will receive booth assignments one day before the event. After unloading, all vendors must move their vehicles to designated parking area. Space is limited. Please remember, parking spaces are needed for the customers.
- We are not equipped to make change or cash checks for you. Each vendor is responsible for bringing enough change to last them the entire day.
- **Each vendor is required to donate one item from their booth to the Christmas Market Parade of Prizes. Please bring your Parade of Prize donation to the school office between November 4th and 22nd.** Items must include (1) seller name (2) description (3) dollar value and phone number. Drawings will be throughout the day. No raffles may be held at any booths.
- St. Francis Xavier is a smoke-free campus. No smoking, including the use of vaporizers, e-cigs and other electronic smoking devices, will be permitted on the grounds. In addition, no alcoholic beverages may be sold or served, and no pets are allowed.
- No food may be sold at any booth, other than homemade canned items such as preserves, jellies, jams, candies, etc.
- All displays, signs, wares, etc., must be done in a neat, professional manner. Vendors are not allowed to hang or tape any items on walls. All tables must be covered. Please stay within your allotted space.
- When taking orders, customers must be given a receipt with your name, address and telephone number.
- Vendors are individually responsible for reporting and paying any taxes. In Jefferson Parish, the tax is 4 ¾ %. A representative from Jefferson Parish will visit each booth, provide you with the proper tax form and give you complete instructions for filing.
- **Vendors are to open and close at scheduled times.** This rule will be strictly enforced. Any exhibitor vacating his/her space before the end of the show will be excluded from future shows.
- No refunds shall be made for inclement weather or cancellation of vendor. The vendor shall bear the risk of losses in such instances. For those vendors with booths outside, please be prepared for any type of weather, the Christmas Market will go on, rain or shine.
- Electricity is available for a fee of \$10, however availability is limited and must be indicated on your application. **If electricity is requested, please bring your own extension cord, one will not be provided.**
- We have a limited number of (8 ft.) tables and chairs. If you would like to rent tables and/or chairs, the fee is \$10 per table and \$5 per chair before 11/1/19. They will be delivered to your booth space before the market. Please indicate any items to be rented on your application.
- The school gates will open at 6:30 a.m. the morning of the Christmas Market for set up. You must be set up in your booth no later than 8:30 a.m. Hours for Friday night set up are from 6 p.m. until 8 p.m. Absolutely no exceptions. Outside vendor may set up their booths on Friday night at their own discretion. Overnight security is not provided.
- Following the Christmas Market, booth breakdown may begin at 2 p.m. **All vendors must have their booths broken down and cleaned by 4 p.m.** Please note: All trash must be removed from your booth. This includes zip-tie straps. No exceptions. (We cannot have the Christmas Market interfere with 4 p.m. mass.)

*I agree to abide by the above **rules and regulations** in order to participate in the Old Metairie Christmas Market.*

Name: _____ Date: _____

Brigitte Starr
Christmas Market Chairperson
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