



**Thank you for your interest in The Ponchatoula Antique Trade Days & Art -Crafts Fair, an outdoor festival sponsored by the Ponchatoula Chamber of Commerce. The festival takes place in the historic district at the heart of “America’s Antique City” on March 1, 2, & 3, 2024. The event includes antiques and collectibles, fine arts, crafts, and food.**

**Advertising will be done extensively throughout New Orleans and the Northshore area, Baton Rouge, the Gulf Coast Area, Regional, and nationally through television, radio, and web advertising as well as trade publications. Flyers and posters for the event will be distributed by local shops, via social media, and by the Tangipahoa Visitors & Convention Bureau.**

**We look forward to your participation. This is a great event for vendors and shoppers alike.**

**Please complete and sign the enclosed application and mail with your payment to the address on the application. Checks and money orders are accepted. The Tangipahoa Visitors & Convention Bureau has information regarding lodging and RV parks available through their website at [www.tangitourism.com](http://www.tangitourism.com) or by calling 1-800-617-4502.**

**For additional information please contact: Judy Berner, chairperson at 985-351-4029 or email [PONCHATOULATRADEDAYS@YAHOO.COM](mailto:PONCHATOULATRADEDAYS@YAHOO.COM)**

**Hope to see you there!**

## Application and Contract

We hereby make application for space at the Ponchatoula Antique Trade Days & Art-Crafts Fair (Trade Days) for the purpose of exhibition and sale of antiques, collectibles, arts & crafts, or food. We agree to abide by all of the following terms of this contract:

1. Application and payment for booth spaces are taken on a first come first serve basis. **Vendors who wish to reserve their same space(s) for the November 2024 show must pay in full at end of the show.** Applications from returning vendors received after this date will be given consideration as space permits. There will be **NO REFUNDS** and **no rain dates** will be scheduled.
2. Items presented for sale shall be limited to Antiques & Collectibles, Arts & Crafts, Food Items, or items Trade Days deems acceptable. Trade Days reserves the right to require the withdrawal of any item from display or sale for any reason. Direct sales such as Avon, etc. are limited to one vendor per company.
3. No Raffles of any kind are permitted.
4. Parish/City Tax forms are included in your welcome packet and must be turned in with payment by 4:30 Sunday at the Chamber information booth. State sales tax forms are provided and must be mailed.
5. Neither Trade Days nor the Ponchatoula Chamber of Commerce (Chamber) provides insurance, nor will they be responsible for any injury or loss that may come to lessee, or his or her employees, or goods, from any cause whatsoever. Any insurance must be obtained and paid for by the exhibitor. Exhibitor agrees to hold Trade Days and the Ponchatoula Chamber of Commerce (Chamber) harmless in the event of such loss or injury
6. Exhibitor will furnish his or her own set-ups and necessary coverings. Trade Days does not provide tables, shelving, rain coverings, garbage bags, etc.
  - a. Booths are on concrete you must provide your own weights for tents. Weights must be 40 pounds per leg.
  - b. There are no walkway spaces between booths so when deciding on size, remember to leave room for walkway.
  - c. If you sell out of a trailer please remember to measure tongue when renting space. A 10X10 trailer will not fit in a 10X10 space if it measures 10X13 with tongue.
  - d. If you sell out of all sides of trailer or tent please keep the additional size in mind when renting space.
  - e. Trash must be bagged, tied, and placed in dumpster as it accumulates and after close of the event on Sunday evening.
  - f. If you smoke, please keep tent sides up to keep smoke away from other vendors.
7. **Setup time – Thursday after 10:00 AM or Friday morning 6:00AM to 8:00AM. All vehicles must be off the streets by 8:00 a.m. Friday.** Trade Days will provide overnight security, Thursday, Friday, and Saturday night, 6:00 p.m. to 6:00 a.m. No vehicles will be allowed in booth area to load out until 5:00 p.m. Sunday. **No person shall be in a booth after 6 PM unless they have wristbands issued by Trade Days. This is for your protection. The Police will be called for any violation of this rule**
8. All exhibitors must park in the designated areas. Any problems encountered during the Fair should be reported to Chamber Vendor Information Tent located between the first and second lots. The physical address closest to the chamber tent is 105 E Oak St.
9. The Ponchatoula Trade Days reserves the right to make such changes, further rules and regulations regarding the fair as it seems necessary and proper and upon notice to Exhibitor. All said action shall become part of this contract and binding on to the parties hereto.

**SEND IN PAGE 3 WITH PAYMENT – PRINT LEGIBLY**  
**ONLY COMPLETED AND SIGNED APPLICATIONS WILL BE ACCEPTED**

DATE \_\_\_\_\_

**PONCHATOULA CHAMBER OF COMMERCE  
ANTIQUÉ TRADE DAYS & ARTS-CRAFT FAIR**

March 1, 2, 3, 2024

9AM – 5 PM

AMOUNT  
CA CC CK

1 BOOTH-10 X 10 - \$125.00      2 BOOTHS - \$200.00      EACH ADDITIONAL BOOTH - \$100.00  
SPACE SIZE IS APPROXIMATE. LIMITED ELECTRICITY PROVIDED - \$25.00 MOST RESERVED FOR  
FOOD VENDORS

**NO REFUNDS    NO RAIN DATE**

**PLEASE PRINT LEGIBLY**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL \_\_\_\_\_

DESCRIPTION OF MERCHANDISE/FOOD if more space needed list on back of this page

AMT PAID \_\_\_\_\_ # OF BOOTHS \_\_\_\_\_ RETURN VENDOR \_\_\_\_\_ BOOTH # \_\_\_\_\_

ELECTRICITY NEEDED (\$25.00) YES NO (**CIRCLE ONE**)

YOU MUST PROVIDE YOUR OWN EXTENSION CORDS

(IF YOU SELL OUT OF TRAILER – PLEASE REMEMBER SIZE INCLUDES TONGUE OF TRAILER)

**RELEASE AND ACKNOWLEDGEMENT:** I/WE HEREBY MAKE APPLICATION IN THE PONCHATOULA ANTIQUÉ TRADE DAYS & ARTS-CRAFT FAIR March 1, 2, & 3, 2024. I HEREBY FOREVER RELEASE AND HOLD HARMLESS THE PONCHATOULA CHAMBER OF COMMERCE FROM ANY LIABILITY ARISING FROM ACCIDENT, INJURY, THEFT, OR ACTS OF VANDALISM DURING THE SHOW AND FROM PRODUCT LIABILITY, DUE TO THE SALE OF MERCHANDISE DURING THE SHOW. I/WE HAVE READ AND UNDERSTAND THE PONCHATOULA TRADE DAYS RULES, REGULATIONS AND TERMS. I WILL ABIDE BY THEM. I/WE ALSO ACKNOWLEDGE THE BOOTH RENTAL FEE IS **NON REFUNDABLE** AND BOOTHS ARE ASSIGNED ON A FIRST COME FIRST SERVED BASIS.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

MAKE CHECKS/MONEY ORDERS PAYABLE TO PONCHATOULA CHAMBER OF COMMERCE. MAIL TO-PONCHATOULA ANTIQUÉ TRADE DAY-ATTN-JUDY BERNER- PO BOX 1833- PONCHATOULA LA 70454

PAYMENT ACCEPTED IN CASH, CHECK, MONEY ORDER, DEBIT OR CREDIT CARD. APPLICATION MAY BE EMAILED TO [PONCHATOULATRADEDAYS@YAHOO.COM](mailto:PONCHATOULATRADEDAYS@YAHOO.COM) OR FAXED TO 985-386-0671.

NOTE: THE 4 % CREDIT CARD PROCESSING FEE IS AUTOMATICALLY ADDED TO PAYMENT

CARD NUMBER \_\_\_\_\_ CARD TYPE \_\_\_\_\_ EXP DATE \_\_\_\_\_

NAME ON CARD \_\_\_\_\_ 3 DIGIT SECURITY CODE \_\_\_\_\_

**ONLY COMPLETED AND SIGNED APPLICATIONS WILL BE ACCEPTED**