



ABBHEY YOUTH FESTIVAL

SAINT JOSEPH ABBEY & SEMINARY COLLEGE

Exhibitor Rules & Regulations

Application for Space

Applications for AYF 2012 exhibit space may be printed from our website (www.abbeyyouthfest.com).

Completed applications must be mailed with *full payment for booth(s) and the certificate of insurance (see item #1 below) to:*

AYF Director – Brian Butler
Abbey Youth Festival 2012
P.O. Box 515
St. Benedict, LA 70457

Exhibitor space is limited and available on a first come, first serve basis. AYF and SJASC reserve the right to refuse space to any applicant who, in the opinion of AYF and SJASC is unlikely to contribute to the overall objectives of the event.

*Applicants must confirm
by telephone or e-mail
the receipt of application
by AYF Director.
AYF and SJASC are not responsible
for applications that are
not received due to
technical or human error.*

OFFICIAL RULES AND REGULATIONS

All registered exhibitors must read and agree to the following rules and regulations of Abbey Youth Festival (herein "AYF") and Saint Joseph Abbey + Seminary College (herein "SJASC"). The exhibitor assumes responsibility for making sure that all booth personnel understand and abide by the terms, conditions, general information, rules, and regulations of AYF and SJASC.

1. **Confirmation of Booth Space--** AYF will send you confirmation via email within two weeks of receipt and acceptance of application and full payment. A certificate of insurance must be received by AYF no later than Friday, March 2, 2012. No exhibitor may set up their booth without a certificate of insurance on file. If you need suggestions for one-day, "exhibitor and vendor" insurance, please call our office: 985-867-2233.
2. **Booth Time --** Teens are only allowed to visit exhibitor booths during free time. Booth exhibitors shall **NOT** entertain or invite teens to interact in booth space during keynote presentations, Mass, Vespers or Eucharistic Adoration. Signs will be put up by our AYF staff near the booths to help show when they are "open" and "closed." **Strict compliance** with this policy and friendly teamwork with our seminarians is appreciated. Exhibitors who do not honor this policy may be asked to leave, and possibly not allowed to exhibit at AYF in the future.
3. **Representative Registration—**Up to four "exposition representative" credentials per one 10'x10' booth are included in the cost of the booth. Up to 4 additional credentials for

Exposition representatives are available at a rate of \$15 per person (except for religious order exhibitors, who are allowed an unlimited number of religious representatives). All children of exhibitors who are present in the exhibit booth with the exhibitor must wear an identity badge at all times. Any children of exhibitors are welcome, but are the sole responsibility of their parents; care must be taken to ensure their safety especially with vehicle traffic near the booths on the field.

4. **Set Up / Loading / Parking:** Rented tents are set up on the Friday before AYF (March 2). Those who are providing their own tents may also set their tent up on this work day. All tents must be in place no later than 3PM the day before AYF (March 9). **Sale items** should be set up before gates open on the Saturday of the event by 9:00AM. Access to the grounds is open for Vendors at 6:30AM on Saturday – all vehicles used to transport items must be removed by 8:30AM. Vehicular transportation is around the perimeter of the grounds only. **NO VEHICLES MAY BE LEFT ON SITE. ALL VEHICLES MUST BE REMOVED TO THE PARKING LOT.**
5. **Strike/Removal:** AYF is an outdoor event that finishes after dark. Exhibitors may begin strike and removal during the evening concert or, if need be, **quietly** (but no driving of vehicles) during the final keynote address. **All activity must be suspended during VESPERs and the CLOSING EUCHARISTIC ADORATION SERVICE (15 mins + 30-45 minutes respectively).** **Failure to observe this rule may jeopardize the exhibitor's space assignments or right to exhibit at future AYF events.** Exhibitors may continue breaking down their booths at the conclusion of adoration. All exhibit materials must be removed from the festival field by 10:00 p.m. Saturday, March 10, no exceptions. All trash must be deposited in the appropriate trash receptacles or removed from the premises by the exhibitor.
6. **Cancellation:** Cancellation must be made in writing to Abbey Youth Festival. If notification is received before February 10, 2012, all monies less a \$25.00 service charge will be refunded. No refunds will be granted for space cancelled after February 24, 2011.
7. **Arrangements of Booths**—All exhibits must be arranged in the designated areas so as not to obstruct the general view, hide the exhibits of others, or obstruct AYF field traffic. Booths must be open and all interactions with youth must be publicly visible via “line of sight” from the front of the booth to the back of the booth.
8. **Use of Booth Space**—No exhibitor shall assign, sublet, or share the whole or any part of the space allotted to any other exhibitor without express permission of the AYF Director.
9. **Direct Sales and Local Tax Laws**—Direct sales are defined as the on-the-spot transfer of goods and services for money, check, credit card, draft, or any other kind of payment. Exhibitors who engage in direct sales must comply with all local tax laws and are responsible for securing appropriate licenses/permits as required and collecting all applicable local and state taxes. Contact the Louisiana Department of Revenue at (225) 219-7462.
10. **Distribution of Materials**—Distribution by the exhibitor of any printed matter, souvenirs,

or other articles must be confined to the space assigned. No exhibit or advertising matter will be allowed to extend beyond the space allotted to the exhibitor.

11. **Insurance Requirements/Indemnification from Liability**—Exhibitor agrees it has the sole responsibility for obtaining insurance as outlined below and that neither AYF, nor any other party has purchased insurance on exhibitor's behalf and is under no obligation to do so. All exhibitors are required to provide the AYF Director with a certificate of insurance which should include:
- Proof of insurance coverage for Saint Joseph Abbey and Seminary College.
 - ***Saint Joseph Abbey and Seminary College*** must be added as an additional insured under the renter's policy for Comprehensive General Liability, which provides the minimum coverage:
 - A. Bodily injury, death, and property damage including completed operation, premises and operations coverage in the amount of \$1,000,000 for any one person with an aggregate of \$2,000,000 for any one occurrence.
 - B. \$500,000 for property damage.

Exhibitor agrees to hold SJASC and its beneficiaries, their agents, servants and employees, harmless and to indemnify each of them against claims and liabilities, for injuries to persons and damage resulting from theft, misappropriation, or loss of property occurring in or about the premises.

Exhibitors should consult their insurance companies for proper coverage on any material, from the time it is shipped until the time it returns to the exhibitor's warehouse. In most cases, a rider can be added to the exhibitor's present policy for a nominal cost.

12. **Youth Protection Policy:** The 2012 Abbey Youth Festival follows the safe environment guidelines of the Archdiocese of New Orleans and the United States Conference of Catholic Bishops *Charter for the Protection of Children and Young People*. All exhibitors are expected to abide by these guidelines.
13. **Regulations and Contract**—All matters and questions not covered by these regulations are subject to the decisions of the AYF Director. Failure to comply with any terms or conditions may result in eviction from the AYF as well as potential loss of current or future exhibiting opportunities at AYF.

Important Dates:

February 24 -- Last date to register for a booth.

March 2 -- Last date to provide certificate of insurance.

-- This is also the date to set up tents for booths on AYF field, if you desire to do so early.

March 9 -- 3PM -- ALL booth TENTS must be set up by this time.

March 10 -- 6:30AM -- AYF Field opens for booth set up.

10:00PM -- All booths must be fully dismantled and removed from the AYF field.