

**LOUISIANA SHRIMP & PETROLEUM FESTIVAL
VENDOR INFORMATION, RULES & REGULATIONS**

ARTS & CRAFTS --- COMMERCIAL MERCHANDISE --- FOOD VENDORS

The Louisiana Shrimp and Petroleum Festival & Fair Association, Inc. is governed by its Board of Directors who retains complete and final authority over all activities of the Festival, including the right to immediately, or at any time, remove any Vendor from the Festival who violates any contract, rules, regulations or laws.

VENDOR CATEGORIES:

- A. **Arts & Crafts.** Open to individual crafters and artists who sell their own quality HAND CRAFTED goods and products. NO poster graphics, imports, commercially mass distributed products, machine manufactured goods, factory sewn work or pre-manufactured clothing of any kind will be accepted or permitted, unless artist can show considerable personal modification as part of his own creative work.
- B. **Commercial Merchandise.** Open to re-sellers of certain concessions, commercial goods and products.
- C. **Food Vendor.** Open to sellers or re-sellers of all food or drink products. Vendors will be allowed to sell four (4) entrees and two (2) sides. {Entrees include such items as: Pork; Beef; Pulled Pork; Ribs; Sausage; Brisket; Hamburgers; Po-Boys; Shrimp; Crab; Fish; Crawfish; Chicken; Turkey; etc. however cooked, prepared or served.} (Sides include such items as: French, Curly, Butterfly or Sweet Potato Fries; Tater Tots; Onion Strips or Rings; Candy; Cookies; Cakes; Pies; Egg Rolls; Beans and Rice; Fried Rice; Noodles; Pickles; Soups and Gumbo; Salads; etc.). “Kabobs” and “On-a-Stick” are considered the same no matter how prepared. Six (6) Vendors will be allowed to sell Shrimp items such as “Shrimp on a Stick” to promote the purpose of the Festival. Final approval on all food items must be received from the Festival.

LOCATION:

- A. **Arts & Crafts** booth spaces are located under the elevated US 90 River Bridge between Arkansas St. and Fourth St. along the North side of Greenwood Streets.
- B. **Commercial** spaces are located under the elevated US 90 River Bridge designated for Commercial Vendors.
- C. **Food** booth spaces are located under the elevated US 90 River Bridge between Second St. and Arkansas St., as well as along Third St. from Everett St to Freret St. in Lawrence Park (Culinary Classic).

OPERATION SCHEDULE: September 2 through September 5, 2016

(Vendors are not required to stay open for all 4 days or from open to close time; however, no vehicles will be allowed in Vendor areas for take down during any hours of operation) **Early set-up for Thursday of Festival week MUST be approved by the office** (985-385-0703). Check-in for ALL booths is FRIDAY @ 8 A.M., under the US 90 bridge @ 3rd St. Food sales may start at noon on Friday but this is not required. Food sales are from NOON to MIDNIGHT daily, ending at 9:00pm on Monday. **ALL SALES FOR OTHER BOOTHS BEGIN AT 5:00 PM ON FRIDAY.** Hours of operation for non-food booths are 9:00am to 9:00pm Sat., Sun., & Mon. DEPOSIT DEADLINE TO REQUEST A SPECIFIC BOOTH IS DEC.31, 2015

BOOTH SIZE & FEE:

- A. **Arts & Crafts:** Booth space (approximately 15' front and 20'deep) is provided for four days at a charge per space of \$300.00 and includes access to one (1) - 110 Volt electric receptacle. The fee must be paid in advance with the application by MONEY ORDER or CASHIER'S CHECK ONLY to reserve booth space!!! More than one space may be reserved if needed. Applications and money must be received by **June 15th**. We reserve the right to refuse any vendor application; should this occur, the fee will be refunded immediately. **Booth fee after June 15th will be \$350. No applications will be accepted after August 20th.**
- B. **Commercial:** Booth space (approximately 15' front and 20'deep) is provided for four days at a charge per space of \$650.00 and includes access to one (1) – 110 Volt electric receptacle. Applications must be received by June 1st. Commercial Vendors will receive a contract once their application is approved. The signed contract, with payment {Cashier's Check or Money Order by ONLY} and the required insurance certificate must be received by July 1st to reserve booth space!! More than one space may be reserved if needed; but, NO partial spaces will be provided. **Late Fee:** An additional charge of **\$75.00** will apply on any space purchased after July 1st, if there are any available.
- C. **Food Vendor:** Booth space (approximately 15' front and 20'deep) is provided for four days at a charge per space of \$640.00. An additional fee of **\$40.00 per day** is charged for electricity; however, vendors only utilizing lights and fans will be **\$25.00 per day.** Applications must be received by June 1st. Food Vendors will receive a contract once their application is approved. The signed contract, with payment {Cashier's Check or Money Order by ONLY} and the required insurance certificate must be received by July 1st to reserve booth space!! More than one space may be reserved if needed; but, NO partial spaces will be provided. **Late Fee:** An additional charge of **\$75.00** will apply on any space purchased after July 1st, if there are any available.
- D. **No Refunds:** **No refunds will be given for any reason after Aug. 1, 2016.**

BOOTH ASSIGNMENTS:

Under no circumstances may your booth display or set-up extend beyond the designated area of space reserved. Booths are provided on a first-come-first-serve basis; however, particular location choices will be honored if available at time of application. Availability of specific space is NOT Guaranteed. A limited amount of space may be available for a support vehicle or trailer for Commercial and Food Vendors, **PLEASE NOTIFY THE FESTIVAL WITH ANY SPECIAL NEEDS.** It is to the Vendor's advantage to submit an application as early as possible. Applications will be accepted until all booths are filled, and then an alternate list will be kept in case of last minute cancellations.

The festival reserves the right to change any booth location up, until, and during festival weekend, as it deems appropriate.

DISPLAY EQUIPMENT:

Canopies, protective coverings, display stands, tables, chairs, fans, special lighting, extension cords, special plugs or jumpers, shelves, brooms, mops, buckets, trash bags, grills, fryers, utensils and all other set up equipment, etc., including personnel to fully operate your booth are the Vendor's responsibility. Vendor should bring a reasonable size trash receptacle with bags for picking up and disposing of own trash. Vendors should come prepared for any possibility and kind of weather conditions. Being under the bridge does not necessarily eliminate the possibility of blowing rain and wind conditions from affecting your booth, equipment or products. The S & P Festival assumes NO Responsibility for any item in your booth space, including all of its contents, equipment and products. Propane burners may be utilized. Propane bottles must have current inspection stamp or tag. **Vendors must supply own plugs, cabling or extension cords of proper sizing for circuits required. Food Vendors will need a cord with a thirty (30) AMP RV plug or Adapter. NO GENERATORS ALLOWED.**

CHECK - IN / OUT:

- A. Arts & Crafts: A check-in location will be manned during set-up times under the US 90 Bridge at the corner of Greenwood and Third Streets on Friday, September 2, 2016. Please make arrangements with the Festival office if other times are needed. Vendors will receive their Sales Tax forms and any other information at check-in.
- B. Commercial: See Arts and Crafts above.
- C. Food: See Arts and Crafts above.

SET-UP & REMOVAL:

During scheduled operation times, NO setting up or removal will be allowed, and all vehicles must be located in designated parking areas. Late set-up can only be accomplished either before or after scheduled operation times. Direct electrical connections will not be allowed and NO more than two (2) extension cards should be connected in series. Your assistance is requested during unloading and set-up and again during packing and removal by avoiding prolonged blocking of aisles, walkways or streets with merchandise, crates, vehicles and trailers. Please extend all courtesy and assistance to your fellow Vendors at all times, that you would expect for yourself from them. There will be a general security patrol each night after show closes; however, the Festival and Security assumes NO responsibility for any Vendor merchandise or equipment left on the premises. The entire booth, equipment and all merchandise, including trash MUST be removed within 24 hours of the Festival closing. If any booth, merchandise or equipment is left behind in the event of any evacuation being declared by the City of Morgan City or the Office of Emergency Preparedness, a removal / clean-up assessment fee in the amount of \$100.00 will be charged.

PARKING: Reserved vendor parking is limited to space for **one (1) vehicle** and/or one small to medium utility trailer per paid booth space. S&P Festival reserves the right to limit the size or type of vehicles or trailers that can be accommodated on the grounds. Closest parking spaces are 15' from booths (limited) and require utilization of an outside booth space, Please request at time of application. **NO (ON-STREET) parking will be allowed.** Certain Streets within the Festival area are designated as **ONE-WAY ONLY** for your safety and emergency protection... **PLEASE observe all such designations at ALL times.... Thank you!**

CAMPING:

A limited number of camping spaces are available (first-pay, first reserve) in an area beneath the elevated US 90 River Bridge (approx. 3 blocks east of booth spaces). Rental cost will be \$30.00 per day, including water and electricity. If you are interested in renting a camping space, please send a separate Cashier's Check or Money Order for this amount. If camping space is not available, that amount will be refunded to you. Please indicate the length & width of your camper on your application so proper location & space can be assigned. All campers must be Self-Contained for waste and gray water storage. (No sewer connections are provided) A Sewer dump site is located near the MC Municipal Auditorium on Myrtle St. NO oils or grease shall be discarded on the campgrounds.

ANIMALS& PETS: Animals & pets are prohibited on all Festival grounds, except service animals for the disabled. FYI... City ordinance prohibits the possession of Pitt Bull or Pitt Bull mix dogs within the city limits. Family pets may be kept in the camping area either inside the trailer or on reasonable size leads outside. All animal waste must be immediately removed from the grounds (strictly enforced).

SALES TAXES:

Vendors are responsible for collection and paying their own sales tax, currently eight and one-quarter (**8.3%**) percent to be designated as: *four (4%) percent State; four (4.3%) percent St. Mary Parish.* Forms will be provided at check-in. Any vendor with back sales taxes due (according to tax officials) will not be allowed to open and will forfeit any prepaid fees. You may contact the tax office @ 985-384-8510, Michele S. Picou, for assistance. **ALL SALES TAX MUST BE CURRENT.**

INSURANCE:

All Commercial and Food Vendors, whose application is approved, must provide a Certificate of Insurance with your final contract specifying coverage for a minimum of \$300,000.00 product and general liability and that names the LA Shrimp & Petroleum Festival & Fair Association, Inc. and the City of Morgan City as additional insured(s). A limited number of vendors may acquire liability insurance at a cost of \$120.00 for food vendors & \$90.00 for commercial vendors through the Festival for those who by chance do not carry such.

HOLD HARMLESS CLAUSE:

Vendor agrees and covenants to indemnify, defend, and hold harmless the Louisiana Shrimp & Petroleum Festival and Fair Association, Inc. and the City of Morgan City, their officers, directors, volunteers, officials, employees, representatives 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 Vendor's participation in the Festival. This indemnification is absolute, personal to the Vendor, his assistants or employees and is not limited by the insurance coverage which vendor may have in place or otherwise presented.

EXHIBITION STANDARDS & RULES

- Booth spaces may not be transferred or otherwise assigned.
- Each applicant must submit at least one photo of EACH work to be displayed or sold.
- Booth sharing is acceptable for related entities; however, all work must be represented and specified in submitted photos by each entity.
 - The Festival logo and name are registered trademarks. Neither may be used on any merchandise, literature or advertising without being first licensed by the Festival with approval from its Board.
- Vendors are responsible for maintaining a clean and safe booth space (including those areas in front of (walkways) and to the rear of the booth).
- All Commercial and Food booths must have at least one (1) handy ten pound (10#) ABC fire extinguisher. Arts & Craft booths must have at least one (1) handy five pound (5#) ABC fire extinguisher.
- All cooking equipment must be isolated from the public by at least four (4) feet or by a barrier.
- All pots and deep fryers must (i) have a lid available for immediate use and (ii) be separated from each other by at least two (2) feet horizontal.
- **Each item for sale must be clearly marked with its sale price.**
- **Signage listing Menu's with Prices must be prominently posted in several locations on the booth and pre-approved by the Festival. Items not pre-approved cannot be sold or displayed.**
- **Absolutely NO Dumping of Grease or Gray Water is allowed.** Drums are located in accessible areas for grease. Access to the sewer system is available for Gray Water disposal. Vendors must supply their own hose or piping to access the sewer system.
- No offensive, racial, sexual, provocative or drug related merchandise or literature shall be displayed, sold or distributed. No silly string, fireworks, firecrackers, stink bombs, poppers, snappers, weapons, knives, guns, laser pointers, or any resemblance thereof to the above shall be sold, displayed or brought onto the Festival grounds. This will be monitored and any merchandise or Vendor operation found to be objectionable or not in compliance by any Festival official, shall immediately be removed from the booth and the booth immediately closed until the Vendor can comply (without any refunds due) and receive a continuance from the Festival Board. The final decision rest with the Festival Board.
- All booths are assigned on a "first come, first served" basis and **absolutely no booth space will be held without payment, insurance certificate and contract for space rental.**

RANDOM ON SITE EVALUATIONS WILL BE CONDUCTED THROUGHOUT THE FESTIVAL TO INSURE THAT EXHIBITION STANDARDS AND RULES ARE FOLLOWED. FAILURE TO COMPLY WILL RESULT IN A NEGATIVE EVALUATION AND / OR EXPULSION FROM THE FESTIVAL AND LOSS OF ALL FEES PAID.

HURRICANE EVACUATION:

In the event of a declared mandatory evacuation due to an impending hurricane, **100% of your REMAINING RENTAL FEE will be applied to a rescheduled Festival.** Any rollover offer shall apply ONLY to the Rescheduled Festival. Remember this is an outdoor event; be prepared for any weather. **THERE WILL BE NO REFUNDS DUE TO WEATHER RELATED PROBLEMS.** The Festival Board reserves the right at any time to change this policy.

REMEMBER, ALL FOOD VENDOR & COMMERCIAL VENDOR APPLICATIONS ARE DUE IN THE FESTIVAL OFFICE BY JUNE 1st. ALL CONTRACTS ARE DUE BY JULY 1st. ALL ARTS & CRAFTS APPLICATIONS ARE DUE BY JUNE 15th. Notification of Acceptance or Non-Acceptance will be sent as soon as possible after receipt of applications in the Festival Office.

RECEIVED DATE: _____ BOOTH # _____

**LOUISIANA SHRIMP & PETROLEUM FESTIVAL
ARTS & CRAFTS VENDOR AGREEMENT AND APPLICATION
September 2-5, 2016**

PLEASE PRINT:

NAME: _____ PHONE NO.: (____) _____

STREET ADDRESS: _____ P. O. BOX: _____

CITY: _____ STATE: _____ ZIP: _____ EMAIL: _____

BELOW, PLEASE GIVE BRIEF DESCRIPTION OF EACH DIFFERENT ITEM TO BE SOLD OR DISPLAYED WITH THE PERCENT OF THE ITEM THAT IS HAND CRAFTED, OR DESIGNATE IF WAS FULLY CRAFTED. (Example: BRACELETS 75%, PAINTING 0%, CROCHET THROW 100%, ARTWORK 100%, YARD SIGNS 20%, ETC). Use additional sheet if necessary.

_____ %	_____ %	_____ &
_____ %	_____ %	_____ &
_____ %	_____ %	_____ &
_____ %	_____ %	_____ &

INDICATE NUMBER {____} OF (15' x 20') BOOTH SPACES NEEDED. PAYMENT \$ _____

FEE: (\$300.00 PER SPACE, including electricity. **Applications and Fees are DUE by JUNE 15th ...)**

FEE AFTER JUNE 15: \$350 including electricity NO APPS. ACCEPTED AFTER AUGUST 20th

CAMPING SPACE REQUEST: YES____ NO____ Check-In Date: _____ Check-Out Date: _____

FEE: \$30.00 per day (includes water & electricity).

LENGTH OF CAMPER _____ WIDTH OF CAMPER _____
(MUST PROVIDE ABOVE TO RESERVE A SPACE)

REQUIRES Separate Cashier's Check or Money Order made payable to: LA Shrimp & Petroleum Festival

REMEMBER TO SEND AT LEAST ONE PHOTO REPRESENTATIVE OF ALL WORK
TO BE SOLD OR DISPLAYED DURING THE FESTIVAL.

I hereby signify that the above information provided is complete and accurate. Further, I ACCEPT AND AGREE TO the "LA Shrimp & Petroleum Festival Arts & Crafts Vendor Information, Rules & Regulations" a copy of which I have been provided, have read and fully understand. I further understand and agree that once accepted, no refunds will be made for cancellations by the Vendor, and that the LA Shrimp & Petroleum Festival and Fair Association, Inc. reserves the right to remove any Vendor who violates any stated rules, regulations or should misrepresent his participation or products.

VENDOR / BOOTH OPERATOR (SIGNATURE)

(PLEASE PRINT NAME)

(DATE)

E-MAIL ADDRESS

PLEASE NOTE A COMPLETE APPLICATION MUST INCLUDE THE FOLLOWING:

1. Completed and Signed Application (this page) **DUE BY JUNE 15th**. \$50 Late Fee Applies Thereafter.
2. Full payment for Booth Fees made payable to LA Shrimp & Petroleum Festival.
3. Full payment for Camping Fees (if requested) made payable to LA Shrimp & Petroleum Festival.
4. Photo and description of all work to be sold or displayed.
5. Please notify the Festival of any special needs.

MAIL TO:

LA SHRIMP & PETROLEUM FESTIVAL
P.O. BOX 103, MORGAN CITY, LA 70381

**LOUISIANA SHRIMP & PETROLEUM FESTIVAL
COMMERCIAL MERCHANDISE OR FOOD VENDOR AGREEMENT AND APPLICATION
SEPTEMBER 2-5, 2016**

PLEASE PRINT:

NAME OF COMPANY OR INDIVIDUAL: _____

ADDRESS: _____ P. O. BOX: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: (____) _____ CONTACT PERSON: _____ E-MAIL: _____

LIABILITY INSURANCE INFORMATION: (PLEASE CHECK ONE) THIS PORTION MUST BE COMPLETED!

_____ I / WE DO HAVE & WILL SUPPLY REQUIRED CERTIFICATE. _____ I / WE WILL OBTAIN THROUGH THE FESTIVAL.

PLEASE LIST ALL ITEMS TO BE SOLD: (Attach additional sheet if necessary)

(Food Vendor – Give Choice of Four (4) Entrees, (2) Alternates and (2) Sides)

1st _____ 2nd _____ 3rd _____ 4th _____

Alt _____ Alt _____ 1st _____ 2nd _____

(Commercial Vendor -- such as –Jewelry, Home Decorations, Posters, T Shirts, Cookware, Etc.)

FEES: FOOD VENDOR-~~\$640~~ & ELECTRICITY-~~\$40~~ PER DAY COMMERCIAL VENDOR-~~\$625~~ & ELECTRICITY-~~\$25~~ (for 4 days)

CAMPING SPACE REQUIRED? YES _____ NO _____ FEE: **\$30.00 per day** (includes water and electricity) (limited # spaces)

CAMPER LENGTH _____ WIDTH _____

DO YOU OPERATE YOUR BOOTH FROM A TRAILER OR OTHER MOBILE UNIT? IF YES, (Check Each That Applies)

DO YOU SELL FROM THE... FRONT _____ LEFT _____ RIGHT _____ or REAR _____ SIDE OF THE UNIT?

PROVIDE TRAILER OR UNIT'S WIDTH _____ LENGTH _____ (including the tongue of the trailer)

ELECTRICITY REQUIREMENTS: How many 110 Volt Receptacles will you need? _____ Give required AMPS per 110V Circuits? _____ How many 220 Volt Receptacles will you need? _____ Give required AMPS per 220V Circuits? _____ Give **TOTAL AMPS OF ALL EQUIPMENT** to be Used, including for any special lighting, fans, etc.? _____ Will you require any special plugs? YES _____ NO _____ If YES, please list each type, name, make or model: _____

NOTE: This Electricity information must be answered accurately!! Vendors must supply own plugs, cabling or extension cards of proper sizing for circuits required. You will be allowed only 50 amps for your booth. You cannot exceed 50 Amps total. We use 30 amp RV plugs. NO GENERATORS ALLOWED. ALL PROPANE BOTTLES MUST BE SECURED & NOTHING MAY BE ATTACHED TO THEM.

AGREEMENT:

I hereby signify that the above information provided is complete and accurate and that I ACCEPT and AGREE to the "LA Shrimp & Petroleum Festival Vendor Information, Rules & Regulations" a copy of which I have been provided, have read and fully understand. Further, I UNDERSTAND and AGREE that once accepted, I am to (i) pay my Fees, (ii) enter into a contract, (iii) provide the required certificate of insurance and (iv) abide by the terms in the contract and in accordance with the attached rules and regulations. I understand that no refunds will be made for cancellations and that the LA Shrimp & Petroleum Festival and Fair Association, Inc. reserves the right to remove any Vendor for (i) violation of any stated regulation, (ii) misrepresentation of his participation or products, or (iii) any disorderly conduct, activities or actions.

Signature of Vendor/Booth operator

Please print Name

Date

MAIL TO:
LA SHRIMP & PETROLEUM FESTIVAL
P. O. BOX 103, MORGAN CITY, LA. 70381 OR FAX (985) 384-4628