

**LOUISIANA SHRIMP & PETROLEUM FESTIVAL
2016 SNACK FOOD VENDOR INFORMATION & REGULATIONS**

The Louisiana Shrimp and Petroleum Festival & Fair Association as governed by its Board of Directors has complete and final authority over the festival. S&P Festival reserves the right to immediately, or at any time, remove any Vendor from the Festival who violates any stated Regulation.

SCHEDULE

The following is the operating schedule for concession booths:

Friday, September 2nd Noon. until 9 p. m.

Sat. Sun., & Mon, September 3rd, 4th, & 5th, times are 9 a. m. until 9 p. m.

Set up may begin NO EARLIER THAN 8 am ON FRIDAY (you may call 985-385-0703 for earlier set-up if needed)

FOOD SELECTIONS

List all foods that you plan to serve. Snack Foods will be considered to be those foods, small in nature, purchased on impulse. Example: Cookies, pies, peanuts, fudge, ice cream, snow-cones, muffins, nuts, candy, chips and similar small ticket items.

FEES

Snack Food booths will be operational for four days (Friday,9/02 through Monday, 9/05). Each space measures approximately 15' wide and 20' deep. The rental price of \$350.00 covers the entire four day period including electricity.. **All booth rental fees must be paid upon signing of contract. DO NOT SEND FEES WITH APPLICATION!!** Applications are due by **JUNE 1st. FINAL CONTRACT & FEES WILL BE DUE BY JULY 1st.** \$75 LATE FEE on applications after July 1st.

CHECK-IN

All vendors must check-in at the corner of Greenwood and Third Streets under the bridge. Check in times will be 8:00 a.m. through 3:00 p.m., September 2, 2016. Your set-up must be complete before the 5:00 p.m. start of the show. (Anyone requiring a different check-in time should call the festival office to make arrangements). You will receive your tax forms and booth confirmation # at check-in.

BOOTH ASSIGNMENTS

Booths will be located beneath the elevated Atchafalaya River Bridge. Under no circumstances may your booth extend beyond the area designated by the festival. Booth choice is encouraged but is NOT guaranteed. All food vendors will be assigned a space in an area designated for food vendors (the only **exception to food vendor location will be impulse foods, such as ice cream, snow cones, etc...**). It is to the Vendor's advantage to submit an application as early as possible. Applications will be accepted until all spaces are filled. The festival reserves the right to refuse any vendor.

SET-UP & REMOVAL

Set-up is Friday 8:00 a.m. -- 5:00 p.m. There will be a patrol each night after show closes, however you are responsible for your own merchandise. To ease unloading and setting up, avoid blocking aisles and roadways for excessive periods of time, all set-ups must be completed by 5:00 p.m. on Friday and all vehicles moved to designated parking areas. Extend the courtesy to your fellow vendors that you expect for yourself. No vehicles are allowed in the sales area during hours of operation without permission from festival officials. Each food vendor will be allowed **one** service/utility unit that is placed into location and will not be moved until end of festival. All displays must be removed within 24 hours of the festival (or in the event of an evacuation being declared) or you will be assessed a clean-up fee of \$100.

HOOK-UPS

Vendors must provide their own special electrical hook-ups such as "male and female" plugs and extension cords. Wiring direct will not be allowed.

DISPLAY EQUIPMENT

Canopies, protective coverings, display stands, tables, chairs, etc. are Vendor's responsibility. Vendor should bring trash bags for picking up and disposing of own trash and should come prepared for any kind of weather. While under the bridge, there is the possibility of blowing rain and the bridge may not protect you or your display.

HURRICANE EVACUATION

In the event of a DECLARED MANDATORY EVACUATION due to an impending hurricane, **100% of the remaining fee will be applied to the rescheduled festival. That money will apply ONLY to the re-scheduled festival. REMEMBER** this is an outdoor event; be prepared for any type of weather. **THERE WILL BE NO REFUNDS DUE TO WEATHER RELATED PROBLEMS.** The Festival reserves the right to change this policy at any time.

PARKING

Reserved vendor parking is limited to space for one vehicle and one utility trailer per paid booth space. The S&P Festival reserves the right to limit the size of vehicles or trailers that can be accommodated on the grounds. **Please do NOT park under the drip line of cypress trees.**

CAMPING

A limited number of camping spaces will be available in area beneath the elevated Atchafalaya River Bridge (approx. 3 blocks east of booth spaces). The cost of rental will be \$30.00 per day. 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. Also, it is very important that you indicate the length of your camper on your application. We **MUST** have this info. ***Self contained gray water units only. Water and electric are provided. (No sewer connections)

ANIMALS/PETS

Animals/pets are prohibited, except service animals for the disabled. City ordinance prohibits pitt bulls.

SALES TAXES

Vendors must collect their own sales tax of 8.3% (State 4%, St. Mary Parish 4.3%). Forms will be given at check-in time. Any vendor with back sales taxes due (according to tax officials) may not be allowed to open. You may contact the tax office at 985-384-8510 (Michele Picou) for assistance.

HOLD HARMLESS CLAUSE

Vendor agrees and covenants to indemnify, defend, and hold harmless the Louisiana Shrimp & Petroleum Festival and Fair Association and the City of Morgan City, its officers, directors, volunteers, officials, employees, 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, and is not limited by the insurance coverage which vendor may have in place.

EXHIBITION STANDARDS & RULES

- **INSURANCE** - Commercial vendors must provide a **Certificate of Insurance, with a minimum of \$300,000.00 product and general liability coverage, naming the Louisiana Shrimp & Petroleum Festival & Fair Association and The City of Morgan City as additional insured(s). This certificate MUST be sent, along with your final contract which will be mailed to you at a later date, if your application is approved.** If your application is approved and you do not have liability insurance, please contact our office. A limited number of vendors may acquire insurance through the festival at a cost of **\$120.00**.
- Booth spaces may not be transferred or otherwise assigned.
- The festival logo and name are registered trademarks and neither, nor imitation thereof, may be used on any merchandise without license by the festival.
- All booths must have at least one **10** pound ABC fire extinguisher.
- All cooking equipment must be isolated from the public by at least 4 feet or by a barrier.
- All Pots & deep fat fryers must have (a) lids available for immediate use and (b) be separated from each other by at least 2 feet horizontal distance.
- **ABSOLUTELY NO DUMPING OF GREASE OR WATER** is allowed in booth area. Drums will be located in accessible areas for Grease. Dirty dishwater must be contained and disposed of in sewer drains only.
- Vendors are responsible for cleaning up vendor spaces (including areas in front and to the rear of booth).
- Signage listing approved items and their prices are to be clearly visible.
- Only approved items for sale may appear on signage. All other items must be covered.
- **State inspectors WILL be here to inspect propane cylinders. ALL CYLINDERS MUST BE SECURED & NOTHING MAY BE TIED TO THEM.**

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

BOOTH RENTAL APPLICATION, CONTRACT, & FEES

At this time, simply complete the enclosed application and return to festival office. No fees need to be paid until your application has been approved and a contract sent to you.

DATES TO REMEMBER:
Applications Due: June 1, 2016
Contracts due in office: July 1, 2016

**LOUISIANA SHRIMP & PETROLEUM FESTIVAL
2016 SNACK FOOD VENDOR APPLICATION**

NAME OF COMPANY/INDIVIDUAL _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE # _____ CONTACT PERSON _____

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

_____ I/WE DO HAVE LIABILITY INSURANCE & WILL SUPPLY REQUIRED CERTIFICATE

_____ I/WE WILL OBTAIN INSURANCE (SEE REGULATIONS){\$120 through the festival}

Please list all items you wish to sell: Example: pies, cookies, peanuts, muffins, snow-cones, nuts, etc.

1st CHOICE _____ 2nd CHOICE _____

3rd CHOICE _____ 4th CHOICE _____

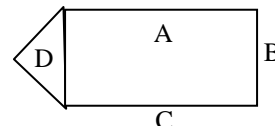
BOOTH FEE: \$350 including electricity

CAMPING SPACE (\$30.00 PER DAY) YES _____ NO _____

LENGTH OF CAMPER _____ (WE MUST HAVE THIS INFO FOR APPROVAL)

DO YOU OPERATE FROM A TRAILER OR OTHER MOBIL UNIT? _____

IF YES, WIDTH _____ LENGTH _____ **SELL FROM:** A _____
B _____
C _____
D _____



DO YOU HAVE SPECIAL ELECTRICAL NEEDS???
THE ELECTRICITY INFORMATION MUST BE ANSWERED ACCURATELY!!!!

ELECTRICITY: HOW MANY 110 RECEPTACLES WILL YOU USE? _____

TOTAL AMPS OF ALL EQUIPMENT TO BE USED? _____

DO YOU REQUIRE MORE THAN A 110 CIRCUIT? _____

IF YES, HOW MUCH DO YOU REQUIRE? _____

PLEASE NOTE SPACE GUIDELINES (15' WIDE X 20' DEEP) YOU MAY NOT EXTEND BEYOND THESE PERIMETERS.

IF THIS REQUEST IS ACCEPTED, I AGREE TO PROVIDE A CERTIFICATE OF INSURANCE, WITH A MINIMUM OF \$300,000.00 PRODUCT AND GENERAL LIABILITY COVERAGE, NAMING THE LOUISIANA SHRIMP & PETROLEUM FESTIVAL & FAIR ASSOCIATION AND THE CITY OF MORGAN CITY AS ADDITIONAL INSURED AND TO OPERATE CONCESSION BOOTH AS SPECIFIED IN THE ATTACHED REGULATIONS AND THE FESTIVAL CONTRACT THAT WILL BE PROVIDED. I UNDERSTAND THAT BOOTH RENTAL IS \$300.00, PLUS ELECTRICITY (\$50) AND CAMPING FEES. THESE DOCUMENTS AND BOOTH RENTAL PAYMENT ARE DUE IMMEDIATELY UPON RECEIPT OF CONTRACT. I UNDERSTAND THAT NO BOOTH SPACE WILL BE HELD UNTIL REQUIRED DOCUMENTS ARE RECEIVED AND FULL PAYMENT IS MADE.

SIGNATURE OF BOOTH OPERATOR

DATE

Applications due: June 1, 2016

Contracts due: July 1, 2016

RETURN TO: POST OFFICE BOX 103, MORGAN CITY, LA. 70381 OR FAX (985) 384-4628