



LOUISIANA SHRIMP & PETROLEUM FESTIVAL

COMMERCIAL VENDOR 2024 APPLICATION & REGULATIONS

ALL FIELDS MUST BE FILLED OUT ENTIRELY TO BE CONSIDERED A COMPLETED APPLICATION.

PLEASE PRINT

A. NAME: _____ PHONE: _____

BUSINESS NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL ADDRESS: _____

WEBSITE: _____

B. PLEASE LIST ITEMS TO BE SOLD:

C. LIABILITY INSURANCE INFORMATION - CHECK ONE:

Liability Insurance is NOT optional. If you fail to provide proof of insurance OR payment to the Festival in a timely manner you will not be allowed to set up, & no refund will be issued.

- YES, I/We have and will supply certificate by **August 9th, 2024.**
- NO, I/We will purchase through the Festival for **\$75 (NON-FOOD) \$100 (FOOD) *Due with deposit ***

D. REQUESTING THE SAME BOOTH AS LAST YEAR? - CHECK ONE: YES NO

DO YOU OPERATE YOUR BOOTH FROM A TRAILER OR OTHER MOBILE UNIT? If yes, answer below:

I/We sell from the: front left right rear

Trailer Width: _____ **Trailer Length:** _____ (include tongue)

Requests/Comments/Sharing Booth? (continue on back if needed)

E. PAYMENT - CHECK ONE:

- money order cashier's check business check PayPal (we will email invoice, fees)

F. CHECK LIST - A COMPLETE APPLICATION MUST HAVE THE FOLLOWING:

- ___ Completed and Signed Vendor Application (**THIS PAGE ONLY NEEDS TO BE RETURNED**)
- ___ Non-Refundable Deposit of **\$200** via money order, cashier's check, business check or PayPal (fees)
- Total Booth Cost for applications received **BEFORE** June 1st is **\$700.**
- Total Booth Cost for applications received **AFTER** June 1st is **\$775.**
- ___ **\$75 (NON-FOOD) | \$100 (FOOD) ONLY** if purchasing insurance through the Festival. (**DUE WITH DEPOSIT**)
- ___ Product photos and descriptions (**REQUIRED FROM ALL VENDORS BOTH NEW AND RETURNING**)

G. VENDOR AGREEMENT:

I hereby signify that the above information provided is complete and accurate. Further, I ACCEPT AND AGREE TO the "Louisiana Shrimp and Petroleum Festival Commercial Vendor Rules and 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 Louisiana Shrimp and Petroleum Festival and Fair Association, Inc. reserves the right to remove any Vendor who violates any stated rules, regulations or should misrepresent his/her participation or products.

VENDOR SIGNATURE _____ **DATE** _____

Note: Incomplete applications will be rejected. Spaces will not be assigned until a complete application is received, processed and approved by the Festival. Special requests must be indicated in writing on this application. If you are SHARING a booth, both vendors

must complete their own application, denoting they are sharing. BOTH vendors are also responsible for their own individual insurance policies. Failure of one party to provide all necessary items listed in this application results in the loss of booth space(s) to both vendors. All food selections and booth spaces are assigned based on a first come, first serve basis

MAIL TO: LOUISIANA SHRIMP & PETROLEUM FESTIVAL P.O. BOX 103, MORGAN CITY, LA 70381
EMAIL TO: INFO@SHRIMPANDPETROLEUM.ORG

LOUISIANA SHRIMP & PETROLEUM FESTIVAL COMMERCIAL VENDOR 2024 APPLICATION & REGULATIONS

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 its right to immediately, or at any time, remove any Vendor from the Festival who violates any contract, rules, regulations or laws.

COMMERCIAL VENDORS: Any person providing goods or services whose normal business involves the sale, rental, lease or provision of those goods or services.

CONTRACTS: We will issue you a contract with **APPROVED** items for you to sell at our festival. These are the **ONLY** things you will be permitted to sell. Items are carefully selected to ensure items are not repeated too frequently. These items are selected on a first-come first-serve basis. You **MUST** sign and return your contract **BEFORE** the due date (21 days after the delivery date). **All contracts will be emailed to you from HelloSign DocuSign for eSignature. Please make sure to provide an up-to-date email address on your application.**

STANDARDS AND OTHER RULES:

1. Booth spaces may not be transferred or otherwise assigned.
2. Booth numbers provided by the Festival Office must be displayed where visible.
3. Each applicant must submit a photo of work to be displayed or sold.
4. Booth sharing is acceptable, but both are required to submit applications.
5. The Festival logo and name are registered trademarks. Neither may be used on any merchandise, literature nor advertising without approval from the Festival.
6. Vendors are responsible for maintaining a clean and safe booth space, including the areas in front of and behind the assigned booth.
7. Booth must have at least one five-pound ABC fire extinguisher handy.
8. Each item for sale must be clearly marked with its sale price at **ALL TIMES**.
9. No offensive, racial, sexual, and provocative or drug related merchandise or literature shall be displayed, sold or distributed.
10. No silly string, fireworks, firecrackers, stink bombs, poppers, snappers, weapons, knives, guns, lasers or any resemblance thereof to the above shall be sold, displayed or brought onto Festival grounds. Any found will result in the immediate closure of the booth with no refunds.
11. All animals and pets, with the exception of service, are prohibited from ALL Festival grounds.
 - i. Family pets may be kept in the camping area inside the camper or on a reasonable size lead outside.
 - ii. All animal waste must be immediately removed from the camping area.
 - iii. NO animals of any kind may be sold on Festival grounds.
12. In the event of a declared, mandatory evacuation due to an impending hurricane, natural disaster or other Act of God, 100% of your remaining booth fee will only be applied to a rescheduled festival.

LOCATION:

Under the elevated US 90 Bridge between Arkansas St. and Fourth St. along the North side of Greenwood St.

BOOTH SIZES, FEE AND PAYMENT:

- A. Each booth is approximately 15' (front) x 20' (deep).
 - i. All equipment must be within your assigned booth space.
 - ii. If your booth extends past the boundaries drawn, you will be charged for an additional booth space regardless of the amount of space you occupy in the extra booth.
 - iii. Vendors must furnish all backdrops, extension cords, signage, tables, tents, chairs, proper sizing for circuits, etc.
 - iv. No generators allowed.
 - v. This is an outdoor event, be prepared for any weather.
- B. Booth spaces are provided on a first-come first-served basis. Requests are honored based on availability, but are not guaranteed. Please notify the Festival with any special needs.
 - i. The Festival reserves the right to change any booth location up until and during the festival weekend, as it deems appropriate.
- C. **\$700** fee for applications received **prior to June 1st**, and **\$775** for applications received **after June 1st**.
 - i. Commercial vendors will receive a contract once application has been accepted. Vendors will then have 21 days (or spot will be released) to return a signed contract.
 - ii. If your application is denied, your deposit will be returned to you, along with insurance payment if purchased through the Festival.
 - iii. Fee includes access to ONE 110 volt electric receptacle.
 - iv. All fees must be paid in full prior to setting up.
 - v. No applications will be accepted after August 23rd.
- D. Payment is accepted by MONEY ORDER, CASHIER'S CHECK, BUSINESS CHECK or CREDIT CARD (through PayPal). Transactions made via CREDIT CARD will require an additional 4% processing fee. Personal checks will NOT be accepted.
- E. No refunds will be given for any reason (including no shows or any weather related problems) after August 1, 2024.
- F. If you must cancel your booth for a medical emergency, please contact the office. Medical cancellations will require notice BEFORE the event as well as proof of illness. All refunds thereafter will be presented to the board and then decided upon completion of the Festival.

**LOUISIANA SHRIMP & PETROLEUM FESTIVAL
COMMERCIAL VENDOR
2024 APPLICATION & REGULATIONS**

OPERATION SCHEDULE:

Friday, August 30, 2024	5:00 PM - 9:00 PM
Saturday, August 31, 2024	9:00 AM - 9:00 PM
Sunday, September 1, 2024	9:00 AM - 9:00 PM
Monday, September 2, 2024	9:00 AM - 5:00 PM

SET UP, CHECK IN AND REMOVAL:

- A. You **MUST CHECK IN BEFORE** you can begin setting up.
- B. Check in and set up begins at **8:00 AM on Friday, August 30th**.
- C. A check in location will be manned from **8:00 AM - 12:00 PM** and **1:00 - 3:00 PM** at the Festival Office, 715 Second Street, Morgan City, LA 70380. **Please notify the office if you are late, and/or plan to check in before or after these designated times.**
- D. You are able to set up and take down during operational hours, as long as you do not disrupt any festival patrons or vendors.
- E. There will be a general security patrol each night after the show closes; however, the Festival and Security assumes NO responsibility for any Vendor merchandise or equipment left on festival grounds.
- F. All equipment and merchandise must be removed by **5:00 PM on Tuesday, September 3, 2024**. Any equipment or merchandise left beyond this time and date will be subject to a **\$200** removal fee.

PARKING:

Commercial vendors will have space for **ONE** vehicle or **ONE** small to medium utility trailer behind designated booth(s) space(s).

CAMPING:

- A. A limited number of camping spaces are available in an area beneath the elevated US 90 Bridge (approximately three blocks east of booth spaces).
- B. Contact the Festival Office for a camping form.
- C. Rental cost is \$40 per day, including water and electricity. Please send a separate form of payment for camping nights. See form for payment details. If no space is available, you will be notified and the amount will be refunded to you.
- D. Campers must be self-contained for waste and gray water storage. There are no sewer connections. A sewer dump site is located near the Morgan City Municipal Auditorium on Myrtle Street.
- E. No oils or grease shall be discarded on the campgrounds. Fine will be assessed for clean up if necessary.

SALES TAX:

- A. Vendors are responsible for the collection and paying their own sales tax.
- B. Effective July 2021, the state tax rate is 4.45%, local rate is 4.75%, and the Morgan City tax rate is 9.2%. Please verify at registration.
- C. Forms are provided at check in.
- D. Any vendor with back sales tax due according to tax officials will not be allowed to open and will forfeit any prepaid fees.
- E. You may contact the sales tax office for assistance, 985-384-8510.

INSURANCE:

All Commercial Vendors whose application is approved must provide an up-to-date, valid Certificate of Insurance specifying coverage for:

- **a. A minimum of \$1,000,000 general liability**
- **b. Names the "LA Shrimp and Petroleum Festival and Fair Association, Inc." AND "City of Morgan City" as additional insured.**

Certificate of Insurance must be submitted by August 9th, 2024. Please note on your application if you need to purchase through the Festival for a **\$75 (non-food) | \$100 (food)** fee. This is due with your deposit and application. **NO EXCEPTIONS.**

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.

COVID19 INFORMATION:

Our Board of Directors continue to tirelessly work to ensure the safety of all vendors as well as attendees of our great festival. We will continue to follow the CDC guidelines as well as all guidelines that local and state governments dictate. If there are any changes after you submit your application, you will be made aware of those. If you wish to take additional safety measures within your booth please feel free but at this time it is not required. No refunds will be given in the event of a canceled festival due to COVID.