

BOOTH(S): _____ DEPOSIT \$ _____ CHECK # _____ DATE _____
 BALANCE \$ _____ CHECK # _____ DATE _____ SENT CONF _____ DATE _____



**LOUISIANA
SHRIMP &
PETROLEUM
FESTIVAL**

**SNACK FOOD VENDOR
2022 REGULATIONS &
APPLICATION**

ALL FIELDS MUST BE FILLED OUT ENTIRELY!

PLEASE PRINT LEGIBLY

NAME: _____ PHONE: _____

BUSINESS NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL ADDRESS: _____

WEBSITE: _____

Please list all items you wish to sell: BE AS SPECIFIC AS POSSIBLE.

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 and no refund will be issued

YES, I/We have and will supply certificate by August 19th.

NO, I/We will purchase through the Festival for \$120

Requesting the same booth as last year? (Check one) YES NO (see request below)

Do you operate your booth from a trailer or other mobile unit? If yes, check each that apply

I sell from the: front left right rear.

Trailer width _____ length _____ (include tongue)

Electricity requirements:

Please note that you are responsible for all electrical plug adaptors for your own booth. There will be a few in the office available for PURCHASE but we will not provide them for you

Number of 110 volt receptacles? _____ Amps per 110V Circuits? _____

Number of 220 volt receptacles? _____ Amps per 220V Circuits? _____

Total amps of ALL equipment (not to exceed 50 amps) _____

Do you require any special plugs? If yes, please list each type: _____

Requests/Comments: _____

Payment: money order cashier's check PayPal (will email invoice)

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 Snack Food 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 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 participation or products.

VENDOR SIGNATURE _____ **DATE** _____

A COMPLETE APPLICATION MUST HAVE THE FOLLOWING:

- ___ Completed and Signed Vendor Application (this page)
- ___ Non-Refundable Deposit of \$100 via money order, cashier's check or PayPal
 - Total Booth Cost for applications received **BEFORE** June 1st is **\$375**
 - Total Booth Cost for applications received **AFTER** June 1st is **\$425**
- ___ Self-addressed stamped envelope for confirmation mailing
- ___ Product photos and description

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 on one party to provide all necessary items listed in this application results in the loss of booth space to both vendors.

Mail to: Louisiana Shrimp and Petroleum Festival

P.O. Box 103 Morgan City, LA 70381

Email to: info@shrimpandpetroleum.org

LOUISIANA SHRIMP & PETROLEUM FESTIVAL
SNACK FOOD VENDOR
2022 REGULATIONS & APPLICATION

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.

Snack Food Vendors: Considered to be those foods, small in nature, purchased on impulse. Examples: cookies, pies, peanuts, fudge, ice cream, snow-cones, muffins, nuts, candy, chips, etc.

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. Booth sharing is acceptable, but both should be registered with the Festival Office.
4. The Festival logo and name are registered trademarks. Neither may be used on any merchandise, literature nor advertising without approval from the Festival.
5. Vendors are responsible for maintaining a clean and safe booth space, including the areas in front of and behind the assigned booth.
6. Each item for sale must be clearly marked with its sale price.
7. All booths must have at least one 10 pound ABC fire extinguisher.
8. All cooking equipment must be isolated from the public by at least 4 feet or by a barrier.
9. All pots and deep fat fryers must have lids available for immediate use and be separated from each other by at least 2 feet.
10. **Absolutely no dumping of grease or water in the booth area.** Drums will be located in the food area for grease. Dirty water must be contained and disposed of in sewer drains only.
11. All propane bottles must be secured, and nothing may be attached to them.
12. No offensive, racial, sexual, and provocative or drug related merchandise or literature shall be displayed, sold or distributed.
13. 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.
14. 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.
15. In the event of a declared, mandatory evacuation due to an impending hurricane, natural disaster or other Act of God, 100% of your remaining rental fee will only be applied to a rescheduled Festival.

LOCATION:

Under the elevated US 90 River Bridge between Second and Arkansas Streets, as well as along Third St. from Everett St to Freret St. in Lawrence Park (Culinary Classic).

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. Nothing is allowed in front of your booth space.
 - ii. Vendors must furnish all backdrops, extension cords, signage, tables, tents, chairs, plugs and cabling.
 - iii. No generators allowed.
 - iv. This is an outdoor event, be prepared for any weather.
- B. **Booth spaces and food items are provided on a first-come first-served basis.** Requests are honored based on availability and 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.
- B. \$375 fee for applications received prior to June 11th, and \$425 for applications received after June 11th.
 - i. Snack food 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, remaining payment and insurance certificate.
 - ii. If your application is denied, your deposit will be returned to you.
 - iii. Fee includes an electricity charge of \$50.
 - iv. No applications will be accepted after August 21st.
- C. Payment is accepted by MONEY ORDER, CASHIER'S CHECK or CREDIT CARD (through PayPal). Transactions made via CREDIT CARD will require an additional 4% processing fee. Personal checks will NOT be accepted.
- D. 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.
- E. No refunds will be given for any reason (including no shows or any weather related problems) after August 1, 2022.
- 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 they will choose if reimbursement is appropriate.

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OPERATION SCHEDULE:

Friday, September 2, 2022	12:00 PM -9:00 PM
Saturday, September 3, 2022	9:00 AM -9:00 PM
Sunday, September 4, 2022	9:00 AM -9:00 PM
Monday, September 5, 2022	9:00 AM -5:00 PM

SET UP, CHECK IN AND REMOVAL:

- A. You **MUST** check in **before** you can begin setting up.
- B. Set up and check in begins at 8:00 AM on Friday morning of the Festival.
- C. A check in location will be manned from 8:00 AM- 12:00 PM and 1:00-3:00PM at the corner of Greenwood and Third Streets. After 3:00 PM, please check in at the Festival Office, 715 Second Street.
- 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 9:00 PM on Tuesday, September 7, 2022. Any equipment or merchandise left beyond 9:00 PM on Tuesday is subject to a \$100 removal fee.

CAMPING:

- A. A limited number of camping spaces are available in an area beneath the elevated US 90 River 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 MONEY ORDER or CASHIER'S CHECK. If no space is available, 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.
- F. Please indicate the length and width of your camper on application.

SALES TAX:

- A. Vendors are responsible for the collection and paying their own sales tax.
- B. Effective 7/1/18, the state tax rate is 4.45% and the local rate is 4.3% for a total Morgan City tax rate of 8.75%. 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, 985-384-8510, for assistance.

INSURANCE:

All snack food vendors whose application is approved must provide a Certificate of Insurance with your final contract specifying coverage for (a) a minimum of \$1,000,000 product and general liability and (b) names the "LA Shrimp and Petroleum Festival and Fair Association, Inc." AND "City of Morgan City" as additional insured. Please note on your application if you need to purchase through the Festival for a \$120 fee.

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:

Due to the ongoing COVID19 pandemic, our Board of Directors is tirelessly working to ensure the safety of all vendors as well as attendees of our great festival. We will update you throughout the summer as new guidelines are created and decisions are made. We are following 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.