

Louisiana Gator Festival *September 17 & 18, 2011*

Vendor Contact Information and Rules

Vendor Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____ Cell#: _____

This information applies to all vendors. Compliance with this contract is mandatory. All vendors must complete this form, sign, and return it by mail or fax to the address shown at the end of this form by **Monday, August 15, 2011**. The Gator Fest Committee will notify you of your acceptance by email or fax on **September 2, 2011**.

Please be advised that preference is given to local non-profit organizations. Except where approved by the Fest, there will be **no duplication of any food** item offered for sale. Every effort will be made to accommodate all vendors providing desired products at the Fest.

To encourage our visitors to enjoy a wide variety of foods and beverages, small portions are encouraged. No cash will be accepted by any Vendor **for any reason—only tickets**.

Violation of this rule will result in immediate expulsion from the Fest and forfeiture of the day's collected tickets. Food and drink tickets will be sold for \$1.00 per ticket. Therefore, all sales must be in whole dollar amounts. Provided ticket boxes will be collected each evening. All vendors will be paid beginning Monday, September 19, 2011 after 1:00 pm. You will be contacted to meet with Fest organizers in order to count your tickets. The fest will retain a portion of the total sales as follows:

Commercial Vendors	22% of ticket sales
Non Profit Vendors	18% OR \$1,000.00 WHICHEVER IS LESS

Every effort will be made to provide access to power and water (if needed) to our vendors. You must provide the exact power requirements, and it is advisable that you visit the site before the Fest to discuss the location on the grounds and extension cord and hose requirements. **Special electrical requirements will be an additional charge (any needs other than the standard 110-20 Amp Circuit). Vendors must provide their own extension cords.** Vendors must provide a fire extinguisher and a sign with their name, food items, and prices (# of tickets).

Provide a description and size of your food items and the suggested selling price. Remember to adjust your prices for the percentage retained by the Fest. We want all of our vendors to benefit from our Fest. Vendors are limited to 5 food items per booth. Any food item containing alligator meat will have to be approved through the committee. **All seafood dishes must contain Louisiana seafood!** The fest has the right to approve or disapprove the food items. Food items approved can not be changed once the contract is signed.

<u>FOOD ITEM DESCRIPTION</u>	<u>SIZE</u>	<u>SELLING PRICE</u>

NOT ALL OF YOUR ITEMS MAY BE ACCEPTED. The Fest may request a sample of your food item for review.

All vendors must begin set up on Friday, September 16th, at 9:00 a.m. and be finished with set up by 6:00 p.m. unless special arrangements are made at least one week in advance. The Fest will provide 24 hour security on the festival grounds beginning Friday evening. All vendors will be allowed to have one (1) vehicle in the vendor parking area for deliveries during the Fest hours. Vendor parking will be located as close as possible to the food area. No trailers over 16' in length will be permitted in the parking area.

All personal vehicles must be removed from the fest grounds by 6:00 p.m. on Friday, September 16th, and may not return until closing at 8 p.m. on Sunday, September 19th. Remember you will be allowed only one parking pass in the vendor parking area.

Vendors will be given four (4) vendor passes for the weekend. NO Exceptions!

Each vending space will be 10' x 10' and must provide suitable signs. Depending upon specific location, a tent cover may be required. All trailers, etc. will require committee approval.

Vendor spaces must be manned continuously while the Fest is open and are responsible for having their area clean, all trash picked up and cooking oil properly disposed of.

All vendors must have a current St. Tammany Parish occupational license. A copy of these licenses must be provided to the Fest and displayed in your booth. Vendors are responsible for collecting, tabulating and reporting their own sales tax to the State of Louisiana and St. Tammany Parish.

Beginning on the date the Vendor first uses or occupies the festival site, Vendor agrees to indemnify and hold harmless the Fest, its organizers, and the owner and manager of the festival site property from and against all claims, actions, liens, demands, expenses and judgments for loss, damage or injury to persons or property resulting from or occurring by reason of Vendor's construction on, use, or occupancy of the festival site; including the safekeeping of Vendor's property during the fest.

After the Fest closes on Sunday, September 18th, takedown of Vendor sites begins at 8 p.m. All Vendor equipment must be removed from the Fest grounds by 1:00 p.m. on Monday, September 19th.

I have read, understand, and will comply with all Rules and Regulations of the 2011 Louisiana Gator Fest.

By: _____ Print

Signature

Date: _____

Return to: Tammany Trace Foundation
21490 Koop Drive
Mandeville, LA 70471
Attn: Lisa Maddox
Fax: 985-871-6971
Email: lmaddox@stpgov.org

Vendors Insurance Requirements

All Food Vendors must provide a certificate of liability insurance in an amount no less than \$1,000,000.00 and listing St. Tammany Parish Government, Tammany Trace Foundation, Truth 180 and Mental Health Association of St. Tammany as an additional insured, no later than two weeks prior to the Fest.

Any person or Organization that intends to sell food items at the Louisiana Gator Fest on September 17 & 18, 2011 must provide proof of the following Insurance Coverages:

- \$1,000,000 General Aggregate
- \$1,000,000 Products/Completed Operations (shown as a separate Aggregate or included in the General Aggregate.)
- \$1,000,000 Personal/Advertising Injury
 - \$500,000 Each Occurrence
 - \$ 500,000 Fire Damage Legal Liability

All Forms, Endorsements, and Exclusions that make up the Commercial General Liability Policy of the Louisiana Gator Fest will apply. The Organizers make no warranty that the coverage will be sufficient to satisfy the complete Insurance needs of the person or Organization purchasing the coverage. That person or organization should consult their own Insurance Agent or Attorney.

Proof of coverage must be made in the form of a Certificate of Insurance and must be presented to Lisa Maddox, 21490 Koop Drive, Mandeville, LA 70471 (985) 867-9490, Fax (985) 871-6971 no less than two (2) weeks prior to September 17, 2011.