



## 2017 Andouille Festival Food Vendor Application

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*As the St. John the Baptist Parish Andouille Festival draws near, we would like to take this opportunity to invite you to participate in this 44 year-old tradition. This event draws nearly 18,000 patrons each year and offers great exposure to participating food vendors. Not only can you provide delicious menu items from your organization to thousands of festival goers, but the Andouille Festival is a great marketing opportunity where you can distribute information from your booth space in order to gain new customers. Think how much your business or organization could benefit by participating in this year's Andouille Festival!*

## Food Vendor Information

The Andouille Festival is focused on promoting local for-profit and not-for-profit establishments. Regardless of past participation, all vendors must apply annually for selection. In order to be considered by the food committee, food vendors must adhere to the following:

- A proposed menu, including pricing, must be submitted. Other promotional materials describing your business, organization, and menu items are encouraged but not required.
- Vendors must serve at least 2 menu items. To support the Festival namesake and the Louisiana Seafood industry, **suggested menu items should include at least 1 Andouille dish OR 1 Louisiana Seafood dish.** (Exceptions are granted for confectionary booths only.) Applications will not be excluded if the menu items do not include at least 1 Andouille or Louisiana Seafood dish. However, these menu items are preferred to further support and promote the quality food products that are plentiful in St. John the Baptist Parish.
- In keeping with the event's mission, local vendors will receive first consideration, but all are encouraged to apply.
- Pricing is in \$1.00 increments with a maximum \$8.00 on food items.
- In order to maintain a variety of different menu options, duplicate menu items are not allowed. First choice is given to vendors in the order that the applications are received. All applications are date and time stamped.
- Food vendors are expected to be on site and ready to sell by the opening of each day and must close down operations at the close of each day in accordance with the festival hours. Vendors found violating this will jeopardize future participation.

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### Deadline

We will begin accepting applications on **July 5, 2017**. Applications are due by 4:30 pm on **Tuesday, August 1, 2017**. Applications may be mailed to the Department of Economic Development, Attn.: Andouille Festival, 1801 West Airline Hwy, LaPlace, LA 70068 or delivered in person Monday through Friday between the hours of 8:30 a.m. and 4:30 p.m. Applications received after August 1st will be put on a waiting list and considered only if space is still available after on-time applications have been reviewed. The food committee will meet on August 11th. Vendors will be notified by **Friday, August 18, 2017** whether they have been accepted or not. Entry fees will be returned to those vendors who are not accepted.

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### Fees

A \$425 booth fee is required of all food vendors at the time of application. This fee covers the booth fee, water, electrical, and a 10'x12' covered booth. Each booth will include one 8' table and two chairs.

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### Booth Spaces and Tents

Each food vendor is provided a booth and a display space within the Hwy 51 Park. Vendors are responsible for providing their own cooking and serving materials. Booth spaces are determined by the Festival Committee and are based upon electrical requirements. You will receive a map indicating your booth space and set-up details with your confirmation package in late September. Please do not request special festival placement.

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### Signage

The festival will provide and install one banner-type sign above each food booth showing the food items available at that booth and the vendor's name as it appears on the vendor application. Signs provided by the festival will not reflect the cost of the food items. Individual vendor signs provided by the festival remain the property of the festival and are not to be tampered with or removed by individual vendors. In the event signs are tampered with or removed, the food vendor will be billed for the cost of the sign.

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### Health Department Requirements

Individual food vendors must meet all requirements of the St. John Parish Health Unit. Sanitary measures and precautions must be maintained. The festival reserves the right at any time to inspect and require that food vendors correct unsanitary or unsafe conditions within all food booths if they exist. The festival requires the right to close the food booth if vendors are not in compliance with reasonable and acceptable safe and sanitary food handling and preparation practices.

**St. John the Baptist Parish reserves the right to monitor and regulate the appropriateness of all booths, vendors, etc.**

**2017  
ANDOUILLE  
FESTIVAL**



**Friday, October 13**

**6:00 p.m. – 12:00 a.m.**

**Saturday, October 14**

**11:00 a.m. – 12:00 a.m.**

**Sunday, October 15**

**11:00 a.m. – 10:00 p.m.**

**St. John Center  
2900 Highway 51  
LaPlace, LA 70068**

**REGISTRATION  
DEADLINE**

Tuesday, August 1, 2017

Please return completed application, rules and regulations, and check for fees to:

St. John the Baptist Parish  
Economic Development  
Attn.: Andouille Festival  
1801 W. Airline Hwy.  
LaPlace, LA 70068

**QUESTIONS?**

For more information please contact the Economic Development Department at 985-652-9569

For office use only

\_\_\_\_\_ Date Received

\_\_\_\_\_ Time Received

- Application
- Rules and Regulations
- Fees

SJBP 05/2017CD

**Food Vendor Application – 2017**

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Were you a food vendor during the 2016 Andouille Festival?**     Yes     No

**Business Classification** (Please select one)

- Restaurant     Caterer     Non-Profit     Individual

**Menu Selection**

Please list at least 2 menu items below that you wish to offer. Preferred menu items include at least 1 Andouille dish or Louisiana Seafood dish. Exceptions are granted for confectionary booths only.

Item	Price
(Andouille Dish)	
1. _____	_____
2. _____	_____
(Louisiana Seafood Dish)	
1. _____	_____
2. _____	_____
(Other Festival Dishes)	
1. _____	_____
2. _____	_____

**Electrical Needs**

Please list the volts, amps, and watts for all equipment. This information is listed on the label of any piece of equipment. To ensure adequate event power, please make sure this information is accurate.

Items to be plugged in	Volts	Amps	Watts
_____			
_____			
_____			

**Fees** (No refunds will be issued after October 2, 2017.)

- \$425 Entry Fee (includes 10' x 12' booth space, water, electrical, 1 table, and 2 chairs)

\$ \_\_\_\_\_ Total Enclosed

The undersigned shall indemnify, defend and hold harmless the Andouille Festival and any of its directors, officers, employees, agents, and representatives from and against any and all liability, loss, costs, causes of actions, demands, attorneys fees, expenses, claims, suits and judgments of whatsoever kind and character, including without limitation, all possible costs of responding to demands, in whatever form that may take, with respect to any claim made against the Andouille Festival that arises solely from an act, failure or omission on the part of the undersigned or any of its directors, officers, employees, agents and representatives in carrying out of the terms of this Agreement.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

# Festival Rules & Regulations

1. St. John the Baptist Parish retains the exclusive and sole right to sell Official Andouille Festival art, souvenirs and merchandise at The Andouille Festival. Vendors will not be allowed to sell any items that include the words, "St. John the Baptist Parish Annual Andouille Festival" or any derivative thereof including but not limited to, "Andouille Festival", "Andouille Fest", or "Annual Andouille Fest".
2. Vendors may not sell or give away products that compete with any of the festival sponsors. These sponsors will be listed in the accepted vendors' confirmation packets.

## Booth Operations

3. This is a rain or shine event.
4. The Festival Committee will assign booth space. Space assignments are FINAL.
5. Vendors cannot sublease assigned booths. Subletting or sharing booth space may result in eviction from Festival.
6. Limited parking will be available by Festival passes only. Only two passes per booth will be distributed. These parking passes will allow entry into the vendor parking lot. It is the responsibility of each food vendor to make arrangements for parking passes to be shared by their volunteers and workers.
7. Vendors must have sufficient amount of product in order to operate required hours.
8. Vendors are required to display a menu with prices in plain view for patrons.
9. Active solicitation outside booth is prohibited.
10. Amplification devices, boom boxes and walking vendors are prohibited.
11. Animals are not allowed.
12. No products depicting political campaigns, drug paraphernalia, pornography, or statements that may offend or demean any person/group are allowed. If seen, you will be told to remove those items and/or leave the event with no refund of fees.

## Electrical

13. Electricity (110 amps) is provided to all food booths. If you must have electricity to operate, please note it in your application designated as such. Vendors must provide their own heavy duty (12 or 14 gauge) extension cord with a minimum length of 100 ft. You must also provide duct tape to properly tape down cord.
14. If electricity cannot be provided by the festival, Whisper Quiet Generators ONLY will be allowed with prior approval.
15. All food vendors may not place anything other than used oil in grease barrels. If barrels are used to deposit any other debris, vendor will not be invited back.
16. All food vendors are required to have at least one, class ABC fire extinguisher. If cooking with a fryer, you are also required to have a class K fire extinguisher.
17. Food vendors may be subject to be inspected by the local electrical inspector at any time.

## Setup/Breakdown

18. Vendors are required to be open from 6:00 p.m. until 12:00 a.m. Friday, 11:00 a.m. until 12:00 a.m. Saturday, and 11:00 a.m. until 10 p.m. Sunday.
19. Breakdown will begin at 10:00 p.m. Sunday. Additional breakdown instruction will be provided closer to the festival date. Vendors who breakdown their displays or depart before closing time on any day of Festival operations will not be allowed to return.
20. Unit space must be cleaned and cleared no later than Monday at noon.

## Fees/Taxes/Refunds

21. Vendors are responsible for collecting, reporting and paying all sales taxes collected to the appropriate revenue division. Forms and information will be provided in the check-in package.
22. No refunds will be issued after October 2, 2017.

## Security

23. Nominal security will be provided after hours. St. John the Baptist Parish will not be responsible in any way for loss or damage to participant's property.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_