

# Food Vendor Application

2018 Slidell Heritage Festival

Saturday, June 30, 2018

**Craft Vendors: do not complete this application. Contact Danny Blackburn at [camelliacitymarket5@gmail.com](mailto:camelliacitymarket5@gmail.com).**

**See Rules and Regulations on next page for details and deadlines.**

**PRINT legibly and clearly. This information will be used to mail your vendor packet.**

Business Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ email: \_\_\_\_\_

Were you a food vendor at last year's Heritage Festival? Yes No

Business Classification (Please select one) Restaurant Caterer Non-Profit Individual Food Truck Size of Truck \_\_\_\_\_

## Menu Selection

Please list no more than three menu items below that you wish to offer. List cannot include soft drinks, water, tea, lemonade or beer.

Item	Price
1. _____	_____
2. _____	_____
3. _____	_____

## Electrical Needs

List the (1) volts and (2) amps and/or watts for all electrical equipment you will use. This information is listed on the equipment label. To ensure adequate event power, please make sure this information is accurate. **The City of Slidell now requires that we report this info. So, your application will not be considered if this information is not provided.**

List all electrical items to be plugged in	Volts	Amps	Watts
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Will you be using a generator? Yes No

Will you be cooking on a trailer or other "vehicle"? Yes No

Will you be cooking on site? Yes No If yes, which will you use for your cooker? Electricity Gas

Fees \$200.00 per booth. Total Enclosed: \$ \_\_\_\_\_

**Vendor Checklist for a Complete Application-application will not be considered until all requirements are satisfied. This rule will be strictly enforced. It is your responsibility to make sure this is complete. You will not receive notification that the application is incomplete. Do not submit the application in stages; it must be submitted only once when it is totally complete.**

Application signed & dated  Rules and Regulations signed & dated  Insurance Certificate, with correct additional payee name and address  Fire Extinguisher Certificate  Email address provided  All electrical info provided

## Indemnity and Hold Harmless

The undersigned shall indemnify, defend and hold harmless the Slidell Heritage Foundation, Inc., the City of Slidell, sponsors, and any of their directors, officers, employees, agents, and representatives from and against any and all liability, loss, costs, causes of action, demands, attorney's fees, court costs, expert witness fees, expenses, claims, suits and judgments of any kind and character whatsoever, including without limitation, property damage, personal injury, all possible costs of responding to demands, in whatsoever from that may take, with respect to any claim made against those mentioned above, 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, from the construction of the Festival site, use of the Festival site, and from loss of electrical power.

Signature: \_\_\_\_\_, 2018

Printed Name: \_\_\_\_\_

Committee Use Only: Date Received: \_\_\_\_\_ Time Received: \_\_\_\_\_ App signed & dated:  Amount Received: \$ \_\_\_\_\_

Received: Signed Rules & Regs  Insurance Certificate  Fire Extinguisher Certificate  Electric usage  Email address

Application is complete? Yes  No

## Slidell Heritage Festival Food Vendor/Booth Rules and Regulations

Regardless of past participation, all food vendors must apply annually for selection. In order to be considered by the Festival Vendor Committee, food vendors must adhere to the following:

### Application Process, Requirements and Deadline

1. **Mandatory Attachments to Application.** Vendor must submit an application (signed and dated) with all required information, documentation and payment. See application for checklist of required documentation.
2. **Application approval.** The Slidell Heritage Foundation, Inc., in its sole discretion, will review all applications for appropriateness. Applications are considered approved only after official notification to the vendor.
3. **Menu.** A proposed menu, limited to three items and including pricing, must be submitted. Other promotional materials describing your business, organization, and menu items are encouraged but not required.
4. **Deadline.** The application deadline is May 10, 2018.
5. **Mailing Address.** Applications must be mailed to Slidell Heritage Festival Vendor Committee, c/o Lydia J. Alford, 384 Voters Road, Suite 103, Slidell, LA 70461. If hand delivering, call first-643.6440.
6. **Waiting List for untimely apps.** Applications received after May 10, 2018, or after the space is filled, will be put on a waiting list and considered only if space is still available after the other applications have been reviewed.
7. **Return of fees.** Booth fees will be returned to those vendors who are not accepted.
8. **Email required.** All applicants must have an email address. **Fees and Refunds**
9. **Booth Fee:** \$200.00 per booth (10'W X 12' D); Food trucks exceeding 10' X 20' will be charged an extra \$100.
10. **Checks.** Make checks payable to **Slidell Heritage Foundation, Inc.**
11. Application will not be considered unless check is attached.
12. **Last date for refunds.** No refunds will be issued after May 25, 2018. 13. There will be no refunds due to inclement weather, and no rain dates will be scheduled. **Assignment of Booth Space**
14. Booth spaces assignments are made by the Festival Vendor Committee.
15. Assignment considerations include, but are not limited to, electrical needs, total space needed, type of food to be served, etc.
16. Vendors will receive a layout of the booth assignments and set up details with your confirmation packet in June.

### What the Booth Fee covers

17. **Booth size.** Fee includes 10'W x 12'D booth space and access to electrical connection and water. For the spaces in Scoggin Station, the 10' width will be facing the park.
18. **Vendor to provide.** Vendor must provide own signage with menu and pricing, cooking and serving equipment and utensils, tables, chairs, shelving, rain coverings and protection, garbage bags, electrical extension cords, duct tape, setups, table cloths, condiments, booth lighting, etc.
19. **Tents.** Assignments outside of Scoggin Station will require the vendor to provide its own tent or covering.
20. **Gate fees.** Each vendor will receive six passes for workers to use on the day of the Festival. All other workers must pay the gate admission fee.

### Prohibited Sales, Solicitations and Firearms

21. **No duplications.** In order to maintain a variety of 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.
22. **No Solicitation.**
  - Active solicitation outside booth is prohibited.
  - Amplification devices, boom boxes and walking vendors are prohibited.
23. **Sale of Official Fest products.** Slidell Heritage Foundation, Inc. retains the exclusive and sole right to sell or license Official Slidell Heritage Festival art, souvenirs and merchandise at The Slidell Heritage Festival. Vendors will not be allowed to sell any items that include the words, "Slidell Heritage Foundation, Inc.", "Annual Slidell Heritage Festival" or any derivative thereof including but not limited to, "Slidell Heritage Festival", "Slidell Heritage Fest", or "Annual Slidell Heritage Fest".
24. **No firearms.** No firearms or other weapons are allowed on the Festival grounds.

### Additional Rules

25. SHF reserves the right to make such changes and additional rules and regulations regarding the Festival as it deems necessary and proper, and upon notice to Vendor, all said actions shall become part of this contract and will be binding on the parties thereto.

## Booth Operations

26. **No Subleasing.** Vendors cannot sublease assigned booths. Subletting or sharing booth space may result in eviction from the Festival.
27. **Sufficient Quantity of Product.** Vendors must have sufficient amount of product to operate during the entire time of the Festival.
28. **Operation during entirety of Festival.** Food vendors are expected to be on site and ready to sell by the opening of the festival (4 p.m.) and must close down operations no earlier than and no later than the close of the festival (about 11:00pm).
29. **Menu and price signage.** Vendors are required to display a menu with prices in plain view for patrons.
30. **No Animals.** Animals are not allowed.
31. **No trailers.** Campers, refrigerated trucks or trailers will be allowed in the booth areas ONLY with prior permission.

## Health Department Requirements

32. Individual food vendors must meet all Louisiana and St. Tammany Parish health requirements and regulations for food service.
33. Sanitary measures and precautions must be maintained.
34. 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.
35. The Festival reserves the right to close food booths if vendors are not in compliance with reasonable and acceptable safe and sanitary food handling and preparation practices.
36. **Fire Extinguishers Required.** 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. SHF reserves the right to dismiss vendors that do not have fire extinguishers.

## Electrical

37. **Electricity Provided.** Access to electricity is provided to all food booths that designate electrical requirements in application.
38. **Application.** If you must have electricity to operate, please complete the section "Electrical Needs" section in the application.
39. **Extension Cords.** Vendors must provide their own heavy duty extension cords.
40. **Duct Tape.** You must also provide duct tape to properly tape down the cord.
41. **Quiet Generators.** If electricity cannot be provided by the Festival, Whisper Quiet Generators ONLY will be allowed with prior approval.
42. **Inspection.** Food vendors may be subject to be inspection by the local electrical inspector at any time.
43. **Monitoring.** Booths will be monitored.

## Setup/Breakdown/Cleanup

44. **Setup Time.** Set up will begin on the day of the event at 8:30 a.m. and must be completed no later than 12:30pm. All vehicles must be removed from the Festival site by 1:00pm and may not return until closing. See section below on parking passes.
45. **Hours of Operations.** Vendors are required to be open from 4:00 p.m. until close of the festival, approximately 11:00 p.m.
46. **Breakdown.** Breakdown will begin at the close of the festival.
47. **Early Breakdown prohibited.** Vendors who breakdown their booth or depart before 11:00pm will not be allowed to return and will jeopardize their participation in future years.
48. **Cleanup.** Each Vendor must clean and clear its booth space before departing the area.
49. **Disposal of grease.** Food vendors are responsible for the disposal of grease offsite. Grease may not be discarded in any waste disposal container at the Park.
50. **Disposal of Trash.** After the Festival, trash must be bagged, tied and placed in the closest trash receptacle.

## Parking

51. **Parking passes.** Only one Vendor parking pass per booth will be distributed. These parking passes will allow entry into the Vendor parking lot at the boat launch and behind Scoggin Station.

## Sales Taxes

52. Vendors are responsible for collecting and tabulating all sales taxes and reporting and paying same to the appropriate tax collectors. Forms and information will be provided in the Vendor packet to be distributed to each vendor before the event.

## Insurance

53. Vendor must provide general liability insurance with a minimum of \$500,000.00 coverage.
54. **Slidell Heritage Foundation, Inc.** must be added to Vendor's policy as an additional insured. If anything other than Slidell Heritage Foundation, Inc. is listed, the certificate will be rejected. Do not show Slidell Heritage Festival as the insured. **Our address is 2001 First Street, Slidell, La 70458.**
55. A certificate of insurance must be attached to the application.

## Security

56. Nominal security will be provided after hours.
57. Slidell Heritage Foundation, Inc. will not be responsible in any way for loss or damage to participant's property. Vendor is solely responsible for the safekeeping of its property and relieves Slidell Heritage Foundation, Inc., City of Slidell and the sponsors, and their representatives from safekeeping responsibilities.

**Slidell Heritage Foundation, Inc. reserves the right to monitor and regulate the appropriateness of all booths, vendors, etc.**

Name of Vendor \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_