



July 31, 2017

Re: International Acadian Festival, Plaquemine, LA

Dear Retail Booth Vendor,

Knights of Columbus Council 970 will host its International Acadian Festival on October 20th, 21st & 22nd, 2017. The event will be held at the Mark A. "Tony" Gulotta Bayou Plaquemine Waterfront Park, Plaquemine, LA. There is not a rain out event date.

I have enclosed a booth rental form to be filled out and returned to me, along with the Vendor Rules. Fill out attached application and sent to address or Email listed. Please list everything you would like to sell in your booth. Also, please be sure to list a phone number or e-mail address to contact you to review items you would like to sell. Please fill out application in full.

No food items can be sold by Retail vendors except for deserts, cookies, candy such as pralines & fudge. No drink items shall be sold by Retail vendors except for specific drinks such as fresh handmade lemonade. These items have to be specifically identified in the application for approval of the Festival Chairman. Any vendor selling non prior approved items will be escorted off of the site.

Event Set up has to be complete by:

Friday, October 20th, 2017 - 4:00 PM

Saturday, October 21st, 2015 - 10:00 AM

Sunday, October 22nd, 2015 - 11:00 AM

Vendors can select the day or days they will attend, Booth locations will be assigned by Retail Booth Chairman upon arrival of vendor to the site.

Retail Booth Chairman: Jimmy Hebert

Telephone: 225-776-2895

Email: ghebert@gracehebert.com

Enclosures: Application
Rules & Regulations

RETURN TO:
KNIGHTS OF COLUMBUS #970
 P.O. Box 452
 Plaquemine, LA 70765
 Ph : (225) 776-2895
 Email : ghebert@gracehebert.com

ACADIAN FESTIVAL BOOTH VENDOR

APPLICATION

MARK A. "TONY" GULOTTA BAYOU PLAQUEMINE WATERFRONT PARK
 578945 Foundry Street, Plaquemine, LA 70764-2403



Application date: _____ 20____ Event Applying For: **ANNUAL ACADIAN FESTIVAL**
OCTOBER 20th, 21st & 22nd, 2017

Primary Contact Person Name _____
 NAME MAILING ADDRESS

(check here if same as Mailing Address) _____
 PHYSICAL ADDRESS

TELEPHONE # FAX CELL E-MAIL ADDRESS

Business / Organization _____
 NAME MAILING ADDRESS

(check if same as Mailing Address) _____
 PHYSICAL ADDRESS

TELEPHONE # FAX CELL E-MAIL ADDRESS

Name and telephone number/email address of other contact persons besides Primary Contact Person:

NAME PHONE NUMBER E-MAIL ADDRESS

BOOTH INFORMATION: Listing of Booth Items or Submit a Photo (*attached additional sheet if needed*):

Booth Description: (Select one of the descriptions): _____ Canopy _____ Self-contained trailer _____ Table/Chair only

Other: _____ Size: _____

Craft/Merchandise Vendor: Electricity required: _____ Yes _____ No Number of Outlets Needed: _____
 Generator is allowed on grounds – no-hard wiring in, no service over 20 amps is provided. **Must use minimum of a #12 gauge electrical cord, UL Approved for outdoor use.** The Park provides access to 20 amps, 120v power. Power locations are limited.

Special Requirement to operate (if any) _____

RULES AND STANDARDS:

- Retail Vendor rental fee is \$50.00
- Rental Fee shall be paid by 5:00 PM, Saturday October 20, 2017
- Days Requesting Booth Location Retail Vendors Only: (Circle Days of planned attendance): Friday, Oct 20th, Sat. Oct. 21st, Sun. Oct 22nd
- Retail vendors must be open all Festival Hours on the days selected: Friday, Oct. 20, 2017, 5:00 PM to 11:00 PM, Saturday, Oct 21, 2017, 11:00 AM to 11:00 PM, Sunday, October 22, 2017, 12:00 Noon to 9:00 PM. Access by vehicle to the festival grounds during festival hours will not be allowed.
- Booth location to be set by booth chairman upon arrival of vendor.
- All Vendor booth trash shall be disposed of in Festival Dumpster.
- Festival Chairman reserves the right to accept or reject vendor application, all rejected applications will be refunded the deposit.
- Vendors agree to cooperate with all standards and procedures, insurance requirements, and all state and city laws and ordinances pertaining to food service and tax reporting.
- Vendors must provide all equipment, tables, chairs, etc. Vendor is responsible for the assembly and disassemble of all items. Prepare for the possibility of inclement weather conditions such as rain or wind.
- Vendors shall not utilize music, loud speakers, or megaphone devices.
- Smoking in booths and pavilion areas is prohibited.

Applicant acknowledges receipt of the Mark A. "Tony" Gulotta Bayou Plaquemine Waterfront Park Rules and Regulations. Applicant agrees to abide by the Mark A. "Tony" Gulotta Bayou Waterfront Park Rules, Federal, State and City of Plaquemine regulations. As well as the requirements herein this document. Applicant and their employees agrees to hold the City of Plaquemine, Plaquemine Council, Knights of Columbus No. 970, The International Acadian Festival, Inc. and/or Special Event Management, its officers, agents, and employees, harmless and free from any obligation and/or liability whatsoever and shall further release, discharge, for any cost and expenses of any type or kind, attorney fees, claims, liability, damages, personal or property, causes of actions, judgments, settlements incurred, suffered or otherwise that is a result of or in any manner connected, directly or indirectly with the use, maintenance, and/or operations of the demised premises for the Special Event, and from any personal injury or any type of damage whatsoever to persons and/or property occurring on or about the demised premises for the Special Event though the fault, negligence, omission and/or commission of applicant, applicant's agents, and/or assigns or otherwise. Applicant acknowledges that the Main Pavilion facility is smoke-free and no cooking is permitted inside the Main Pavilion facility.

Signature of Applicant _____

Signature of International Acadian Festival Representative: _____

For Office Use Only Date Rec'd _____ Time Rec'd _____ Initials _____

Park Rules/Ordinance Given: ___ Yes ___ No

MARK A. "TONY" GULOTTA BAYOU PLAQUEMEIN WATERFRONT PARK
57845 Foundry St., Plaquemine, LA 70764-2403
BOOTH VENDOR RULES & REGULATIONS

APPLICATION PROCESS:

APPLICATION: Vendors who sign the application are responsible for the booth and contents. Vendors must provide their own display stands, tables, protective covering, bags, containers, changes, electric cords, and any other supplies needed. Applications shall be submitted only by persons acting on their own behalf or as an authorized agent of an individual or organization other than the applicant.

APPROVAL: Applications will be approved or denied in the Special Event Management's, (International Acadian Festival Chairman's), sole discretion based on event needs, space availability and/or amount of duplicated products. The submittal of an application does not guarantee vendor acceptance into any event. The Park Management and/or Special Event Management have the right to deny an application or terminate approval of a vendor application for failure to comply with the Bayou Waterfront Park Special Event Vendor Rules, federal, state, parish or city laws and regulations. *The Special Event Management does not guarantee exclusivity* for vendors on a particular item. Special Event Management has the right to limit the type of merchandise to be sold.

DEADLINES: Applications must be fully completed, signed by vendor.

REFUNDS/CANCELLATIONS: *The Park Management and/or Special Event Management have no control over the weather and will not be obligated to /or responsible for any cost or loss by the vendor.*

VENDOR SPACE: Special Event Management, will assign vendor spaces based on booth requirements and facility layout. Assignments shall be based on consideration deemed to be in the best interest of the Park. Electrical spaces for craft/merchandise vendors are minimal and shall be assigned on a first come, first serve basis. Smoking is not allowed in the Main Pavilion facility.

VENDORS:

The Special Event Management and/or Park Management have the right to deny a vendor application for failure to comply with the Bayou Waterfront Park Special Event Vendor Rules, federal, state, parish and city laws and regulations. Vendors are responsible for their booth and contents.

VENDOR'S CONDUCT: Booth vendors must conduct themselves and their employees/assistants in a professional manner. Loud playing of radio, television, or other noise producing items will be managed by the Special Event Management. No profane language, fighting, or verbally downgrading another vendor/booth allowed. Loud outbursts directed at the Park Management, Special Event Management and assistants, fellow booth vendors, customers or attendees will not be permitted.

SALES TAX: All vendors shall comply with State, Parish and City Revenue tax collection rules. The Park is not responsible for tax collection.

BOOTH INFORMATION:

ACCOMMODATIONS: No overnight camping or RV camping within Park facilities.

BOOTH REQUIREMENTS: Park Management does not rent nor provide vendor tent, tables, chairs, dollies, non-electrical lighting and other operational equipment. The Park provides electricity to craft/merchandise vendors, upon request. Extension cords for equipment shall be UL approved, listed for outdoor use and plugged into an approved receptacle. Potable water is currently not provided. However, these spaces are limited and only available in certain areas. No pets allowed other than disabled assisting dogs. Vendors are required to keep site area litter free.

BOOTH RELOCATION: All vendors must utilize their assigned spaces. Trading/relocating assigned spaces is not permitted, unless approved by Special Event Management.

BOOTH SPACE: Vendors must have a canopy, tent or self-contained trailer that is set up on the Park grounds, unless otherwise approved.

DECORATIONS/ SIGNAGE: Vendors must have pre-approval of any advertisement, signage or decorations outside of assigned booth area or the Park from the Special Event Management and/or Park Management.

PARKING: Special Event Management will be responsible for assigned parking in designated areas. Parking in unauthorized areas will be subject to vehicles being towed. NO motorized vehicles are allowed in the Pavilion without the express permission of City Park Management in advance. Handicapped vehicles are permitted.

SET-UP DIRECTIONS: Day of Event: Vendors may set up their booth on the day of the event. Vendor requiring set up the day before event must have prior Special Event Management approval. All vendors must check in with Special Event Management. All vendors must be set up and all vehicles removed from

the Park (unless prior approved by Special Event Management) no later than two (2) hours prior to the start of the Special Event. Set up dates and times are subject to change. Only approved motorized vehicles will be used on Park grounds to aide or assist event equipment.

TAKEDOWN DIRECTIONS: Vendors must remove all items and contents upon completion of the event, unless otherwise approved by Special Event Management or Park Management.

Early takedown: Vendors who leave before the official end of the event must dolly their equipment out of the Park to their vehicles.

Scheduled Takedown: Vendors will be allowed to bring their vehicles into the Park after the official end of the event as deemed by Special Event Management.

DECORATIONS/ SIGNAGE: Vendors shall be allowed one (1) banner with their company name. Vendors must have pre-approval from the Special Event Management of any advertisement, signage or decorations outside of assigned booth area. No spray painting or painting or coloring of surfaces is allowed within the Park without prior approval.

BOOTH SALES ITEMS:

ALCOHOLIC BEVERAGES: Vendors are prohibited from selling or bringing alcoholic beverages on Park property. Special Event Management reserves the right to sell sponsor-related beverages during the Special Event.

INVENTORY LIST: All vendors are limited to sell only those items listed on their application. The Park Management and/or Special Event Management, within his/her discretion, reserves the right to deny the sale of any items it deems obscene, offensive, repugnant, inflammatory, and/or is not compatible with the theme of the event. It is shall be prohibited to sell any pirated or illegally obtained merchandise. Vendors are prohibited from selling any and all merchandise specifically prohibited by law, including, but not limited to:

1. No sale of cigars, cigarettes or tobacco of any sort
2. No sale or use of any alcoholic beverages carried or consumed on premises.
3. No firearms or ammunition of any sort sold or carried on premises except those weapons identified as antiques
4. No sale or use of switchblades
5. No sale or use of martial arts equipment
6. No sale or use of explicit sexual material
7. No sale of reproduced audio tapes, videos, records, etc.
8. No counterfeit trademark items
9. No live animals (exception: domesticated animals) without prior approval of Park Management and Special Event Management
10. No sale of products from endangered species
11. Any other items or actions deemed to be inappropriate by Special Event Management and/or Park Management.

Violation of any of the above regulations will result in Vendor being expelled from the Bayou Waterfront Park permanently. Management further reserves the right to take any action necessary to insure the safety and welfare of the Bayou Plaquemine Waterfront Park.

No wording of OFFICIAL EVENT Merchandise shall be allowed on any signage. Special Event Management reserves the rights to any and all official event merchandise.

INSPECTION: The Special Event Management and/or Park Management reserve the right to inspect any vendor's booth space at any time to enforce all rules and regulations.

LIABILITY WAIVER: By submittal of Booth Vendor Permit, all vendors agree to comply with any and all applicable vendor rules. Booth Vendor agrees to hold the City of Plaquemine, The International Acadian Festival, Inc. and/or Plaquemine Council, Knights of Columbus No. 970, its Special Event Management, its officers, agents, and employees, harmless and free from any obligation and/or liability whatsoever and shall further release, discharge, and hold harmless for any cost and expenses of any type or kind, attorney fees, claims, liability, damages, personal or property, causes of actions, judgments, settlements incurred, suffered or otherwise that is a result of or in any manner connected, directly or indirectly with the use, maintenance, and/or operations of the demised premises for the Special Event, and from any personal injury or any type of damage whatsoever to persons and/or property occurring on or about the demised premises for the Special Event though the fault, negligence, omission and/or commission of applicant, applicant's agents, and/or assigns or otherwise. Booth vendor and its employees/assistants agree to the terms and conditions for the rental use of the Bayou Plaquemine Waterfront Park. The Park Management reserves the right, at its sole discretion and without notice, to modify or revise vendor rules.

MERCHANDISING: The Special Event Management is responsible for approved relevant merchandising vendors for each event to conform/approve their items for sale. **The Park Management does not allow solicitation without approval.** The Park Management and/or Special Event Management, within his/her discretion, reserves the right to deny the sale of any items it deems obscene, offensive, repugnant, inflammatory, and/or is not compatible with the theme of the event. Unless otherwise permitted herein, the sale of alcoholic beverages and tobacco products is strictly prohibited.

ELECTRICITY / WATER: Electrical spaces for craft/merchandise vendors are minimal within the Park grounds. Potable water is not provided at the Park site at this time. Electrical 110V, 20 amp outlet requirements must be requested on application. Other outlet needs must be noted on the application, but are not guaranteed available. Generators are allowed on the Park grounds; no hard wiring in, and no service over 20 amps is provided. Power locations are limited within the Park site. All hard wiring will be performed by City's Electrical Department. Extension cords shall be UL approved, listed for outdoor use and plugged into an approved receptacle. **Must use minimum #12 gauge electrical cord.** Any damages done to the Park's electrical infrastructure and/or equipment as

a result of vendor's act or omission will be the vendor's responsibility to reimburse the City of Plaquemine for the damages. The vendor will be notified in five (5) working days of the problem.

ENVIRONMENTAL REQUIREMENTS: Vendors may not sell/dispense any products in glass containers. All waste must be disposed of properly, grease or oil cannot be disposed into park drains, dumpster or bayou waterways. All vendor trash must be disposed of in the festival dumpsters. Any trash left on the ground may result in cancellation of future participation. Park site must remain litter-free.

FIRE DEPARTMENT REQUIREMENTS: Park Management maintains a fire extinguisher on Park grounds.

INSURANCE: At the discretion of the Special Event Management, vendors may be required to provide a certificate of general liability insurance with the City of Plaquemine, The International Acadian Festival, Inc., and Plaquemine Council, Knights of Columbus No. 970 as an additional insured.

PROHIBITED ACTIVITIES: The following activities shall not be permitted within the Park:

1. Discharge of firearms
2. Skateboarding, rollerblading, motorized vehicles or bicycles on sidewalks or boardwalks
3. Removal of landscape vegetation or materials
4. No spray paint, painting or coloring of any Park surface is allowed without prior approval
5. Littering

IMPORTANT INFORMATION:

You must retain this sheet for important rules and set-up information.

Site Location: Mark A. "Tony" Gulotta Bayou Plaquemine Waterfront Park: 57845 Foundry Street, Plaquemine, LA 70764-2403

For more information on any Park Rules, please contact City Park Management: Phone: 225-687 3116.

Bayou Plaquemine Waterfront Park is owned and operated by the City of Plaquemine, Louisiana.