**29th Annual**

**FESTIVAL OF THE BONFIRES**

**FOOD VENDOR**

**Application and Guidelines**

**DECEMBER 14, 15, and 16, 2018**

**LUTCHER PARK**

**LUTCHER, LOUISIANA**

# ST. JAMES PARISH

**FESTIVAL OF THE BONFIRES**

# P. O. Box 247

**Lutcher, LA 70071**

Dear Vendor:

Welcome to this year's **Festival of the Bonfires.** The Festival weekend is scheduled to take place December 14, 15, and 16, 2018. Enclosed is an application form and list of regulations from **Festival of the Bonfires Food Committee.**

Please review the regulations carefully, complete and sign the application form, and mail to above address, along with all fees, by **November 10, 2018**. If you are not planning to participate this year, please let me know so I can contact those on the waiting list.

The Application Fee for Individuals and/or Non-Profit Organizations is **$300.00** for the weekend. For Professional Vendors (see definition in contract), in addition to the application fee, a Certificate of Insurance **must be submitted**. Application fees are non-refundable. Please enclose your check made payable to the **Festival of the Bonfires,** along with your application.

**BE SURE TO REVIEW NEW REGULATIONS 2, 3, & 4 IN YOUR CONTRACT. SIGN AND RETURN IT WITH APPLICATION AND FEE. Please make a copy for your records.**

**Special reminders** –

1. ***The Festival will make signs for food vendors.***
2. ***If a vendor desires to have a 3rd large item, please contact me. Remember – no duplicate items.***

There will be a maximum of 12 food booths allowed to participate, no food duplication. Please meet all deadlines and regulations to insure your continued participation.

Sincerely,

Jamie Vicknair

President

(504) 49104274 After 4:00 PM

e-mail: [jvickn623@gmail.com](mailto:jvickn623@gmail.com)

**FOOD VENDOR** **APPLICATION**

**PLEASE COMPLETE AND RETURN TO FESTIVAL OF THE BONFIRES**

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| Vendor’s Name : | | | | | |  | | | | | | | | | | | Vendor #: | | | |  | |
| Vendor’s Signature : | | | | | | | |  | | | | | | | | | | | | | | |
| Owner/Operator : | | | | | | |  | | | | | | | | | | | | | | | |
| Mailing Address : | | | | | | |  | | | | | | | | | | | | | | | |
| City : | |  | | | | | | | | | | | State : | |  | | | | | Zip : | |  |
| Telephone No: | | | Home : | | | | | | |  | | | | | | Work : | | |  | | | |
| Email Address : | | | | |  | | | | | | | | | | | | | | | | | |
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| Your food items per last year’s contract : | | | | | | | | | | | | | | | | | | | | | | |
| Food Item | | | | | | | | | | | | |  | Portion Size | | | |  | | Selling Price | | |
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| **ANY CHANGES SUBJECT TO APPROVAL (3 Main Food Items Max)** | | | | | | | | | | | | | | | | | | | | | | |
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| How Prepared/Displayed | | | | | | | | | | | | | | | | | | | | | | |
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| Additional Electrical Needs (Festival provides 2-110 volt outlets for each booth) | | | | | | | | | | | | | | | | | | | | | | |
|  | Warmers | | |  | | | | | Fryers | |  | Microwaves | | | | |  | Other equipment | | | | |
| Please put total number and explain other equipment. | | | | | | | | | | | | | | | | | | | | | | |
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| **ALL FOOD VENDORS ARE REQUIRED TO SERVE FROM UNDER THE MAIN MAIN PAVILION.** | | | | | | | | | | | | | | | | | | | | | | |
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| For Festival Use | | | | | | |
| Date Received : |  | Certificate of Insurance |  | Yes |  | No |
| Date Approved : |  |  | | | | |
| Payment : |  |  | | | | |
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**FOOD VENDOR MUST SIGN AND RETURN ALONG WITH APPLICATION.**

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1. All booths must open at 10:00 am on **Saturday, December 15, 2018**, and Sunday, **December 16, 2018** and operate until closing. **Do not try to set up booth before Saturday, December 15, 2018**. A Festival Committee member will be on site for 7:30 am. The Festival Committee member will assign you your booth.
2. All Food Vendors will be required to serve food items from under the main pavilion. No food trailers will be allowed to park on the grounds. You will be allowed to unload your equipment. Information regarding unloading and parking will be sent to you prior to the Festival.
3. Festival is requiring Food Vendors to honor complimentary Food Vouchers issued to Law Enforcement, Sponsors, and Entertainment. Vouchers should be totaled and submitted to the Festival for refund, NO LATER THAN **Sunday, December 16, 2018**. After that date, Festival will not validate any vouchers.
4. THE FESTIVAL WILL PROVIDE SIGNS. No advertisement signs should be displayed.
5. Vendor for any purpose other than that indicated below may not use the leased premises and may not be sublet or assigned by Vendor without written consent of the Festival.
6. Vendor agrees to defend, indemnify, and hold the **Festival** harmless from any and all claims for salary, expense, or sums due any employee, agent, servant, or contractee of Vendor or as a result of any accident, damage or injury to Vendor's employees, guests, or invitees.
7. Food Booth rental is **$300.00** for individuals and or non/profit organizations and for professional vendors (Any vendor who owns a licensed business or uses paid employees), in addition to rental fee, a Certificate of Insurance must be submitted. Application fees are non-refundable. Fee covers booth rental, occupational license, and insurance (where applicable)**. A check made payable to Festival of the Bonfires shall accompany application.**
8. Vendor is responsible for cleanup of booth at the close of each day. Vendor is required to maintain booth space in a clean and sanitary manner during operation. "Space" includes area in front and behind booth. Absolutely no dumping of food items on grounds.
9. Each booth measures 10' x 10' and will be furnished with 2-each 110 volt outlets. Any additional electrical requirements exceeding 600 watts of electricity must be specified in application. Any equipment not listed and approved prior to set up will not be allowed. Please notify Food Chairman of any special requirements as soon as possible to make necessary arrangements.
10. Each Vendor must describe the product/products to be sold. Describe in full how prepared, portion size, and selling price. There is a limit of 3 (three) main food items per booth. (Potato salad, french fries, coleslaw, french bread, bread pudding, etc. are not considered main dishes.) **Beverages cannot be sold, unless contracted with** **Festival.**
11. The food items and prices listed in your contract are binding. No other items of any kind may be sold and prices may not be changed. Any violation will result in immediate eviction, without refund, and will terminate further participation in Festival.
12. All Vendors are required to pay state, parish and city sales tax.
13. Please try to re-stock and supply booth with daily needs by 10:00 am.
14. **Absolutley NO bar-b-que grills allowed under the pavilion.**
15. **FIRE REGULATIONS:**
    1. All Vendors engaged in cooking and heating foods must have their own ABC type fire extinguisher. Vendors will not be allowed to operate without an extinguisher.
    2. Combustible materials must be kept at a safe distance from any heat source and properly protected from the public. Crepe paper or any other highly inflammable material may not be used for decoration.
    3. All portable gas/butane containers shall have LPG approved connectors, regulators, and hoses. These must be checked and approved by **Festival** before you light any fires.
16. **HEALTH REGULATIONS:**
    1. All foods must be obtained and prepared from sources that comply with all health laws relating to food and food labeling. Any food of unknown cooking origin is subject to seizure and elimination.
    2. Perishable food must be maintained at below 45\*F or above 140\* F at all times, including during preparation, transportation, and display. Adequate hot/cold storage facilities must be provided to maintain required temperatures. Vendor is expected to have own thermometer and maintain temperature chart to be collected at end of each day.
    3. All food service workers must wear hair restraints. Caps or visors are acceptable. Plastic gloves are required for hands on serving. Proper sanitizer should be provided for hand washing each time personnel re-enters booth.
    4. All food must be kept covered except when serving. In order to minimize contamination, keep all plates, utensils, and napkins, off the ground.
    5. Sanitize all food contact surfaces before starting each day and as frequently as necessary during daily operation with cloth that has been soaked in chlorinated water. A container of 50% house hold bleach and 50% water is required for sanitizing cooking utensils. A bucket should also be provided with clean water for rinsing.
    6. Water will be available on site. Vendor must supply own containers and means of transport.
    7. NO Smoking is allowed in the food booths while handling or preparing foods.
    8. All food items offered at the Festival is expected to be of the highest quality.

**I HAVE READ ALL OF THE ABOVE AND AGREE TO COMPLY WITH ALL OF THE RULES AND REGULATIONS OF THIS CONTRACT AS A FOOD VENDOR FOR THE FESTIVAL OF THE BONFIRES:**

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| **NAME OF FOOD BOOTH AS APPEARING ON APPLICATION (PLEASE PRINT)** | | |
|  |  |  |
| **SIGNATURE OF FOOD VENDOR** |  | **DATE** |