



30th Annual Festival of the Bonfires

Lutcher Park | 2545 Louisiana Ave. | Lutcher, LA

FOOD VENDOR

APPLICATION, CONTRACT AND GUIDELINES

December 13, 14, and 15, 2019

Lutcher Park

Lutcher, Louisiana

St. James Parish

30th Annual 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 13, 14, and 15, 2019. Enclosed is an application form and list of regulations from **Festival of the Bonfires Board and Committee**.

Please review the regulations carefully, complete and sign the application form, and mail to above address along with all fees **by November 10, 2019**. If you are not planning to participate this year, please let us in order to contact those on the waiting list.

The application/booth rental fee for Individuals, Non-Profit Organizations, and Professional Vendors 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 a check made payable to **Festival of the Bonfires** along with your application.

BE SURE TO REVIEW NEW REGULATIONS 2, 3, & 4 IN YOUR CONTRACT.
Please be sure to sign the contract and return it with the application and fee. Make a copy for your records.

Special reminders –

- 1) **The Festival will make signs for all Food Vendors.**
- 2) **If the 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 ensure your continued participation.

Sincerely,

Jamie Vicknair
President, Festival of the Bonfires
(504) 491-4274 after 4:00 PM
e-mail: jvick623@gmail.com

2019 FOOD VENDOR APPLICATION

PLEASE COMPLETE AND RETURN TO THE FESTIVAL OF THE BONFIRES.

Vendor's Name: _____ Vendor #: _____

Vendor's Signature: _____

Owner/Operator: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone No: _____ Home: _____ Work: _____

Email Address: _____

Your food items per last year's contract:

Food Item	Portion Size	Selling Price
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

ANY CHANGES SUBJECT TO APPROVAL (3 main food items max.)

How prepared/displayed:

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.

**ALL FOOD VENDORS ARE REQUIRED TO SERVE FROM
UNDER THE MAIN PAVILION.**

For Festival Use	
Date Received: _____	Certificate of Insurance: _____ Yes _____ No
Date Approved: _____	
Payment: _____	

2019 FOOD VENDOR CONTRACT

FOOD VENDOR MUST SIGN AND RETURN WITH APPLICATION.

_____, HEREUNDER CALLED "THE VENDOR",
AND THE **FESTIVAL OF THE BONFIRES**, HEREUNDER CALLED "THE FESTIVAL", AGREE
TO THE FOLLOWING:

1. All booths must open at 10:00 am on **Saturday, December 14, 2019** and **Sunday, December 15, 2019** and operate until closing. **Do not try to set up booth before Saturday, December 14, 2019.** A Festival Committee Member will be on site for 7:30 am. The Festival Committee Member will assign vendor booths.
2. The Vendor will be required to serve food items from under the main pavilion. No food trailers will be allowed to park on the festival grounds. The Vendor will be allowed to unload equipment. Information regarding unloading and parking will be sent to the Vendor prior to the Festival.
3. The Festival requires that the Vendor 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 15, 2019**. After that date, the Festival will not validate any vouchers.
4. THE FESTIVAL WILL PROVIDE SIGNS. No advertisement signs should be displayed.
5. The Vendor for any purpose, other than that indicated below, may not use the leased premises and may not be sublet or assigned by the Vendor without written consent of the Festival.
6. The 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 the Vendor or as a result of any accident, damage or injury to the Vendor's employees, guests, or invitees.
7. Food booth rental is **\$300.00** for Individuals, Non-profit Organizations, and Professional Vendors (any vendor who owns a licensed business or uses paid employees). In addition to the rental fee, Professional Vendors must submit a Certificate of Insurance. Rental 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 the Vendor's application.**
8. The Vendor is responsible for full cleanup of its booth at the close of each day. The Vendor is required to maintain booth space in a clean and sanitary manner during operation. "Space" includes areas 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 on the application form. Any equipment not listed and approved prior to setup will not be allowed. Please notify the Festival's Food Chairman of any special requirements as soon as possible to make necessary arrangements.
10. The Vendor must describe the food product(s) to be sold within the application. Describe in full how prepared, portioned, and also the selling price. There is a limit of three (3) main dish 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 the Festival.**

11. The food items and prices listed in the application 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 the Festival.
12. The Vendor is required to pay state, city, and parish sales taxes.
13. **Absolutley NO bar-b-qe grills allowed under the pavilion.**
14. **FIRE REGULATIONS:**
 - a. 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.
 - b. 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.
 - c. All portable gas/butane containers shall have LPG approved connectors, regulators, and hoses. These must be checked and approved by the Festival prior to lighting.
15. **HEALTH REGULATIONS:**
 - a. 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.
 - b. Perishable food items 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. The Vendor is expected to provide its own thermometer and maintain temperature chart to be collected at the end of each day.
 - c. 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-enter booth.
 - d. All food items must be kept covered, except when serving. In order to minimize contamination, keep all plates, utensils, napkins, and other supplies off of the ground.
 - e. 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% household bleach and 50% water is required for sanitizing cooking utensils. A bucket should also be provided with clean water for rinsing.
 - f. Water will be available on-site. The Vendor must supply its own containers and means of transport.
 - g. **NO SMOKING** is allowed in the food booths while preparing, cooking or foods.
 - h. All food items offered at the Festival are expected to be of the highest quality.

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

NAME OF FOOD BOOTH AS APPEARING ON APPLICATION (PLEASE PRINT)

SIGNATURE OF FOOD VENDOR

DATE