



ROTARY CLUB OF ST. CHARLES
P.O. BOX 455 ♦ BOUTTE, LOUISIANA 70039
2023 ALLIGATOR FESTIVAL

FOOD VENDOR AGREEMENT/APPLICATION

*****NEW REQUIREMENT: \$250 NON-REFUNDABLE ALLIGATOR FESTIVAL DEPOSIT. FUNDS WILL BE COLLECTED BY FOOD VENDOR CHAIR {ONLY} UPON VENDOR APPROVAL. IF APPROVED TO BECOME A VENDOR, THE DEPOSIT WILL BE DUE MAY 15, 2023. YOUR \$250 DEPOSIT WILL BE DEDUCTED FROM ROTARY'S 20% FEES END OF THE FESTIVAL.**

****ALLIGATOR FESTIVAL MEETING FOR APPROVED VENDORS THURSDAY, JULY 20, 2023 @ 10 AM & 2 PM. BOOTH ASSIGNMENTS WILL BE GIVEN AT THAT TIME.
DO NOT SEND A DEPOSIT UNTIL YOU ARE SELECTED AS A VENDOR!!**

FOOD VENDOR NAME: _____

BUSINESS NAME: _____

BUSINESS MAILING ADDRESS: _____

PHONE NUMBERS: CELL# _____ HM# _____

CITY / STATE / ZIPCODE: _____

EMAIL: _____

ST. CHARLES PARISH TAX REGISTRATION NUMBER: _____

RESIDENT OF ST. CHARLES PARISH? YES NO

LIABILITY INSURANCE CERTIFICATE? **(OPTIONAL)** YES NO

PLEASE LIST MENU SELECTIONS ALONG WITH SALES PRICES FOR APPROVAL:

_____ \$ _____
_____ \$ _____
_____ \$ _____

I hereby signify that the above information is complete and accurate and that I accept and agree to the "Alligator Festival Food Vendor Information and Regulations", a copy of which I have been provided, have read, and understand. I further understand that once accepted, Alligator Festival reserves the right to remove any Vendor who violates any stated regulation. **PLEASE NOTE: FOOD VENDORS MEETING IN JULY**

VENDOR SIGNATURE: _____ DATE: _____

MAIL COMPLETED APPLICATION AND INSURANCE CERTIFICATE TO:

Alligator Festival
2023 Food Vendor Application
P.O. Box 455
Boutte, LA 70039

Or EMAIL APPLICATION: AlligatorFestival@gmail.com Contact Person: Victoria Bryant (504) 214-6142

NAME/ADDRESS TO MAIL CHECK (IF DIFFERENT THAN ABOVE): _____

OFFICE USE ONLY

REC'D DATE: _____ INSURANCE CERTIFICATE: _____ ASSIGNED BOOTH # _____



ROTARY CLUB OF ST. CHARLES PARISH
2023 ALLIGATOR FESTIVAL
FOOD VENDOR INFORMATION & REGULATIONS

The Rotary Club of St. Charles Parish annually holds the Alligator Festival. The officers of the Rotary Club have completed and final authority over the FESTIVAL operations and reserve the right to immediately remove any vendor from the FESTIVAL who violates any stated regulation.

SCHEDULE:

Vendors are required to stay open during all festival hours.

*****\$250 deposit is non-refundable for Vendors who DO NOT remain until the end of the festival.**
****Please make sure you have enough products to sell for the duration of the Alligator Festival.**

***The following is the operating schedule for food vendor booths:

Thursday, September 21st, 6 pm until 9 pm-{OPTIONAL} **This is the 2nd year for Thursday night food vendors!!!**

Friday, September 22nd, 6 pm until 11 pm

Saturday, September 23rd, 11 am until 11 pm

Sunday, September 24th, 11 am until 9 pm

ELIGIBILITY:

Open to all food vendors with a preference for quality food and service. Consideration is given to vendor seniority, the number of years participating in the festival.

FOOD SELECTIONS:

List all foods that you plan to serve as these items will be detailed in your contract and will be strictly enforced. Each item must be listed separately. Vendors shall be allowed to sell only those food items previously approved by The Club. (These guidelines will be established by personal agreement between The Club and each vendor prior to the festival and will be strictly enforced.) The festival committee shall have the right to inspect the vendor's food items prior to allowing the vendor to set up his/her booth. If at the sole discretion of the Festival Committee, it is determined that the vendor's food items are inappropriate, The Club shall have the right to deny the vendor access to the festival grounds. Vendors are **NOT** allowed to bring in soft drinks, beer, or any alcoholic beverages onto Festival grounds. Vendors shall be allowed to sell **ONLY** those food items previously **approved** by The Club. (THESE GUIDELINES WILL BE ESTABLISHED BY PERSONAL AGREEMENT BETWEEN THE CLUB AND EACH VENDOR PRIOR TO THE FESTIVAL AND WILL BE STRICTLY ENFORCED)

BOOTH ASSIGNMENTS:

Booths will be located **UNDER** the St. Charles Parish Westbank Bridge Park. Under no circumstances may your booth set up extend beyond the area designated by the festival. Booth choice is encouraged but availability is **NOT** guaranteed. Applications open by April 1st. It is to the Vendor's advantage to apply as early as possible. Applications will be accepted until spaces are filled. **Booth assignments are made by July 20th meeting.**

BOOTH SIZE/FEE:

A booth space of ten feet x 10 feet will be provided for three days. The fee for Vendor shall pay 20% of their gross sales or \$250.00 whichever is greater, to the Rotary Club of St. Charles Parish for the area that the vendor is assigned to use. Said fee shall be payable after all tickets have been counted within four (4) days after the final day of the festival. At that time, the vendor will be paid 80% of their gross **ticket** count and The



Club will retain 20% of the gross ticket count or the minimum of \$250.00, whichever is greater. *****New Changes: \$250 deposit will be deducted from the 20% owed to Rotary Club. Checks will be mailed or picked up by Tuesday after 10 am.**

LIGHTING/ELECTRICITY/GENERATORS:

Two (110-volt 15-amp max. Limit) receptacles will be provided to your booth (no overloading.) If electrical power can be substituted with **propane gas** please do so. Food Vendors are allowed and encouraged to cook on propane gas. **If you need additional power above this, please discuss it with the festival committee at least two weeks prior to the festival. Vendors are NOT allowed to bring generators. There will be no 220-volt receptacles provided. No additional electrical appliances are to be used such as TVs and additional lights.**

DISPLAY EQUIPMENT/TRASH:

The vendor will be accountable and **shall pay for any damages** done to the shelter provided. The vendor shall have readily available one 5lb. ABC fire extinguisher in the immediate vicinity of the cooking area. **Vendors must provide protection under fryers/work areas to prevent oil from spilling on the ground. Vendors are not allowed to dispose of grease in the dumpster on site. All grease must be removed offsite from the festival grounds by the vendor and disposed of in an environmentally safe manner.**

*****A forfeiture of a \$250 deposit upon the food vendor spilling and leaving grease/oil on cement flooring under the pavilion.** Vendors should bring trash bags for picking up and disposing of their own trash and should come prepared for any kind of weather. The festival committee will maintain trashcans in front of the booths. Vendors must prominently display their booth number on the outside front of the tent or always display it.

SALES TAXES:

Vendors must collect their own sales tax of 9.45% (State 4.45%, St. Charles Parish 5%). Forms will be in your registration packet. Any vendor with back sales taxes due (according to tax officials) will NOT be allowed to open. **A Sales Tax Report shall be completed and submitted to the St. Charles Parish School Board, P.O. Box 46, Luling, LA, 70070 (985-785-3125-Kacy Monfrey). A representative from the parish is usually at the Festival on Sunday afternoon. Include your sales tax in the price you turn in to the Alligator Festival.**

New this year, Sales Tax payment will be made, on your behalf, to the Sales Tax office. We will document the full amount of taxes due (determined by the Sales Tax office) as received and paid.

CHECK-IN:

All vendors must report to **{CONCESSION STAND BOX}** to check in to receive the registration packet, which includes fifteen employee passes, two vehicle parking decals, booth signs, tax forms, and other information. There will be a festival volunteer available to check you in and assist you with locating your assigned space. Check-in is Thursday, September 21st from 1:00 am until 4:00 pm and/or Friday, September 22nd from 10:00 am until 4:00 pm

UNDER NO CIRCUMSTANCES WILL VEHICLES BE ALLOWED ON SITE AFTER 4:00 PM.

THURSDAY SET-UP 11:00 PM-4:00 PM

FRIDAY SET UP 5:00 AM-4:00 PM

RESTOCKING OF BOOTHS & REMOVAL:

Restock time w/motorize vehicle access:

Saturday, Sept. 23rd from 8 am until 10 am

Sunday, Sept. 24th from 8 am until 10 am



Removal time w/motorized vehicle access:

Sunday, Sept. 24th from 10 pm through Monday, Sept. 25th at 12noon

NO VEHICLES ARE ALLOWED IN THE FESTIVAL AREA AFTER 10 AM SATURDAY OR SUNDAY.

PARKING:

Parking is available ¼ mile from the festival area (access to the festival area with vehicles is available during non-operation hours) at the school board parking lot (paved) or directly across the street (dirt). Parking is in high demand during Festival operation hours but is very accessible at all other times. Vehicles may be left overnight, at the owner's risk. Parking lots are not patrolled. **Cement parking is now available directly across the street.**

ANIMALS/PETS:

Animals/pets are prohibited, except service animals for the disabled.

EXHIBITION STANDARDS & RULES:

- Booth spaces may not be transferred or otherwise assigned.
- Alligator images may not be used on any merchandise without being licensed by the festival.
- Vendors are responsible for cleaning up vendor spaces, including areas in front/rear of the booth.
- The booth number must be prominently displayed.
- No weapons of any sort are allowed.
- No silly string or laser pointers will be accepted or permitted.
- Raffles/contests/active solicitations through Festival grounds are not allowed.

*****CASH PURCHASES/TIPS OF VENDOR FOOD ITEMS BY FESTIVAL CUSTOMERS ARE STRICTLY PROHIBITED. VENDORS MUST ACCEPT FESTIVAL-APPROVED TICKETS ONLY FOR FOOD PURCHASES. VENDORS WHO ACCEPT CASH WILL BE ASKED TO LEAVE FOR THE REMAINDER OF THE FESTIVAL.....**

REFUNDS:

There will be no refunds due to weather conditions. In the event of a hurricane or other significant event, the festival may be rescheduled, and all original booth commitments will be honored.

HOLD HARMLESS CLAUSE:

Vendor agrees and covenants to indemnify, defend, and hold harmless the Saint Charles Parish Rotary Club and Saint Charles Parish, its officers, directors, volunteers, officials, employees, members, agents, and assignees from and against any and all liabilities, claims, suits, and causes of action of whatever nature or type (including but not limited to causes of action based upon tort, strict liability, or otherwise), and all attorney fees, costs, and expenses incidental hereto, which may arise or in any way be connected directly or indirectly, with Vendor's participation in the festival. This indemnification is absolute, personal to the Vendor, and is not limited by the Vendor's insurance coverage.