



RE: 2017 CRAWFISH FESTIVAL FOOD VENDOR
INFORMATION APPLICATION

Dear Vendor:

Thank you for expressing an interest in acquiring booth space for the sale of food items for our 2017 Crawfish Festival to be held in Parc Hardy.

Enclosed is an application form to apply to become a food vendor. Please fill out completely, attach deposit and proof of insurance and return to us before the deadline of March 1, 2017. The application form should be self-explanatory.

Enclosed is our policy on selection of vendors, clean up requirements and booth information. **Please read over the packet very carefully.**

Crawfish Etouffee is selected on a bidding process. Only St. Martin Parish addresses will receive an application with their food vendor application. If you live outside St. Martin Parish and would like to bid on the etouffee, please call the office to request a bid packet. Please read over the bid contract very carefully and return with your application form.

If you have been here in the past, please do not assume you will automatically be accepted and be located in the same place as years before. We will let you know if you have been accepted as soon as possible.

If you have any questions, please contact the office and leave a detailed message or email the office at info@bbcrawfest.com.

Food Vendor Committee

Enclosures

BREAUX BRIDGE CRAWFISH FESTIVAL

at Parc Hardy
Breaux Bridge, LA

SUGGESTED FOOD ITEM LIST

CRAWFISH DISHES:

fried tails
fettuccine
broiled tails
boudin
jambalaya w/other ingredients
enchiladas

SHRIMP DISHES:

fried tails
etouffee
broiled tails
boudin
stew
shrimp dogs
jambalaya
fettuccine
shish-ka-bobs
egg rolls

CRAB DISHES:

fried soft shell
stew
jambalaya
crab cakes
fingers
au gratin
fettuccine

CHICKEN:

fried
jambalaya w/sausage
stew
grilled
gumbo

FISH

fried
blackened
courtbouillion

MISCELLANEOUS:

curley fries
onion rings
seafood combination dishes
tacos
baked potatoes
ice cream
funnel cakes

Breaux Bridge Crawfish Festival Association

Food Vendor Information

2017 Crawfish Festival

May 5, 6, and 7, 2017

The Breaux Bridge Crawfish Festival will be held in Parc Hardy, located on Rees Street in Breaux Bridge.

Food Booths are required to be open all three days. Selection of booth holders will be the decision of the Breaux Bridge Crawfish Festival Association Food Committee according to the rules and regulations as set by the Crawfish Festival Commission and the Board of Directors of the Breaux Bridge Crawfish Festival Association.

REGISTRATION REQUIREMENTS:

The fee for food vendors is **\$650.00 per booth space** under the pavilion and **\$60.00 per foot for self-contained units** with a minimum booth fee of \$650.00. The serving side will be the side we measure and charge per foot. No counters will be provided by the BBCFA.

Reservation of booth space(s) will be confirmed upon decision of the BBCFA Food Committee.

DEADLINE for applications is **March 1, 2017**. If selected, you will be required to make **full payment by April 1, 2017**. If payment has not been received by the deadline, your space will be reassigned and your deposit will be non-refundable. In the event you are not selected, your full deposit will be returned. Registration and vendor booth fees are non-refundable if application is accepted.

***NEW** If you wish to pay your booth fee and clean up deposit by Visa/Mastercard, you can fill out the credit card info sheet. Your full payment will be processed on the date that your application is accepted.

In order for the Committee to assign spaces, the following is necessary:

- Completed application form (enclosed) with agreements attached.
- \$50.00 deposit MONEY ORDER OR CASHIERS CHECK or CREDIT CARD INFORMATION.
- NO PERSONAL CHECKS WILL BE ACCEPTED.
- Copy of product liability insurance (minimum of \$250,000). Your insurance policy binder must include the following wording: Insurance Certificate that indemnifies the Breaux Bridge Crawfish Festival Association.

- Binders may also be purchased (approximately \$100.00) under our festival policy, arrangements are to be made through our insurance company. We do not handle this at the office. You will not be able to set up your booth until your insurance policy is filed in our office.

In the event you are chosen to be a food vendor, the following instructions and forms will be mailed upon final payment:

- General Rules for Vendors Contract
- City of Breaux Bridge Occupational License Application Form. The fee is \$50.00.
- City of Breaux Bridge Sales Tax Collection Form (1%).
- State of Louisiana Sales Tax Collection (4%).
- Festival Grounds Clean-Up Deposit. A \$50.00 clean-up deposit will be required by each food vendor. The vendor is responsible for cleaning up his vendor space (including directly in front and back) before leaving each night. The area will be inspected daily in the morning and evening by the food vendor chairman and clean up supervisor. An area will be provided for cleaning of equipment and utensils, and a dumpster will be provided for food boxes, etc. The area will be monitored for cleanliness and deposit refunded if area has been kept the entire time. No dumping of food or trash, or piling of equipment at the back of the booth is allowed at any time. Dumpsters are available for the disposal of trash. The BBCFA will provide food vendors a trash can for their use. Vendors are to provide their own 55 gallon size trash can liners and will be responsible for emptying the cans at all times.
- MANDATORY PARTICIPATION IS REQUIRED IN OUR FOOD COUPONS FOR FESTIVAL VOLUNTEER WORKERS. COUPONS ARE VALUED AT \$1.00 EACH AND WE WOULD ASK YOU ALLOW US TO PAY \$.75 FOR EACH COUPON. (COUPONS MUST BE ACCEPTED AND MUST BE TURNED IN BEFORE LEAVING ON SUNDAY FOR REIMBURSEMENT ALONG WITH YOUR DEPOSIT.)**

TYPES OF BOOTH SPACE:

UNDER FOOD PAVILION: One space will be approximately 8 feet by 15 feet, on concrete, under cover, and accessible to running water, along with an uncovered space of 8 feet by 22 feet to the rear of the booth. All equipment must be within your assigned booth space.

SELF-CONTAINED UNITS: Limited space is available for self-contained units. Please sketch or send a photograph of your unit with your application form. We have attached a diagram of our festival grounds indicating where the self-contained units will be placed.

BOOTH SPACE INFORMATION:

Booths are to be open for business:

| | |
|-----------------|----------------------|
| Friday, May 5 | 4:30 PM TO 12:00 AM |
| Saturday, May 6 | 10:00 AM TO 12:00 AM |
| Sunday, May 7 | 9:00 AM TO 4:00 PM |

Booth Space Specifications:

NO VENDOR WILL BE ALLOWED TO KEEP ANY ITEMS OUTSIDE THEIR BOOTH AREA. If you feel more space is needed, please indicate you wish to purchase 2 booth spaces. Additional booth space is granted in the event space is available, subject to approval by the BBCFA Food Committee.

No campers or refrigerated trucks will be allowed in the booth area.

- Vendors must furnish counter-tops, backdrops, extension cords, signage, tables, etc. We are renting you booth space.
- Food vendors are not allowed to sell any type of beverage or drink.
- Food vendors are required to have a minimum of 5 pound ABC fire extinguisher in their booth.
- As the Crawfish Festival's primary goal is to promote the Louisiana Crawfish Industry, only Louisiana grown and processed crawfish will be accepted in all food booths at the Crawfish Festival. The Festival Food Committee will be inspecting booths periodically throughout the festival. In the event foreign crawfish are found, the booth will be closed and forfeiture of deposit and booth fee will be enforced.

Electrical Requirements:

- The cost of electricity is \$20.00 and must be pre-paid.
- Please specify on the application form what type of electricity is needed to hooked up. The number of electrical outlets requested will be enforced. Only 12-2 extension cord with ground with a maximum 50 feet will be allowed.
- Only one 110 is provided allowing 4 plug-ins. Additional equipment needing plug-ins can be provided at an additional cost.

- If additional 110's or 220's are needed, an electrician will be on site to assist you and payment made directly to him by the vendor.
- Booths will be monitored and any tripping of breakers due to overload will result in a \$20.00 service fee (per call) to the food vendor.

SET UP TIMES AND REQUIREMENTS:

Set up begins at 7:00 am on Friday morning of the festival. No parking of vehicles, etc. or setting up allowed on Thursday for safety reasons as our BBCFA Directors are busy setting up their areas until late Thursday evening and our carnival is open to the public. Friday is dedicated to setting up vendors. Please do not call and ask or show up on Thursday asking if you may set up.

You are required to set up and have all vehicles out of the festival grounds by 1:30 PM on Friday and 8:00 AM on Saturday and Sunday.

Two parking slots located at the back of the park and four gate passes will be provided for each food vendor booth space. Additional weekend passes for workers must be purchased at a cost of \$15.00. Please pre-pay for additional workers in your application process. Camper space is available at the back of the Festival Grounds for \$5.00 per day for booth holders or \$2.00 per day for cars.

Doucet Street is designated as a handicapped parking area. Vendor trucks parked along the fence line on Doucet Street are subject to being towed away at the owner's expense as well as being issued parking violations by police. Please be considerate to our handicapped festival guests and your potential customers.

You will not be allowed to drive your vehicles back in to load up until 30 minutes after the sheriff's department has cleared the crowd from the festival grounds. This policy will be strictly adhered to with NO EXCEPTIONS. These are regulations set up to insure the safety of our festival guests.

2017 BREAUX BRIDGE CRAWFISH FESTIVAL ASSOCIATION
FOOD CONCESSIONS APPLICATION FORM

Please print:

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT PERSON: _____

PHONE NUMBERS: (____) _____

EMAIL ADDRESS: _____

REQUESTING Under Food Pavilion (# of spaces _____)

Self-contained Unit (Size: _____)

NUMBER OF PEOPLE WORKING IN YOUR BOOTH: _____ (Four passes per booth are included in your booth fee. You will be invoiced for any additional passes required.)

**PLEASE LIST & DESCRIBE ALL FOOD ITEMS YOU WISH TO SELL:
(EXCLUDING BOILED CRAWFISH, DRINKS & ALCOHOLIC BEVERAGES)**

Name of Item: _____ Description: _____

INSURANCE COVERAGE _____ Policy attached _____ Will purchase 3-day policy

ELECTRICITY Please list all electrical equipment and wattage needed for each to be used:

Send application form & agreement, \$50.00 MONEY ORDER/CASHIERS CHECK/CREDIT CARD INFORMATION, **NO PERSONAL CHECKS**, proof of insurance to: **BBCFA FOOD VENDOR COMMITTEE, P.O. BOX 25, BREAUX BRIDGE, LA 70517.**



Please charge my VENDOR BOOTH FEE to my Visa/MasterCard Credit Card:

Please charge to my Visa Mastercard Amount: \$_____

Name of Cardholder: _____

Account Number: _____

Zip code (zip coded of the card's mailing address) _____

Exp. Date: _____ CVV _____ (3 Digit on back)

I understand that I will be charged on the date of acceptance of my booth application (not prior to March 1, 2017. I understand that in the event that I cannot attend after accepting, all rules of deposit return as specified in the application packed apply.

Signed: _____

Date: _____