BREAUX BRIDGE CRAWFISH FESTIVAL® Association
Always the 1st full weekend in May!
P. O. Box 25 • Breaux Bridge, LA 70517

RE: 2017 CRAWFISH FESTIVAL REGULAR VENDOR
INFORMATION PACKET

Dear Vendor:

Thank you for expressing an interest in being a Regular Vendor for the 2017 Breaux Bridge Crawfish Festival which will be held in Parc Hardy, located on Rees Street in Breaux Bridge on **May 5, 6, 7, 2017**.

Please find enclosed an application packet to apply to become a regular vendor. **Please fill out the application <u>completely</u>, attach deposit and proof of General Liability Insurance and return to the following address:**

BBCFA
Regular Vendor Committee
P.O. Box 25
Breaux Bridge, LA 70517

The deadline for regular vendor applications is **<u>April 1, 2017.</u>** We will let you know if you have been accepted as soon as possible.

If you have any questions, please feel free to contact our office at (337) 332-6655 or email us at info@bbcrawfest.com.

BREAUX BRIDGE CRAWFISH FESTIVAL ASSOCIATION
Regular Vendor Information
2017 Crawfish Festival
May 5, 6, 7, 2017

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

REGISTRATION REQUIREMENTS:

The fee for regular vendors is **$325.00 per booth space** for a 10' x 10' space. Electricity is provided in your application fee for a 110 allowing 4 plug ins. If you require additional plug-ins, please specify on your application and additional costs may apply.

A **clean up deposit of $50.00** is required. You are required to keep your area free of debris and to dispose of your cardboard boxes in the designated dumpsters. **At the end of the festival, your area will be inspected and your deposit returned to you. Failure to clean up your area will disqualify you from future festivals.**

Deadline for the acceptance of applications is **April 1, 2017**. Reservations will be confirmed upon decision of Regular Vendor Committee.

In order for the committee to consider your application, the following is necessary:

- ❒ Completed application form.
- ❒ $50.00 deposit (Money order or cashiers check ONLY). You may also charge your booth fee by Visa/Mastercard. Personal checks will not be accepted.
- ❒ Copy of General 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.

Return all of the above to:

BBCFA
Regular Vendor Committee
P.O. Box 25
Breaux Bridge, LA 70517

Booth Space Information:

Copyrighted Items and Contracts Exclusives:

The Breaux Bridge Crawfish Festival Association has copyrighted the following phrases:

- ❒ "World Famous Crawfish Festival Breaux Bridge, Louisiana"
- ❒ "Breaux Bridge Crawfish Festival"
- ❒ "Crawfish Capital of the World"

No vendor will be allowed to use or sell any items with the above copyrighted phrases printed on them. We will strictly adhere to this policy.

As we have an exclusive contract with our official Crawfish Festival T-shirt Vendor, ONLY DESIGNATED REGULAR VENDORS WILL BE ALLOWED TO SELL SILK SCREENED T-SHIRTS, CAPS AND APRONS in accordance with the Breaux Bridge Crawfish Festival Ordinance as set for by the Breaux Bridge City Council.

Booth Space Specifications:

- One space will be 10 feet x 10 feet to be assigned by the Regular Vendor Committee. All equipment must be within your assigned booth space. **YOU ARE NOT ALLOWED TO WALK THE GROUNDS SELLING YOUR WARES. NO EXCEPTIONS.**
- Vendors must furnish all backdrops, extension cords, signage, tables, etc.
- Please specify on the application form what type of **electricity** is needed to be hooked up. Electricity is provided in your application fee for a 110 allowing 4 plug ins. If you need a 220 hook-up or any additional hookups, you must pay our onsite electrician for hook-up services.
- NO CAMPERS OR TRUCKS WILL BE ALLOWED IN THE BOOTH AREA. Camper space is available at the back of the festival grounds for $35.00 per weekend for booth holders or $3.00 per day for cars.
- Two gate passes and one parking permit will be assigned to each vendor for each booth space purchased. Additional gate passes are to be purchased for your workers at $15.00 each with your application and you will be invoiced for these passes.

Letters of acceptance will be sent out to vendors. Please do not assume you have been accepted unless you receive a letter of acceptance.

Booths are to be open for business:

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

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 have all vehicles out of the festival grounds by 3:00 PM on Friday and 8:30 AM on Saturday and Sunday.

You will **not be allowed to drive your vehicles back in to load up until 30 minutes after the sheriff 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.

In the event you are chosen to be a vendor, the following forms will be mailed to you with a letter of acceptance and contract:

- ❒ BBCFA Vendor Rules Contract
- ❒ City of Breaux Bridge Occupational License form. The fee is $50.00.
- ❒ City of Breaux Bridge Sales Tax Collection form.
- ❒ State of Louisiana Sales Tax Collection form.

If selected, you will be required to make full payment by **April 15, 2017**. If you are not selected, your full deposit will be returned. If you are accepted and back out before April 15th, your deposit will not be refunded. If you back out after April 15th, your full payment will not be refunded.

2017 BREAUX BRIDGE CRAWFISH FESTIVAL
Regular Vendor Application
Parc Hardy

NAME:_____

This is the name your clean up deposit refund will be issued. No exceptions.

ADDRESS:_____

CITY:_____ STATE:_____ ZIP:_____

CONTACT PERSON:_____

PHONE NUMBER: (_____)_____

EMAIL ADDRESS: _____

NUMBER OF BOOTH SPACES REQUESTING:_____

NUMBER OF WORKERS IN YOUR BOOTH: _____ (2 gate passes per booth space is included in your booth fee, additional gate passes will be invoiced to you.)

PLEASE LIST AND DESCRIBE ALL ITEMS YOU WISH TO SELL: (Only specific item you list below will be allowed in your booth. **Any additions must be approved by BBCFA – no exceptions). Use additional sheet if needed.**

Name of Item:	Describe:
_____	_____
_____	_____
_____	_____

ELECTRICITY: TYPE NEEDED: _____ 110 _____ 220

Only one 110 is provided. The cost of electricity is included in your booth fee. If additional 110's or 220's are necessary, an electrician will be on site to assist you. You will be responsible for any additional charges rendered for these services and will pay the electrician directly. Please list all electrical equipment and wattage needed for each to be used:

_____

_____

Send application form, $50.00 MONEY ORDER OR CASHIERS CHECK to: BBCFA Regular Vendors, P.O. Box 25, Breaux Bridge, LA 70517.

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

Please charge to my ☐Visa ☐ Mastercard Amount: $_____

Name of Cardholder: _____

Account Number: _____

Exp. Date: _____ CVV_____ (3 or 4 Digits on back) Zip code_____

I understand that I will be charged on the date of acceptance of my booth application (not prior to April 1, 2016. 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: _____