

2012 Lacombe Crab Festival June 23 & 24



Lacombe Crab Festival, Inc
PO Box 1370 Lacombe, LA 70445
Fax: 985-871-6971 Attn: Lisa Maddox

Vendor Name: _____ Contact _____

Address: _____

Phone: _____ Fax: _____

Email: _____ Cell#: _____

This information applies to all vendors. Compliance with this contract is mandatory. All vendors must complete this form, sign, and return it by mail or fax to the address shown above by May 1, 2012. You will be notified of approval by May 14, 2012 by fax or email.

Please be advised that preference is given to local non-profit organizations. The festival will attempt to avoid duplicating foods but we do not guarantee this. Every effort will be made to accommodate all vendors.

To encourage our visitors to enjoy a wide variety of foods and beverages, small portions are encouraged. No item may be sold for more than \$9.00. No cash will be accepted by any vendor. Food and drink tickets will be sold for \$1.00 per ticket. Therefore, all sales must be in whole dollar amounts. All vendors will be paid beginning on Tuesday, June 26th. The festival will retain a portion of the total sales as follows:

Commercial Vendors	25% of ticket sales
Non Profit Vendors	20% OR \$1,000.00 WHICHEVER IS LESS

Every effort will be made to provide power and water (if needed) to our vendors. It is advisable that you visit the site before the Festival to discuss location on the grounds and utility requirements. Any special needs other than standard 110- 20 Amp Circuit will require an additional fee. All vendors must provide a fire extinguisher and a professional sign with their name, food items, and prices (# of tickets).

All vendors must be set up by 6:00 PM on Friday June 22th – no exceptions. We will provide 24 hour security. You must have everything off the park grounds and your area cleaned by Monday, June 25th at 3:00 pm. Every effort will be made to allow all vendors to have one (1) vehicle (near) on the grounds for deliveries during the Festival hours. You will receive 4 vendor passes and one parking pass. Additional vendor passes will be \$5 each. This must be taken care before the festival opens. No exceptions will made unless this is discussed with the committee beforehand.

Due to space limitations, no additional parking will be allowed inside the park. All additional parking will be first come first serve basis outside the park.

All vendors must have a current St. Tammany Parish occupational license. All alcohol vendors must have a current Louisiana State issued liquor license issued in the name of the vendor. A copy of these licenses must be provided to the Festival and displayed in your booth. You are responsible for your own sales taxes. Vendors must report and pay their own taxes to the St. Tammany Parish Sheriff Office.

Please provide a description of your food items and the suggested selling price. Remember to adjust your prices for the percent retained by the Festival. We want all of our vendors to benefit from our Festival.

FOOD ITEM DESCRIPTION	SELLING PRICE
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

**You cannot change your food items without permission from the Festival Committee.

NOT ALL OF YOUR ITEMS MAY BE ACCEPTED. The Festival may request a sample of your items for review.

I have read, understand, and will comply with all Rules and Regulations of the 2012 Lacombe Crab Cook-Off Festival.

Signature

Crab Festival Board Member

Print Name

Date

_____ Electrical (all special requirements other than a 110 -20 amp circuit will be an additional fee. Arrangements for special requirements must be made a week prior to set up. You are required to supply your own electrical cords).

_____ Tables (You may rent tables from the festival at \$10 each this is our cost from the rental company). The Festival will not be able to provide chairs for rent.

_____ Tent – the Festival will provide a 10 x 10 covered area. If you want to use your own tent or need special arrangements you will need permission and approval from the Crab Fest Committee.

Approved by Crab Festival: _____ Date: _____

Notes: _____

Vendors Insurance Requirements

Any person or Organization that intends to sell food items at the Lacombe Crab Festival June 23 & 24, 2012 must provide proof of the Following Insurance Coverages:

\$1,000,000 General Aggregate
1,000,000 Products/Completed Operations (shown as a separate Aggregate
or included in the General Aggregate.)
1,000,000 Personal/Advertising Injury
1,000,000 Each Occurrence
100,000 Fire Damage Legal Liability

Any person or organization selling alcohol of any type must also provide evidence of \$1,000,000 Liquor Legal Liability Coverage.

All coverage must show Lacombe Crab Festival, Inc. as an Additional Insured. The Insurance Company providing coverage must be an acceptable carrier to the Organizers of the Festival.

Proof of coverage must be made in the form of a Certificate of Insurance and mailed to Lacombe Crab Festival P.O. Box 1370 Lacombe, LA 70445 or faxed to (985) 871-6971 Attn. Lisa by June 4, 2012. If there are any questions please feel free to call Lisa at (985) 867-9490 or email lmaddox@stpgov.org.