Slidell Bayou Christmas Festival

December 16 – 23, 2021

Food Vendor/Booth Rules and Regulations

Application Process, Requirements and Deadline

- Mandatory Attachments to Application. Vendor must submit an application (signed and dated) with all required information, documentation and payment.
- Application approval. The Slidell Bayou Christmas Festival, in its sole discretion, will review all applications for appropriateness. Applications are considered approved only after official notification to the vendor.
- Menu. A proposed menu, limited to three items and including pricing, must be submitted. Other promotional materials describing your business, organization, and menu items are encouraged but not required.
- Deadline. The application deadline is December 9, 2021.
- Mailing Address. Application must be mailed to
  Tony Leggio c/o Boys & Girls Clubs of Metro Louisiana
  320 N Carrollton Ave, Suite 102
  New Orleans, LA 70119
  OR emailed to tony@bgcmetrolouisiana.org
- Email required. All applicants must have an email address.

Fees and Refunds

- Booth Fee: Booth fee is $125 per day or $800 for full festival (8 days)
- Booth Size: 10W x 12D
- Checks: Make checks payable to Boys & Girls Clubs of Metro Louisiana, or
  Pay by credit card online at https://bgcmetrolouisiana.org/events/upcoming-events/slidell-bayou-christmas-food-vendor.html
- Last date for refunds. No refunds will be issued after December 14, 2021. There will be no refunds due to inclement weather, and no rain dates will be scheduled.

Assignment of Booth Space

- Booth space assignments are made by the Festival Vendor Committee
- Assignment considerations include, but are not limited to, electrical needs, total space needed, type of food to be served, etc.

What the Booth Fee Covers

- Booth size. Fee includes 10'W x 12'D booth space and access to electrical connection and water. For the spaces in Scoggin Station, the 10' width will be facing the park.
- Vendor to provide. Vendor must provide own signage with menu and pricing, cooking and serving equipment and utensils, tables, chairs, shelving, rain coverings and protections, garbage bags, electrical extension cords, duct tape, setups, table cloths, condiments, booth lighting, etc.
- Tents. Assignment outside of Scoggin Station will require the vendor to provide its own tent or covering.

Prohibited Sales, Solicitations and Firearms

- No duplications. In order to maintain a variety of menu options, duplicate menu items are not allowed. First choice is given to vendors in the order that the applications are received. All applications are date and time stamped.
- No Solicitation. Active solicitation outside booth is prohibited. Amplification devices, boom boxes and walking vendors are prohibited.
- No firearms. No firearms or other weapons are allowed on the Festival grounds.

Additional Rules

- Slidell Bayou Christmas Festival reserves the right to make such changes and additional rules and regulations regarding the Festival as it deems necessary and proper, and upon notice to Vendor, all said actions shall become part of this contract and will be binding on the parties thereto.

Booth Operations

- No subleasing. Vendors cannot sublease assigned booths. Subletting or sharing booth space may result in eviction from the Festival
- Sufficient Quantity of Product. Vendors must have sufficient amount of product to operate during the entire time of the Festival.
- Operation during the entirety of each Festival day. Food vendors are expected to be onsite and ready to sell by the opening of the festival (6p.m.) and must close down operations no earlier than and no later than the close of the Festival (about 10p.m.)
- Menu and price signage. Vendors are required to display a menu with prices in plain view for patrons.
- No Animals. Animals are not allowed.

Health Department Requirements

- Individual food vendors must meet all Louisiana and St. Tammany Parish health requirements and regulations for food service
- Sanitary measures and precautions must be maintained
- The Slidell Bayou Christmas Festival (SBCF) reserves the right at any time to inspect and require that food vendors correct unsanitary or unsafe conditions within all food booths, if they exist.
- The Slidell Bayou Christmas Festival (SBCF) reserves the right to close food booths if vendors are not in compliance with reasonable and acceptable safe and sanitary food handling and preparation practices.
- Fire Extinguishers Required. All food vendors are required to have at least one class ABC fire extinguisher if cooking with a fryer, you are also required to have a class K fire extinguisher. SBCF reserves the right to dismiss vendors that do not have fire extinguishers.

Electrical

- Electricity Provided. Access to electricity is provided to all food booths that designate electrical requirements in application
- Application. If you must have electricity to operate, please complete the section “Electrical Needs” section in the application
- Extension Cords. Vendors must provide their own heavy duty extension cords.
- Duct Tape. You must also provide duct tape to properly tape down the cord
- Inspection. Food vendors may be subject to inspection by local electrical inspector at any time
- Monitoring. Booth will be monitored

Setup/Breakdown/Cleanup

- Setup Time. Set up will begin on the day of the event at 8:30 am and must be completed no later than 6:00 pm.

- Hours of Operations. Vendors are required to be open by 6:00 pm until close of the festival, approximately 10:00 pm.
- Breakdown. Breakdown will begin at the close of the festival.
- Early Breakdown prohibited. Vendors who breakdown their booth or depart before 10:00 pm will not be allowed to return and will jeopardize their participation in future years.
- Cleanup. Each Vendor must clean and clear its booth space before departing the area.
- Disposal of grease. Food vendors are responsible for the disposal of grease offsite. Grease may not be discarded in any waste disposal container at the Park.
- Disposal of Trash. After the Festival, trash must be bagged, tied and placed in the closest trash receptacle.

Parking

- Parking passes. Only one Vendor parking pass per booth will be distributed. These parking passes will allow entry into the Vendor parking lot behind Scoggin Station.

Sales Taxes

- Vendors are responsible for collecting and tabulating all sales taxes and reporting and paying same to the appropriate tax collectors.

Insurance

- Vendor must provide general liability insurance with a minimum of $500,000.00 coverage
- Boys & Girls Clubs of Metro Louisiana must be added to Vendor's policy as an additional insured. If anything other than Boys & Girls Clubs of Metro Louisiana is listed it will be rejected. Do not show Boys & Girls Clubs of Metro Louisiana as the insured. Our address is 320 N Carrollton Ave, New Orleans, LA 70119
- A certificate of insurance must be attached to the application.

Security

Nominal security will be provided after hours.

- Boys & Girls Clubs of Metro Louisiana will not be responsible in any way for loss or damage to participant's property. Vendor is solely responsible for the safekeeping of its property and relieves Boys & Girls Clubs of Metro Louisiana, City of Slidell and the sponsors, and their representatives from safekeeping responsibilities.

Food Vendor Application
Slidell Bayou Christmas

Business Name: _____ Contact Person: _____

Address:_____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Have you been a food vendor in previous years? ☐ Yes ☐ No

Menu Selection:

Please list no more than three menu items that you wish to offer. List cannot include soft drinks, water, coffee, tea, lemonade or beer

Item

1. _____ 2. _____ 3. _____

Electrical Needs:

List the voltage and amps and/or watts for all electrical equipment you will use. This information is listed on the equipment label. To ensure adequate event power, please make sure this information is accurate. The City of Slidell now requires that we report this info.

List all electrical items to be plugged in:

1. _____ Volts _____ Amps _____ Watts _____
2. _____ Volts _____ Amps _____ Watts _____
3. _____ Volts _____ Amps _____ Watts _____

Will you be cooking on site? ☐ Yes ☐ No

If so, what will you be using for your cooker? _____

Indemnity and Hold Harmless

The undersigned shall indemnify, defend and hold harmless Slidell Bayou Christmas, Boys & Girls Clubs of Metro Louisiana, the City of Slidell, sponsors and any of their directors, officers, employees, agents, and representatives from and against any and all liability, loss costs, causes of action, demands, attorney's fees, court costs, expert witness fees, expenses, claims suits and judgments of any kind and character whatsoever, including without limitation, property damage, personal injury, all possible costs of responding to demands, in whatsoever from that may take, with respect to any claim made against those mentioned above, that arises solely from an act, failure or omission on the part of the undersigned or any of its directors, officers, employees, agents and representatives in carrying out the terms of this Agreement, from the construction at the site, use of the site, and from loss of electrical power.

Signature: _____ Date: _____

Printed Name: _____