



Dear Food Vendor:

Thank you for expressing an interest in being a Vendor for the 2018 Sugar Cane Festival which will be held in Bouligny Plaza, located on Main Street in New Iberia on September 28, 29, and 30, 2018.

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

LA Sugarcane Festival & Fair Association
Vendor Committee
P.O. Box 9768
New Iberia, LA 70562

The deadline for vendor applications is **September 1, 2018**. 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) 369-9323 or email us at sugarcanefestivalvendor@gmail.com.

REGISTRATION REQUIREMENTS:

The fee for vendors is **\$200.00 per booth space** for a 30'x20' space. Electricity is provided along part of the parking area. If you require additional plug-ins, or special plug-ins you may want to consider bringing a generator.

You are required to keep your area free of debris and to dispose of your cardboard boxes and waste water in the designated areas. **At the end of the festival, your area will be inspected failure to clean up your area will disqualify you from future festivals.**

Deadline for the acceptance of applications is **September 1, 2018**. Reservations will be confirmed upon decision of Vendor Committee. In order for the committee to consider your application, the following is necessary:

- Completed application form.
- \$ 200.00 booth fee, (Money order or cashier's check ONLY). You may also charge your booth fee by Visa/MasterCard with an additional service charge of \$3.00. 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 LA Sugar Cane Festival & Fair Association.
- City of New Iberia Occupational License

You will not be able to set up your booth until your insurance policy is filed in our office.

Copyrighted Items and Contracts Exclusives:

The La Sugar Cane Festival Association has copyrighted the following phrases:

- "Hi Sugar"
- Louisiana Sugar Cane Festival and Fair Association"

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.

Booth Requirements:

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.

If you have any additional questions concerning power to your booth please contact the Office Phone or contact me by email sugarcanefestivalvendor@gmail.com

Downtown Festival Activity Dates and Times:

Friday, September 28 4:00 PM until 12:00 AM
Saturday, September 29 10:00 AM until 12:00 AM
Sunday, September 30 9:00 AM until

**Note, we will have Zydeco music playing at the Steamboat Pavilion on Sunday afternoon.

SET UP TIMES AND REQUIREMENTS:

Set up begins at 12:00 pm on Friday afternoon of the festival. No parking of vehicles, etc. or setting up allowed on Thursday for safety reasons as our LASCFFA Directors are busy setting up their areas until late Thursday evening. Friday is dedicated to setting up vendors. Please do not call or show up on Thursday asking if you may setup.

You are required to have all vehicles off the festival grounds by 3:00 PM on Friday and 8:00 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 regulations are set to insure the safety of our festival guests.

In the event you are chosen to be a vendor, you will receive your permit, parking pass, cite map and Sales Tax forms.

If you are accepted and cancel after September 17th 2018 you will not be refunded.

2018 Louisiana Sugar Cane Festival
Vendor Application Form
Bouligny Plaza

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____

Phone Number: (____) _____ Email Address: _____

Number of Booth Spaces Requesting: _____

Please list and describe all items you wish to sell: Please note that we are trying not to duplicate food items to be fair to all food vendors.

Name and Description of Food:

Electricity:

Only one 110 is provided. The cost of electricity is included in your booth fee and is in limited areas. If additional 110's or 220's are necessary you may want to consider bringing a generator. If you have questions or require something different please contact me by email sugarcanefestivalvendor@gmail.com

Please charge to my VISA or MASTERCARD Amount: \$ _____

Fee + 3.00 charge

Name of Card Holder: _____

Account Number: _____

Exp. Date: _____ CVV: _____ (3 digits on back) Zip code: _____

I understand that I will be charged on the date of acceptance of my booth application. I understand that in the event that I cannot attend after September 17, 2018 I will not receive a refund.

Signed: _____

Date: _____