



DownTown Lake Charles

Crawfish Fest

P.O. Box 16558 • Lake Charles, LA • 70616

337-310-0083

crawfishfest@eljayfd.org

www.downtowncrawfest.com

Exhibitor Agreement

Saturday, April 14, 2018

Lake Charles Civic Center

Date of Application: _____

REGISTRATION INFORMATION

Business Name: _____ Address: _____

City/State/Zip: _____ Contact Person: _____

Phone: _____ Email: _____ Website: _____

Type of Product or Service (What will you be selling or showcasing?): _____

If you are selling food items, you must list each food item below.

Only the specific items you list will be allowed in your booth. Any additions must be approved by **Downtown Crawfish Festival (DCF)**. **The DCF reserves the right to limit the items you sell.** DCF attempts to limit redundancy of items offered from more than one vendor, however there is no guarantee of exclusivity or the amount of attendees present at event.

Food/Merchandise Items: _____

If you need additional space, please use another piece of paper.

SALE OF FOOD OR MERCHANDISE. **(NO BOILED CRAWFISH, SODAS, WATER, OR DRINKS PERMISSIBLE. THIS WILL BE STRICTLY ENFORCED. NO EXCEPTIONS. IF A VENDOR IS FOUND TO BE SELLING ONE OF THESE ITEMS, THAT VENDOR WILL BE ASKED TO CEASE IMMEDIATELY. IF THE VENDOR CONTINUES TO SELL SAID ITEM, THEY WILL BE FORCED TO CLOSE THEIR BOOTH DOWN AND EXPELLED FROM PREMISES WITH FORFEITURE OF DEPOSIT AND FULL PAYMENT.)**

BOOTH RATES – 10' x 10'			
Size / Type of Vendor Organization	# of Booths	Rate	Notes
Individual/Non Profit Organizations		\$100	
Small Businesses		\$200	
Corporate		\$500	
Electricity		\$25	
Clean Up Deposit (Separate Check)		\$50	

Total Price: _____

Clean Up Deposit - \$50.00 paid separately. This will be refunded after the festival if entitled.

BOOTH SIZE IS 10' X 10' TOTAL. EACH BOOTH RENTAL INCLUDES ONE EIGHT FOOT TABLE, TWO CHAIRS, AND FOUR PASSES FOR PERSONS WORKING YOUR BOOTH. **ANY ADDITIONAL WORKERS WILL HAVE TO PAY ADMISSION AT**

THE ENTRANCE GATE. NO EXCEPTIONS. YOU MAY BRING YOUR OWN TENT TO COVER YOUR BOOTH SPACE.
 TENTS SHOULD BE NO LARGER THAN 10'X10' UNLESS RESERVING MORE THAN ONE BOOTH SPACE.
ALL VENDORS SUPPLYING FOOD AND/OR UTILIZING, ELECTRICITY, OR PROPANE FIRE: MUST HAVE UPDATED AND CERTIFIED FIRE EXTINGUISHER PRESENT AT ALL TIMES. NO GENERATORS WILL BE ALLOWED TO BE USED INSIDE THE BUILDING.

TRAILERS

Will you be delivering your services from a mobile unit (van, mobile kitchen, etc)? YES _____ NO _____
 If so, what size and model type: _____ (See below for how to measure the overall length of your unit. The tongue and any rear door access is included in the overall length).

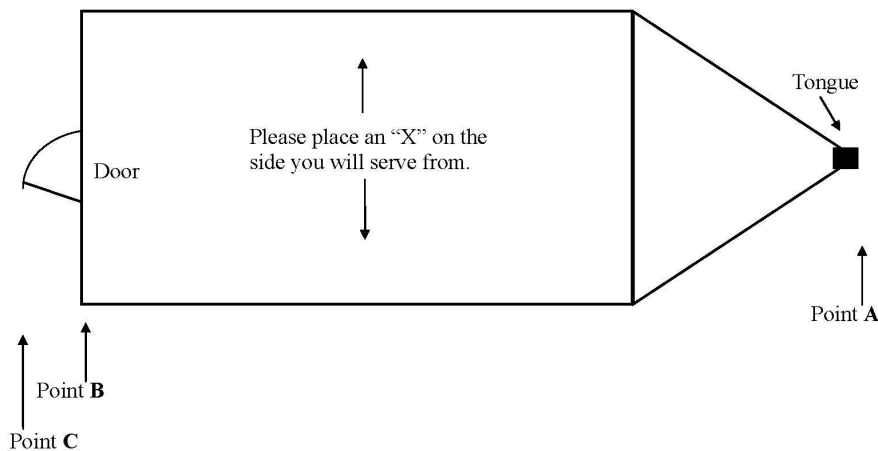
TRAILER RATES			
Space Size	# of Spaces	Rate	Notes
15' x 10'		\$250	
20' x 10'		\$300	
25' x 10'		\$325	
30' x 10'		\$350	
Electricity		\$25	
Clean Up Deposit (Separate Check)		\$50	

Total Price \$ _____.

HOW TO PROPERLY MEASURE YOUR TRAILER/UNIT.

Please refer to the diagram below to properly measure your trailer/unit.

- 1) If you have a fixed tongue on your trailer, you must begin your measurement from Point A.
- 2) If you require entrance through a rear facing door or you have a rear canopy that must be open, you must end your measurement at Point C.
- 3) If you do not require entrance through a rear facing door or have a rear canopy that must be open, you must end your measurement at Point B.
- 4) Please place an X mark on the side of the trailer that you will be serving from so we know how to orient your trailer.
- 5) Failure to accurately give overall dimensions will result in a forfeiture of your deposit.



VEHICLE VENDORS CANNOT LEAVE THE FESTIVAL UNTIL FESTIVAL IS OVER. _____ Initial

Electricity

Will you need electricity? YES _____ NO _____

Electricity can be provided, if we are notified and a fee of \$25.00 is paid with your application prior to March 31, 2017. Electricity available will be 110 volts at a maximum allowed amperage of 60amps. The maximum vendor required power will be _____amps. If this power requirement is exceeded and causes interruption of services, your deposit will be forfeited. The electricity will be available in a conventional three conductor female plug. Any

vendor electrical connection requirements, other than so stated will be the responsibility of the vendor. You must provide your own extension cords and adapters.

PAYMENT

For your **DEPOSIT ONLY**, a personal check or personal business check is requested in the sum of \$50.00. **No Certified Checks or Money Orders.** If you are entitled to your deposit at the end of the festival, this check will be returned to you. You may also put the deposit on a debit/credit card. If you pay with debit/credit card, deposit will be returned by May 1.

For your BOOTH RENTAL or TRAILER SPACE RENTAL, make Money Orders/Certified Checks/Personal Check payable to the Movers and Shakers of the South. Agreement and payment can be mailed P.O. Box 16558, Lake Charles, LA 70616.

Please charge my Vendor Booth Fee to my Visa/Mastercard Credit Card:

Name of Cardholder: _____

Number: _____ Card Type: _____

CV Code (three numbers on back of card): _____ Expiration Date: _____

Zip Code: _____

All NSF checks will be assessed an additional \$30.00.

2018 Exhibitor / Vendor Information

When: **Saturday, April 14, 2018** from 11:00am – 9:30pm

Where: Lake Charles Civic Center
900 Lakeshore Drive
Lake Charles, LA 70601

Rate Includes: One (1) eight (8) foot table, two chairs, and the exhibit area you paid for. Four gate passes (wristbands) will be assigned to each vendor per booth space purchased. Additional gate passes (wristbands) are to be purchased for additional workers at current gate price. If found to have workers with no wristband, the applicant will be charged an additional fee and if not paid, will forfeit the deposit.

Electricity: Please let us know if electricity is needed. Electricity will be provided at an extra charge. Please do not plan to use excessive numbers of accessory equipment such as rice pots, crock pots, toaster or microwave ovens, as they require an enormous amount of electricity and may short out and/or trip the electrical breakers. If this happens, you will be required not to use said equipment and not receive a refund. Please see section entitled "Electricity" above.

Refund Policy: If selected to be a vendor, a full payment will be required by March 31. If you are not selected, your full deposit will be returned. If you are accepted and back out before March 31, the deposit will be returned to you. If you back out after March 31, your payment will not be refunded. **No refunds will be made after March 31, 2018.**

Set-up Times: **Saturday, April 14**, 7am – 10am. If you need special arrangements made for different times, please let the DCF know. No one will be allowed to set up on Friday night.
VEHICLE VENDORS MUST REMAIN INSIDE THE FESTIVAL UNTIL FESTIVAL IS OVER. _____ Initial

Removal Times: All booths, items, and trash must be removed and cleared from festival grounds Saturday night once the event is over. **No vehicles shall be within festival grounds after specified set up times or before official ending of festival and all guests are cleared from festival grounds.** _____
Initial

Exhibitor Entrance and Identification:

All exhibitors and vendors may enter the festival grounds through the specified entrance. Pick up your vendor identification at the specified entrance on the North side. Workers who must pass on their wristband to another person must leave the festival grounds. If they wish to re-enter, they must purchase an admission ticket at the front gate. These rules apply also to children accompanied by parents who work booths. One ticket/wristband will gain entry for one person. These rules will be strictly enforced.

Terms and Conditions

The terms and conditions outlined herein have been established for the mutual benefit and protection of all Exhibitors, Vendors, Guests, and the DownTown Lake Charles Crawfish Fest, its organizers and investors, and may not be modified unless by writing signed by both parties. The exhibitors agree to these terms and conditions as an integral part of this binding contract. Please read carefully to avoid any misunderstandings.

1. Exhibit Space: Distribution of exhibitor space will be assigned and priority given upon receipt of payment and agreement. All booth assignments are at the sole discretion of the organizers of the DCF; however DCF will consider all requests of paid exhibitors.
2. Exhibit Space: You will be assigned to a space based on the size of the rental space you have selected on this form. You will be assigned to that space by vendor committee. **All equipment must be within this assigned booth space. This space must include the tongue length of any trailer and any rear door entry width. The total space also includes any space you will need on the sides of the booth for customers to view your items.**

If you have extenuating circumstances, you may call or email the office to discuss. NO VENDOR IS ALLOWED TO WALK THE GROUNDS TO SELL WARES. NO EXCEPTIONS. Vendors must provide all backdrops, extension cords, signage, etc.

3. Deposit: A Clean-up deposit of \$50 is required and will be paid with application. Each vendor is required to keep their area free of debris and to dispose of any and all boxes, paper, and related trash in the designated dumpsters. At the end of the festival day, the area will be inspected by committee and if approved, the deposit will be returned. Failure to follow the rules is grounds for immediate dismissal and future disqualification of participation.
4. Any vendor who brings a vehicle/trailer into the coliseum to unload must do so immediately, and you must remove the vehicle/trailer from the coliseum immediately. You must unload your merchandise yourself and not expect help from any event staff. All vehicles and trailers must be out of the coliseum by 10:00 am.
5. Taxes: Exhibitors are responsible for any and all taxes and fees associated with their activities at the Festival. You are advised to contact the Calcasieu Parish Sales and Use Tax Department, David Hartman, at 337-217-4280. Each Vendor will receive a tax packet upon arrival and it is the responsibility of each vendor to pay the applicable taxes.

6. **Limitation on Liability:** Exhibitor expressly releases DCF and its organizers from any and all liability and waives a) any and all demands, claims, and causes of action in law or in equity, related to any defect, deficiency, ventilation, refrigeration, or other mechanical systems failure; b) the conduct, negligence or claims of any exhibitor or attendee; and c) any fire, flood, strike, terrorist attack, weather or other force beyond the control of DCF.

7. **No guarantee of results:** DCF and its organizers do not warrant or guarantee any particular result of the festival, nor does it guarantee a particular number of attendees or exhibitors.

8. **Product/Service Exclusivity:** Product/Service exclusivity is not guaranteed through this reservation, this also includes brand exclusivity.

9. **Indemnification:** The Exhibitor hereby agrees to indemnify and hold harmless the DownTown Crawfish Fest, its organizers, officers, employees, volunteers, and agents from any financial liability or obligation incurred by the exhibitor or from any injury or damage to the person or property of others which any exhibitor causes or contributes to cause while participating in any way in the festival. The exhibitor, by signing this agreement, releases the DownTown Lake Charles Crawfish Fest, its organizers, officers, employee, volunteers, and agents from any and all causes of actions, claims, and damages of any kind or nature whatsoever arising from any injury, loss, damage, cost, accident, delay, irregularity, or expense arising out of or in any way connected with the performance or operation of the DownTown Lake Charles Crawfish Fest.

10. **Copyrighted and contracts exclusives:** The DownTown Crawfish Festival has all rights on the following phrases and designs:
 - The Original DownTown Lake Charles Crawfish Festival
 - Lake Charles Crawfish Fest
 - SWLA Crawfish Festival
 - Current or past official Crawfish Fest t-shirts, buttons, or poster designs.
 No vendor will be allowed to use or sell any items with the above phrases printed on them. This will be strictly adhered to. As there is an exclusive contract with the official Crawfish Festival T-Shirt vendor, no other vendor will be allowed to sell silk screened or monogrammed shirts with these phrases or design likeness.

Note: I have read, understand, and accept the terms and conditions of this contract as final and binding. I agree to follow all rules and regulations set forth by the DCF. The signed contract constitutes a binding legal agreement. Please read the Vendor Packet carefully and retain a copy for your records. I understand that in the event I cannot attend after accepting, all rules of the deposit return as specified in the application terms and conditions apply.

Authorized Signature: _____ Date: _____
 Printed Name: _____ Title: _____

FOR OFFICE USE ONLY

Check or MO #	Name	Date		Accepted By
Deposit		Check/Mo	Rec	
Payment		Check/Mo	Rec	