



St. John the Baptist Parish

PRESENTED BY



2022 Andouille Festival Food Vendor Application

As the St. John the Baptist Parish Andouille Festival draws near, we would like to take this opportunity to invite you to participate in this 48 year-old tradition. This event draws nearly 22,000 patrons each year and offers great exposure to participating food vendors. The Andouille Festival is a great marketing opportunity where you could gain new customers and provide delicious menu items to thousands of festival goers. Just think how much your business or organization could benefit by participating in this year's Andouille Festival!

Food Vendor Information

The Andouille Festival is focused on promoting local for-profit and not-for-profit establishments. Regardless of past participation, all vendors must apply annually for selection. To be considered by the food committee, vendors must adhere to the following:

- A proposed menu, including pricing, must be submitted. Other promotional materials describing your business, organization, and menu items are encouraged but not required.
- Vendors must serve at least 2 menu items. To support the festival namesake and the Louisiana seafood industry, **suggested menu items must include at least 1 Andouille dish.** (Exceptions are granted for Sweets booths only.) Applications will be excluded if the menu items do not include at least 1 Andouille dish.
- In keeping with the festival's mission, local vendors will receive first consideration, but all are encouraged to apply.
- Pricing is in \$1.00 increments with a maximum \$10.00 on food items.
- In order to maintain a variety of different menu options, duplicate menu items are not allowed. First choice is given to vendors in the order in which applications are received. All applications are date and time stamped.
- Food vendors are expected to be on site and ready to sell by the opening of each day and must close operations at the close of each day in accordance with the festival hours. Vendors found in violation will jeopardize future participation.

Deadline

Applications will be accepted **Tuesday, July 5th, 2022 through Monday, August 8th, 2022.** Applications may be delivered in person Monday through Friday between the hours of 8:30 a.m. and 4:00 p.m. or mailed to the Department of Economic Development, Attn.: Andouille Festival, 1811 West Airline Hwy, LaPlace, LA 70068. Applications must be received no later than 4:00 p.m. on Monday, August 8th, 2022 to be considered as a festival vendor. Applications received after August 8th will be put on a waiting list and considered only if space is still available after on-time applications have been reviewed. The food committee will meet by August 25th and applicants will be notified by Friday, September 2nd, 2022 on the status of their application. Entry fees will be returned to those vendors who are not accepted. **There will be a MANDATORY Food Vendor meeting for accepted vendors. (date and time TBA)**

Fees

A **\$425** booth fee is required at the time of application. Applications will not be accepted without full payment and security deposit checks. Booth fees cover water, electrical service, and a 10'x12' covered booth (tent). Each booth will include one 8' table. **All prospective vendors are required to attend a Food Vendor meeting.**

Security Deposit

A separate security deposit check of **\$250** and self-addressed stamped envelope must be included with the application for any special or additional clean-up caused by vendors as identified by the Andouille Festival Committee. Deposits will not be returned if you open late on Friday or close early on Sunday.

Entry fees will be returned to applicants who have not been accepted. Deposits will be returned by November 5th, 2022 to selected vendors who comply with all Festival Vendor guidelines.

Booth Spaces and Tents

Each vendor is provided a designated booth space. Vendors are responsible for providing their own cooking and serving materials. Booth spaces are determined by the Festival Committee and are based upon electrical requirements. You will receive a vendor packet at the mandatory meeting indicating your booth space and set-up details. Please do not request special festival placement.

Signage

The Festival Committee will provide and install a sign for each food booth displaying the vendor's name as it appears on the application with a list of menu items and pricing. Once this list is verified and printed, any changes will be at the vendors expense. Signs provided by the festival remain the property of the festival and are not to be modified or removed by vendors. Security deposits will not be returned to vendors who alter or remove festival signage.

Health Department Requirements

Individual food vendors must meet all requirements of the St. John Parish Health Unit. Sanitary measures and precautions must be maintained. The festival reserves the right to inspect and require that food vendors correct unsanitary or unsafe conditions at any time. The festival requires the right to close any booth if vendors are not in compliance with reasonable and acceptable safe and sanitary food handling and preparation practices.

St. John the Baptist Parish reserves the right to monitor and regulate the appropriateness of all booths, vendors, etc.

2022 ANDOUILLE FESTIVAL

Friday, October 14th
6:00 p.m. – 11:00 p.m.

Saturday, October 15th
11:00 a.m. – 11:00 p.m.

Sunday, October 16th
11:00 a.m. – 9:00 p.m.

St. John Center
2900 Highway 51
LaPlace, LA 70068

REGISTRATION DEADLINE

Monday, August 8th, 2022
4:00 p.m.

Please return completed application, signed rules and regulations, with two checks: booth fee and security deposit to:

St. John the Baptist Parish
Economic Development
Attn.: Andouille Festival

1811 W. Airline Hwy.
LaPlace, LA 70068

QUESTIONS?

For more information please contact the Economic Development Department at 985-652-9569

For office use only

_____ Date Received

_____ Time Received

- Application
- Rules and Regulations
- Fees

SJBP 03/2021 CD

Food Vendor Application – 2022

Business Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Were you a food vendor during the 2019 Andouille Festival? Yes No

Business Classification (Please select one)

Restaurant Caterer Non-Profit Individual

Menu Selection

Please list at least 2 menu items below that you wish to sell. Preferred menu items include at least 1 Andouille dish. Exceptions are granted for confectionary booths only.

| Item | Price |
|--------------------------|-------|
| (Andouille Dish) | |
| 1. _____ | _____ |
| 2. _____ | _____ |
| (Louisiana Seafood Dish) | |
| 1. _____ | _____ |
| 2. _____ | _____ |
| (Other Festival Dishes) | |
| 1. _____ | _____ |
| 2. _____ | _____ |

Electrical Needs

Please list the volts, amps, and watts for all equipment. This information is listed on the label of any piece of equipment. To ensure adequate event power, please make sure this information is accurate.

| Items to be plugged in | Volts | Amps | Watts |
|------------------------|-------|------|-------|
| _____ | | | |
| _____ | | | |

Fees (No refunds will be issued after September 30th, 2022.)

- \$250 Security Deposit Fee with self-addressed envelope
- \$425 Entry Fee (includes 10' x 12' booth space, water, electrical, 1 table, and 2 chairs)

\$ _____ Total Enclosed

The undersigned shall indemnify, defend and hold harmless the Andouille Festival and any of its directors, officers, employees, agents, and representatives from and against any and all liability, loss, costs, causes of actions, demands, attorney's fees, expenses, claims, suits and judgments of whatsoever kind and character, including without limitation, all possible costs of responding to demands, in whatever form that may take, with respect to any claim made against the Andouille Festival 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 of the terms of this Agreement.

Signature _____ Print Name _____ Date _____

Festival Rules & Regulations

1. St. John the Baptist Parish retains the exclusive and sole right to sell Official Andouille Festival art, souvenirs, and merchandise at The Andouille Festival. Vendors will not be allowed to sell any items that include the words, "St. John the Baptist Parish Annual Andouille Festival" or any derivative thereof including but not limited to, "Andouille Festival", "Andouille Fest", or "Annual Andouille Fest".
2. Vendors may not sell or give away products that compete with any of the festival sponsors. These sponsors will be listed in the accepted vendors' confirmation packets.

Booth Operations

3. This is a rain or shine event.
4. The Festival Committee will assign booth space. Space assignments are FINAL.
5. Vendors cannot sublease assigned booths. Subletting or sharing booth space may result in eviction from Festival.
6. Limited parking will be available by Festival passes only. Only four vendor passes and two parking passes per booth will be distributed. These parking passes will allow entry into the vendor parking lot. It is the responsibility of each food vendor to make arrangements for parking passes and/or vendor passes to be shared by their volunteers and workers. Any additional vendor passes must be purchased.
7. Vendors must have sufficient amount of product in order to operate required hours.
8. Vendors are responsible for having their own monies as change will not be provided by the Festival.
9. Active solicitation outside booth is prohibited.
10. Amplification devices, boom boxes, and walking vendors are prohibited.
11. Animals are not allowed.
12. No products depicting political campaigns, drug paraphernalia, pornography, or statements that may offend or demean any person/group are allowed. If seen, you will be told to remove those items and/or leave the event with no refund of fees.
13. Vendors will keep their location and surrounding area clean and free from litter. All garbage bags must be disposed at designated locations throughout the Festival by you. Failure to keep your area clean will result in your Security deposit being lost.

Electrical

14. Electricity (110 amps) is provided to all food booths. If you must have electricity to operate, please note it in your application designated as such. Vendors must provide their own heavy duty (14 gauge) extension cord with a minimum length of 100 ft. You must also provide duct tape to properly tape down cord.
15. If electricity cannot be provided by the festival, Whisper Quiet Generators ONLY will be allowed with prior approval.
16. All food vendors may not place anything other than used oil in grease barrels. If barrels are used to deposit any other debris, vendor will not be invited back and your security deposit will be kept.
17. 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.
18. Food vendors may be subject to be inspected by the local electrical inspector at any time.

Setup/Breakdown

19. Setup will begin on Friday, October 14th at 1 p.m.
20. Vendors are required to be open on Friday, October 14th, 6:00 p.m. - 11:00 p.m., Saturday, October 15th, 11:00 a.m. - 11:00 p.m., and Sunday, October 16th, 11:00 a.m. - 9:00 p.m.
21. Breakdown will begin on Sunday, October 16th at 9:00 pm (Vehicles will be able to enter the festival footprint once the police deem it safe and void of pedestrians). Vendors who breakdown their displays or depart before closing time on any day of Festival will not be allowed to return and will forfeit the deposit.
22. Booth space must be cleaned and cleared no later than Monday, October 17th at noon.

Fees/Taxes/Refunds

23. Vendors are responsible for collecting, reporting and paying all sales taxes collected to the appropriate revenue division. Forms and information will be provided at the mandatory vendor meeting.
24. No refunds will be issued after September 30th, 2022.
25. If no incidents occur and all guidelines are followed, your deposit will be mailed back by November 5th, 2022.

Security

26. Nominal security will be provided after hours. St. John the Baptist Parish will not be responsible in any way for loss or damage to participant's property.

Signature _____ Print Name _____ Date _____