



St. John the Baptist Parish

PRESENTED BY



2022 Andouille Festival Sweets 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 Sweet & Treat vendors. The Andouille Festival is a great marketing opportunity where you could gain new customers and provide one of a kind items to thousands of festival goers. Just think how much your business or organization could benefit by participating in this year's Andouille Festival!

Sweets Vendor Application

The Andouille Festival is focused on promoting local for-profit and not-for-profit establishments. The Sweets area is an outdoor marketplace for all Sweets vendors. In this space, there will **ONLY** be Sweets sold. We seek a diverse array of vendor items and there will be no duplications of these items. All items should be reasonably priced and in a family-friendly environment. At the sole discretion of the Andouille Festival Committee, sales, displays, or activities that are deemed inappropriate and offensive will be asked to be removed and ceased. Vendors will be asked to leave the festival if actions or sales continue and refunds will not be granted. All items must be prepackaged. To be considered by the Andouille committee, vendors must adhere to the following:

- In keeping with the festival's mission, local vendors will receive first consideration, but all are encouraged to apply.
- A proposed list of merchandise, including pricing, must be submitted. Other promotional materials describing your business, organization, and items are encouraged but not required.
- Submit a complete list of proposed sweets or treats. Only items on the approved list will be allowed for sale at the Festival.
- Please note that 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 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. Applicants will be notified by Friday, September 2nd, 2022 on the status of their application. **There will be a MANDATORY VENDOR meeting for selected vendors. (date and time TBA)**

Fees

A **\$250** booth fee is required at the time of application. Applications will not be accepted without full payment and security deposit checks. Booth fees cover electrical service and a 10'x10' covered booth (tent).

Security Deposit

A separate security deposit check of **\$100** 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 Space and Tents

Each vendor is provided a designated booth space. Booth spaces are determined by the Festival Committee and are based on electrical requirements. You will receive a vendor packet at the mandatory meeting that will include a map identifying booth location and set-up details. Please do not request special festival placement.

Signage

The Festival Committee will provide and install a sign for each booth displaying the vendor's name as it appears on the application. 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.

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 check 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 01/2019CD

Sweets Vendor Application – 2022

Business Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

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

Business Classification (Please select one)

Business Individual Non-Profit

Description of items to be sold

Please describe the items that you intend to sell below and attach a photo of the merchandise.

Items	Price Range
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

Electrical Needs

Do you require electrical service? Yes No

If yes, 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 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.)

- \$100 Deposit Fee with self-addressed envelope
- \$250 Entry Fee (includes 10' x 10' booth space and electrical in the Arts & Crafts Tent)

\$ _____ 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. Only two vendor passes and one parking pass per booth will be distributed. This parking pass will allow entry into the vendor parking lot. It is the responsibility of each arts and crafts vendor to make arrangements for passes to be shared by their volunteers and workers. Any additional vendor passes must be purchased.
7. Vendors must have sufficient amount of product to operate required hours.
8. Vendors are responsible for having their own monies as change will not be provided by the Festival.
9. Vendors are required to display prices in plain view for patrons.
10. Active solicitation outside booth is prohibited.
11. Amplification devices, boom boxes, and walking vendors are prohibited.
12. Animals are not allowed.
13. 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.
14. Vendors will keep their location and surrounding area clean and free from litter. All garbage bags must be disposed of at the end of the Festival at designated locations.

Electrical

15. Electricity (110 amps) is provided to all arts and crafts booths. If you must have electricity to operate, please note it in your application designated as such. Vendors must provide their own heavy duty (12 or 14 gauge) extension cord with a minimum length of 100 ft. You must also provide duct tape to properly tape down cord.
16. If electricity cannot be provided by the festival, Whisper Quiet Generators ONLY will be allowed with prior approval.
17. Arts and Crafts vendors may be subject to inspection by the local electrical inspector at any time.

Setup/Breakdown

18. Setup will begin on Friday, October 14th at 1 p.m.
19. 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.
20. 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.
21. Booth space must be cleaned and cleared no later than Monday, October 18th at noon.

Fees/Taxes/Refunds

22. 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**.
23. No refunds will be issued after September 30th, 2022.
24. If no incidents occur and all guidelines are followed, your deposit will be mailed back by November 5th, 2022.

Security

25. 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 _____