



# Church Point Courir de Mardi Gras

1036 B East Ebey, Church Point, La 70525

RE: 2012 CHURCH POINT COURIR DE MARDI GRAS FOOD VENDOR  
INFORMATION APPLICATION

Dear Vendor:

Thank you for expressing an interest in acquiring booth space for the sale of food items for our 2012 Courir de Mardi Gras to be held at Parc de Depot.

Enclosed is an application form to apply to become a food vendor. Please fill out completely, attach deposit and proof of insurance and return to us before the deadline of February 3, 2012. The application form should be self-explanatory.

Enclosed is our policy on selection of vendors, clean up requirements and booth information. **Please read over the packet very carefully.**

If you have any questions, please contact my office and leave a detailed message at 337-684-5692 or email at churchpointcity@centurytel.net.

Sincerely,

Chris Savoy  
Vendor Chairman

# CHURCH POINT COURIR DE MARDI GRAS FESTIVAL

At Parc de Depot  
Church Point, LA

## SUGGESTED FOOD ITEM LIST

### CRAWFISH DISHES:

fried tails  
fettuccini  
broiled tails  
boudin  
jambalaya w/other ingredients  
enchiladas

### SHRIMP DISHES:

fried tails  
etouffee  
broiled tails  
boudin  
stew  
shrimp dogs  
jambalaya  
fettucine  
shish-ka-bobs  
eggrolls

### CRAB DISHES:

fried soft shell  
stew  
jambalaya  
crab cakes  
fingers  
au gratin  
fettuccine

### CHICKEN:

fried  
jambalaya w/sausage  
stew  
grilled

### FISH

fried  
blackened  
courtbouillion

### MISCELLANEOUS:

curly fries  
onion rings  
seafood combination dishes  
tacos  
baked potatoes  
ice cream  
funnel cakes

# **Church Point Courir de Mardi Gras Festival**

## **Food Vendor Information**

### **2012 Courir de Mardi Gras**

#### **February 17,18,19, 2012**

The Church Point Courir de Mardi Gras Festival will be held at Parc de Depot, located on Main Street in Church Point.

Food Booths are required to be open all three days. Selection of booth holders will be the decision of the Church Point Courir de Mardi Gras Association Food Committee according to the rules and regulations as set by the Church Point Courir de Mardi Gras Festival Association and the Board of Directors of the Courir de Mardi Gras Festival Association.

#### **REGISTRATION REQUIREMENTS:**

The fee for food vendors is **\$300.00 per booth space.**

Reservation of booth space(s) will be confirmed upon decision of the Church Point Courir de Mardi Gras Festival Food Committee.

**DEADLINE** for applications is **February 3, 2012.** If selected, you will be required to make **full payment by February 13, 2012.** If payment has not been received by the deadline, your space will be reassigned and your deposit will be non-refundable. In the event you are not selected, your full deposit will be returned. Registration and vendor booth fees are non-refundable if application is accepted.

In order for the Committee to assign spaces, the following is necessary:

- Completed application form (enclosed) with agreements attached.
- \$50.00 deposit MONEY ORDER or CASHIERS CHECK (No Personal Checks)
- Copy of product liability insurance (minimum of \$250,000). Your insurance policy binder must include the following wording: Insurance Certificate that indemnifies the Church Point Courir de Mardi Gras Festival Association.

In the event you are chosen to be a food vendor, the following instructions and forms will be mailed upon final payment:

- General Rules for Vendors Contract
- City of Church Point Occupational License Application Form. The fee is \$30.00.
- City of Church Point Sales Tax Collection Form (1%).
- State of Louisiana Sales Tax Collection (4%).
- Festival Grounds Clean-Up Deposit. A \$50.00 clean-up deposit will be required by each food vendor. The vendor is responsible for cleaning up his vendor space (including directly in front and back) before leaving each night. The area will be inspected daily in the morning and evening by the food vendor chairman and clean up supervisor. An area will be provided for cleaning of equipment and utensils, and a dumpster will be provided for food boxes, etc. The area will be monitored for cleanliness and deposit refunded if area has been kept the entire time. No dumping of food or trash, or piling of equipment at the back of the booth is allowed at any time. Dumpsters are available for the disposal of trash. The CPMGA will provide food vendors a trash can for their use. Vendors are to provide their own 55 gallon size trash can liners and will be responsible for emptying the cans at all times.
- MANDATORY PARTICIPATION IS REQUIRED IN OUR FOOD COUPONS FOR FESTIVAL VOLUNTEER WORKERS. COUPONS ARE VALUED AT \$1.00 EACH AND WE WOULD ASK YOU ALLOW US TO PAY \$.75 FOR EACH COUPON. (COUPONS MUST BE ACCEPTED AND MUST BE TURNED IN BEFORE LEAVING ON SUNDAY FOR REIMBURSEMENT ALONG WITH YOUR DEPOSIT.)**

TYPES OF BOOTH SPACE:

SELF-CONTAINED UNITS: Limited space is available for self-contained units. Please sketch or send a photograph of your unit with your application form. We have attached a diagram of our festival grounds indicating where the self-contained units will be placed.

### **BOOTH SPACE INFORMATION:**

Booths are to be open for business:

Friday, February 17	4:30 PM TO 10:30 PM
Saturday, February 18	11:00 AM TO 10:30 PM
Sunday, February 19	10:00 AM TO 5:00 PM

### **Booth Space Specifications:**

NO VENDOR WILL BE ALLOWED TO KEEP ANY ITEMS OUTSIDE THEIR BOOTH AREA. If you feel more space is needed, please indicate you wish to purchase 2 booth spaces. Additional booth space is granted in the event space is available, subject to approval by the CPMG Food Committee.

No campers or refrigerated trucks will be allowed in the booth area.

- Vendors must furnish counter-tops, backdrops, extension cords, signage, tables, etc. We are renting you booth space.
- Food vendors are not allowed to sell any type of beverage or drink.
- Food vendors are required to have a minimum of 5 pound ABC fire extinguisher in their booth.

### Electrical Requirements:

- The cost of electricity is \$20.00 and must be pre-paid.
- Please specify on the application form what type of electricity is needed to hooked up. The number of electrical outlets requested will be enforced. Only 12-2 extension cord with ground with a maximum 50 feet will be allowed.
- Only one 110 is provided allowing 4 plug-ins. Additional equipment needing plug-ins can be provided at an additional cost.
- If additional 110's or 220's are needed, an electrician will be on site to assist you and payment made directly to him by the vendor.
- Booths will be monitored and any tripping of breakers due to overload will result in a \$20.00 service fee (per call) to the food vendor.

### **SET UP TIMES AND REQUIREMENTS:**

Set up begins at 7:00 am on Friday morning of the festival. No parking of vehicles, etc. or setting up allowed on Thursday for safety reasons as our CPMG Directors are busy setting up their areas until late Thursday evening and our carnival is open to the public. Friday is dedicated to setting up vendors. Please do not call and ask or show up on Thursday asking if you may set up.

You are required to set up and have all vehicles out of the festival grounds by 3:00 PM on Friday and 8:30 AM on Saturday and Sunday.

Two parking slots located on the side of the park and one Vista will be provided for each food vendor booth space. Additional parking passes for workers must be purchased at a cost of \$10.00 per day for reserved parking. Please pre-pay for additional workers in your application process. Camper space is available at our Club House located at 1036 B East Ebey, Church Point, Full hookups provided, \$25 per day for 30 AMP & \$30 per day for 50 AMP.

You will not be allowed to drive your vehicles back in to load up until 30 minutes after the sheriff's department has cleared the crowd from the festival grounds. This policy will be strictly adhered to with NO EXCEPTIONS. These are regulations set up to insure the safety of our festival guests.

2012 CHURCH POINT COURIR DE MARDI GRAS FESTIVAL ASSOCIATION  
FOOD CONCESSIONS APPLICATION FORM  
AT PARC DE DEPOT

Please print:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE NUMBERS: (\_\_\_\_) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

REQUESTING Self-contained Unit (Size: \_\_\_\_\_)

NUMBER OF PEOPLE WORKING IN YOUR BOOTH: \_\_\_\_\_

**PLEASE LIST & DESCRIBE ALL FOOD ITEMS YOU WISH TO SELL:  
(EXCLUDING GUMBO, DRINKS & ALCOHOLIC BEVERAGES)**

Name of Item: \_\_\_\_\_ Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

INSURANCE COVERAGE: \_\_\_\_\_ Policy attached

**ELECTRICITY**

Please list all electrical equipment and wattage needed for each to be used:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Send application form & agreement, \$50.00 MONEY ORDER OR CASHIERS CHECK, **NO PERSONAL CHECKS**, proof of insurance to: **CHURCH POINT COURIR DE MARDI GRAS FESTIVAL C/O CHRIS SAVOY 102 CHURCH BLVD, CHURCH POINT, LA 70525.**