



Church Point Courir de Mardi Gras

1036 B East Ebey, Church Point, La 70525

RE: 2010 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 2010 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 1, 2010. 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.**

Gumbo is selected on a bidding process. Only Church Point addresses will receive an application with their food vendor application. If you live outside of Church Point and would like to bid on the Gumbo, please call the office to request a bid packet. Please read over the bid contract very carefully and return with your application form.

If you have any questions, please contact the office and leave a detailed message or email the office at churchpointmardigras@hotmail.com.

Food Vendor Committee

Enclosures

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
2010 Courir de Mardi Gras
February 12,13,14, 2010

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 1, 2010.** If selected, you will be required to make **full payment by February 7, 2010.** 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 WILL BE ACCEPTED).
- 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.
- Binders may also be purchased (approximately \$50.00) under our festival policy, arrangements are to be made through our insurance company. We do not handle this at the office. You will not be able to set up your booth until your insurance policy is filed in our office.

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 BBCFA 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 12	4:30 PM TO 10:30 PM
Saturday, February 13	11:00 AM TO 10:30 PM
Sunday, February 14	10:00 AM TO 4:00 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.

2010 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 _____ Will purchase 3-day policy

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 FOOD VENDOR COMMITTEE, 244 S. GUIDRY, CHURCH POINT, LA 70525.