



Church Point Courir de Mardi Gras

1036 B East Ebey, Church Point, La 70525

RE: 2010 CHURCH POINT COURIR DE MARDI GRAS REGULAR VENDOR
INFORMATION PACKET

Dear Vendor:

Thank you for expressing an interest in being a Regular Vendor for the 2010 Church Point Courir de Mardi Gras which will be held at Parc de Depot, located on Main Street in Church Point on **February 12,13,14, 2010**.

Please find enclosed an application packet to apply to become a regular vendor. Please fill out the application completely, attach deposit and proof of insurance and return to the following address:

Saddle Tramp Riding Club
Regular Vendor Committee
244 S. Guidry St.
Church Point, La 70525

The deadline for regular vendor applications is **February 1, 2010**. We will let you know if you have been accepted as soon as possible.

If you have any questions, please feel free to contact our office at (337) 257-4999 or email us at ChurchPointMardiGras@hotmail.com

CHURCH POINT COURIR DE MARDI GRAS FESTIVAL
Regular Vendor Information
2010 CHURCH POINT COURIR DE MARDI GRAS FESTIVAL
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.

REGISTRATION REQUIREMENTS:

The fee for regular vendors is **\$300.00 per booth space** for a 10' x 10' space. Electricity is provided in your application fee for a 110 allowing 4 plug ins. If you require additional plug-ins, please specify on your application and additional costs may apply.

A **clean up deposit of \$50.00** is required. You are required to keep your area free of debris and to dispose of your cardboard boxes in the designated dumpsters. At the end of the festival, your area will be inspected and your deposit returned to you. Failure to clean up your area will disqualify you from future festivals.

Deadline for the acceptance of applications is **February 1, 2010**. Reservations will be confirmed upon decision of Regular Vendor Committee.

In order for the committee to consider your application, the following is necessary:

- Completed application form.
- \$50.00 deposit (Money order or cashiers check ONLY). Personal checks will not 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 Saddle Tramp Riding Club.
- Binders may also be purchased (approximately \$100.00) 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.

Return all of the above to:

Church Point Courir de Mardi Gras Festival
Regular Vendor Committee
244 S. Guidry
Church Point, La 70525

Booth Space Information:

Copyrighted Items and Contracts Exclusives:

The Saddle Tramp Riding Club Association has copyrighted the following phrases:

- "Church Point Courir de Mardi Gras"
- "Church Point Courir de Mardi Gras Festival"
- "Church Point Petite Enfant Courir de Mardi Gras"

No vendor will be allowed to use or sell any items with the above copyrighted phrases printed on them. We will strictly adhere to this policy.

As we have an exclusive contract with our official Church Point Courir de Mardi Gras Festival Vendor.

Booth Space Specifications:

- One space will be 10 feet x 10 feet to be assigned by the Regular Vendor Committee. All equipment must be within your assigned booth space. **YOU ARE NOT ALLOWED TO WALK THE GROUNDS SELLING YOUR WARES. NO EXCEPTIONS.**
- Vendors must furnish all backdrops, extension cords, signage, tables, etc.
- Please specify on the application form what type of **electricity** is needed to be hooked up. Electricity is provided in your application fee for a 110 allowing 4 plug ins. If you need a 220 hook-up or any additional hookups, you must pay our onsite electrician for hook-up services.
- NO CAMPERS OR TRUCKS WILL BE ALLOWED IN THE BOOTH AREA. Camper space is available at our Club House located at 1036 B East Ebey, Church Point, La. Full Hook ups provided \$25 per day for 30 AMP and \$ 30 per day for 50 AMP.
- One parking permit will be assigned to each vendor for each booth space purchased. Additional parking passes are to be purchased for your workers at \$10.00 each per day with your application and you will be invoiced for these passes.

Letters of acceptance will be sent out to vendors. Please do not assume you have been accepted unless you receive a letter of acceptance.

Booths are to be open for business:

Friday, February 12	4:30 PM until 10:30 PM
Saturday, February 13	4:39 PM until 10:30 PM
Sunday, February 14	10:00 AM until 4:00 PM

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 Church Point Courir de Mardi Gras 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 have all vehicles out of the festival grounds by 3:00 PM on Friday and 8:30 AM on Saturday and Sunday.

You will not be allowed to drive your vehicles back in to load up until 30 minutes after the sheriff 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.

In the event you are chosen to be a vendor, the following forms will be mailed to you with a letter of acceptance and contract:

- Church Point Courir de Mardi Gras Vendor Rules Contract
- City of Church Point Occupational License form. The fee is \$30.00 for Special Event or \$50.00 for one year.
- City of Church Point Sales Tax Collection form.
- State of Louisiana Sales Tax Collection form.

If selected, you will be required to make full payment by **February 1, 2010**. If you are not selected, your full deposit will be returned. If you are accepted and back out before January 15th, your deposit will not be refunded. If you back out after **February 1, 2010**, your full payment will not be refunded.

2010 CHURCH POINT COURIR DE MARDI GRAS FESTIVAL
Regular Vendor Application
Parc de Depot

NAME: _____

This is the name your clean up deposit refund will be issued. No exceptions.

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT PERSON: _____

PHONE NUMBER: (_____) _____

EMAIL ADDRESS: _____

NUMBER OF BOOTH SPACES REQUESTING: _____

NUMBER OF WORKERS IN YOUR BOOTH: _____ (1 parking pass per booth space is included in your booth fee, additional parking passes will be invoiced to you.)

PLEASE LIST AND DESCRIBE ALL ITEMS YOU WISH TO SELL:

Name of Item:

Describe:

ELECTRICITY: TYPE NEEDED: _____ 110 _____ 220

Only one 110 is provided. The cost of electricity is included in your booth fee. If additional 110's or 220's are necessary, an electrician will be on site to assist you. You will be responsible for any additional charges rendered for these services and will pay the electrician directly. Please list all electrical equipment and wattage needed for each to be used:

Send application form, \$50.00 MONEY ORDER OR CASHIERS CHECK to: Church Point Courir de Mardi Gras Regular Vendors, 244 S. Guidry St, Church Point, La 70525.