

# Krotz Springs Sportsmen's Heritage Festival May 24<sup>th</sup> and 25<sup>th</sup>

P.O. Box 822

Krotz Springs, LA 70750

Email: [ksshfa@KSSportsmensheritagefestival.com](mailto:ksshfa@KSSportsmensheritagefestival.com)

Web: [www.KSSportsmensheritagefestival.com](http://www.KSSportsmensheritagefestival.com)



**Food Vending** Booth space for the Krotz Springs Sportsmen's Heritage Festival, which will be held **May 24<sup>th</sup> & 25<sup>th</sup>** in Krotz Springs' Nall Park, is now available.

**The Festival will take place Friday and Saturday, Food Vendors will set up and sell on Friday and Saturday. Security will be present Friday night for your convenience.**

## **FOOD VENDOR:**

### **BOOTH SPACE INFORMATION:**

- Each space is approximately **8 feet x 15 feet** and will be assigned by the Food Vendor Committee. The spaces are located on concrete and are accessible to running water.
- The fee for food vendors is **\$300.00 per booth space**. All equipment must be within your assigned booth space. If additional space is needed, purchase two spaces.
- Vendors must furnish all countertops, backdrops, extension cords, signage, tables, etc. We rent only booth space.
- Vendors are required to have a minimum of a **5 pound ABC fire extinguisher** inside the booth.
- Food vendors are not allowed to sell any type of beverage or drink.
- 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. 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 up 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 KSSHF 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.
- **Electrical connections per space.** We provide one 110 outlet 4 plug-ins. Please specify on the application form what type of electricity is required for your hook-up. Only 12-2 extension cords with ground (maximum 50 foot length) will be allowed. 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.
- **NO CAMPERS, TRUCKS, OR REFRIGERATED TRUCKS WILL BE ALLOWED IN THE BOOTH AREA.**

### **VENDOR RULES:**

1. A copy of your **Product Liability Insurance** is required (minimum of \$250,000). Your insurance policy binder must include the following wording: "This Insurance Certificate indemnifies the Krotz Springs Sportsmen's Heritage Festival Association." You will not be able to set up your booth until your insurance policy is filed in our office.

**2. YOU ARE NOT ALLOWED TO WALK THE GROUNDS SELLING YOUR WARES. NO EXCEPTIONS.**

**3. COPYRIGHTED ITEMS AND CONTRACTS EXCLUSIVES:**

The Krotz Springs Sportsmen's Heritage Festival Association has copyrighted the following phrases:

- |   |                                       |
|---|---------------------------------------|
| A. "Krotz Springs Sportsmen's Heritage Festival"  | D. "Sportsmen's Heritage Fest"        |
| B. "St. Anthony's of Padua, Sportsmen's Festival" | E. "KS Sportsmen's Heritage Festival" |
| C. "Krotz Springs Sportsmen's Festival"           | F. "KS Heritage Fest"                 |

**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 Krotz Springs Sportsmen's Heritage Festival T-shirt Vendor.

**4. FOOD VENDOR BOOTHS ARE TO BE OPEN FOR BUSINESS EACH OF THE TWO FESTIVAL DAYS:**

Friday,	5:30 PM until 11:00 PM
Saturday	10:00 AM until 11:00 PM

**5. SET UP TIMES AND REQUIREMENTS:**

- A. Friday is dedicated to setting up vendors.** Set-up begins at 10:00 AM on **Friday** morning of the Festival. No parking of vehicles, etc. or setting up is allowed on Thursday; KSSHFA Directors are busy setting up their areas until late Thursday evening and security **will not be** on site Thursday night to protect your equipment or merchandise. Please do not call and ask to show up on Thursday to set up.
- B.** You are required to have **all vehicles out of the festival grounds** by 4:00 PM on Friday and 9:30 AM on Saturday.
- C.** 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.

**APPLICATION PROCESS:**

- 1. The deadline for **Food Vendor** applications is **April 25<sup>th</sup>**
- 2. **To apply for Vendor space** the following is necessary:
  - A. **Completed and Mail** the attached **application form**,
  - B. A **sketch, drawing or picture** of your unit (for placement purposes),
  - C. Copy of your **Product Liability Insurance** with **Festival Indemnifier**, and
  - D. **Your \$50.00 deposit/application fee** in the form of a **money order or cashier's check** made payable to **KSSFHA** – no cash will be accepted.
  - E. Mail to: **KSSHFA - Food Vendor, P.O. Box 822, Krotz Springs, LA 70750.**
- 3. **The Vendor Committee will consider all applications.**  
**Notification of acceptance or non-acceptance will be mailed on May 1st.**

If **selected**, Food Vendors will be required to make **full payment by May 15<sup>th</sup>**.

If **not selected**, Food Vendors **full \$ 50.00 application fee will be returned**.

If an **Accepted Food Vendor**:

- **backs out** before May 15<sup>th</sup>; the \$ 50.00 **deposit will not be refunded**.

- **backs out** after May 1<sup>st</sup>; **neither** the deposit, nor the full payment **will be refunded**.

**4. Accepted Vendors will complete the following packet. To be complete documents must be signed and returned with your full payment including clean-up fee:**

A. **KSSHF Vendor Rules Contract (attached)**

B. **Town of Krotz Springs Special Event License Fee.** (The fee is \$25.00)

We will provide you with the following at check-in:

C. **Town of Krotz Springs Sales Tax Collection Form** (will be provided with license)

D. **State of Louisiana Sales Tax Collection Form**

E. **Grounds diagram** with the approximate location of your booth.

If you have any questions, please feel free to contact our Food Vendor Chair, Holly Ardoin at (337)692-9599 or by email at [holly.ardoin@hotmail.com](mailto:holly.ardoin@hotmail.com)

## **FOOD VENDOR – Menu Item Suggestions**

### CRAWFISH:

Fried tails  
Fettuccine  
Broiled tails  
Boudin  
Jambalaya w/ other ingredients  
Enchiladas  
Pastalaya  
Pie

### CHICKEN:

Fried  
Jambalaya w/ sausage  
Stew  
Grilled  
Gumbo

### ALLIGATOR

### SWEETS

### SHRIMP:

Fried tails  
Etouffee  
Broiled tails  
Boiled tails  
Boudin  
Stew  
Shrimp dogs  
Jambalaya  
Fettuccine  
Shish-ka-bobs  
Egg rolls

### FISH:

Blackened  
Courtbouillion

### CRAB:

Fried soft shell  
Boiled  
Stew  
Jambalaya  
Crab cakes  
Fingers  
Au gratin  
Fettuccine

### MISCELLANEOUS:

curly fries  
Seafood combination dishes  
Tacos  
Baked potatoes  
Ice cream  
Funnel cakes

**FOOD VENDORS DO NOT SELL DRINKS OR ALCHOLIC BEVERAGES – THOSE ARE CONTRACTED BY THE FESTIVAL SEPARATELY.**

# KROTZ SPRINGS SPORTSMEN'S HERITAGE FESTIVAL FOOD VENDOR APPLICATION – PLEASE PRINT ALL INFORMATION

**NAME:** \_\_\_\_\_  
THIS IS THE NAME YOUR CLEAN UP DEPOSIT REFUND WILL BE ISSUED TO. NO EXCEPTIONS.

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

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

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

**PHONE NUMBER:** (\_\_\_\_) \_\_\_\_\_ **CELL NUMBER:**(\_\_\_\_) \_\_\_\_\_

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

**NUMBER OF BOOTH SPACES REQUESTED:** \_\_\_\_\_ @ \$300.00 each      **NUMBER OF WORKERS IN YOUR BOOTH:** \_\_\_\_\_

**PLEASE LIST AND DESCRIBE ALL FOOD ITEMS YOU WISH TO SELL - excluding drinks and alcoholic beverages.** (Only specific items you list below will be allowed in your booth. **Any additions must be approved by KSSHFA- no exceptions. Attach additional sheet(s), if needed.**

Name Item(s)	Description of Item(s)

**ELECTRICITY: One 110 is provided with four plug-ins.** If additional 110's or 220's connections 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. If you require greater the 110 please, list equipment and wattage so that the electrician can be prepared to meet your needs in advance. **Attach additional sheet, if needed.**

**ELECTRICAL SERVICE:**      **Number needed:** \_\_\_\_\_ **110 outlets**      \_\_\_\_\_ **220 outlets**

Equipment Type:	Electrical wattage required to operate:

**MANDATORY INSURANCE COVERAGE:** \_\_\_\_\_ Policy attached

**APPLICATION PROCESS:** Mail this application form, proof of insurance, and the \$50.00 deposit as a **Money Order or Cashiers Check** payable to **KSSHFA** to:  
**KSSHFA - FOOD Vendor, P.O. Box 822, Krotz Springs, LA 70750.**

Application deadline is April 25. Notification of application acceptance will be sent out by mail on May 1<sup>st</sup> by the KSSHFA. **For Questions, call (337) 692-9599**

# 2019 Food Vendor Contract

I, \_\_\_\_\_, Food Vendor, do, by signing this contract, agree to abide by the rules of the Krotz Springs Sportsmen's Heritage Festival Association to meet the requirements necessary to be a vendor on the grounds of Nall Park in the Town of Krotz Springs, Louisiana. I further agree to be present and provide food service to the festival on May 24<sup>th</sup> and 25<sup>th</sup>, 2019.

By signing this contract I agree to uphold the following: set-up and take down regulations and times, space size and limitations, business hours, clean-up requirements, festival copyright restrictions, and the electrical use guidelines. I furthermore agree to supply proof of my Product Liability Insurance bearing a Festival Indemnity clause, as well as my Town of Krotz Springs Occupational License and local and state tax forms.

This contract signed this \_\_\_\_\_ day of \_\_\_\_\_ 2019  
by \_\_\_\_\_ (vendor) in  
Print  
Signature  
the presence of this witness \_\_\_\_\_ (witness).  
Print  
Signature

This done and sworn before me, the undersigned notary  
On this \_\_\_\_\_ day of \_\_\_\_\_ 2019  
At my office in Krotz Springs, LA.

\_\_\_\_\_  
Notary: Sabrina E Ardoin

LA ID # 12458