

**BAYOU PLAQUEMINE WATERFRONT PARK**  
57845 Foundry Street --- Plaquemine, LA 70764-2403  
225-687-3116 – Fax 225-685-1194 -- Website: [www.plaquemine.org](http://www.plaquemine.org)  
**BOOTH VENDOR RULES & REGULATIONS**

**Special Events NOT sponsored by City Park nor Main Street Program**

**VENDORS:**

The Event Coordinator and/or Park Management have the right to deny a vendor application for failure to comply with the Bayou Waterfront Park Special Event Vendor Rules, federal, state, parish and city laws and regulations. Vendors are responsible for their booth and contents. Vendors must provide their own display stands, tables, protective covering, bags, containers, changes, electric cords, and any other supplies needed.

**VENDOR'S CONDUCT:** Booth vendors must conduct themselves and their employees/assistants in a professional manner. Loud playing of radio, television, or other noise producing items will be managed by Event Coordinator. No profane language, fighting, or verbally downgrading another vendor/booth allowed. Loud outbursts directed at Park Management/Event Coordinator, fellow employees, fellow booth vendors or customers will not be permitted.

**SALES TAX:** All vendors shall comply with State, Parish and City Revenue tax collection rules. The Park is not responsible for tax collection.

**REFUND / CANCELLATIONS:** *The Park Management does not control the weather and will not be obligated to refund any event that is affected by weather.*

**BOOTH INFORMATION:**

**ACCOMMODATIONS:** No overnight camping or RV camping within Park facilities unless pre-approved by Park Management. Contact information listed above.

**BOOTH REQUIREMENTS:** Park Management does not rent nor provide vendor tent, tables, chairs, dollies, non-electrical lighting and other operational equipment. The Park provides electricity to food and craft/merchandise vendors, upon request. Extension cords for heating and cooking equipment shall be UL approved, listed for outdoor use and plugged into an approved receptacle. Potable water is currently not provided. However, these spaces are limited and only available in certain areas. No pets allowed other than disabled assisting dogs.

**DECORATIONS/ SIGNAGE:** Vendors must have pre-approval of any advertisement, signage or decorations outside of assigned booth area or the Park from the Event Coordinator and/or Park Management.

**PARKING:** Event Coordinator will be responsible for assigned parking in designated areas. Parking in unauthorized areas will be subject to vehicles being towed. No motorized vehicles are allowed in the Pavilion without the express permission of City Park Management. Handicapped vehicles are permitted.

**SET-UP DIRECTIONS:** Day of Event: Vendors may set up booth the day of the event. Vendor requiring set up the day before event must have prior Event Coordinator approval. Only approved motorized vehicles will be used on Park grounds to aide or assist event equipment. ***TAKEDOWN DIRECTIONS:*** Vendors must remove all items and contents upon completion of the event, unless otherwise approved by Event Coordinator or Park Management.

**BOOTH SALES ITEMS:**

**ALCOHOLIC BEVERAGES:** Vendors are prohibited from selling or consuming alcoholic beverages on Park property without prior approval. State and City permits are required to sell alcoholic beverages.

**INVENTORY LIST:** The Park Management and/or Event Coordinator, within his/her discretion, reserves the right to deny the sale of any items it deems obscene, offensive, repugnant, inflammatory, and/or is not compatible with the theme of the event. It is shall be prohibited to sell any pirated or illegally obtained merchandise. Vendors are prohibited from selling any and all merchandise specifically prohibited by law, including, but not limited to:

1. No sale of cigars, cigarettes or tobacco of any sort
2. No sale or use of any alcoholic beverages carried or consumed on premises, without prior approval of Park management.
3. No firearms or ammunition of any sort sold or carried on premises except those weapons identified as antiques
4. No sale or use of switchblades
5. No sale or use of martial arts equipment
6. No sale or use of explicit sexual material
7. No sale of reproduced audio tapes, videos, records, etc.
8. No counterfeit trademark items
9. No live animals (exception: domesticated animals) without prior approval of Park management
10. No sale of products from endangered species

Any other items or actions deemed to be inappropriate by Event Coordinator and/or Park Management. Violation of any of the above regulations will result in Vendor being expelled from the Bayou Waterfront Park permanently. Management further reserves the right to take any action necessary to insure the safety and welfare of the Bayou Plaquemine Waterfront Park.

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**INSPECTION:** The Event Coordinator and/or Park Management reserve the right to inspect any vendor's booth space at any time to enforce all rules and regulations.

**LIABILITY WAIVER:** All vendors agree to comply with any and all applicable vendor rules. Booth Vendor agrees to hold the City of Plaquemine and/or Event Coordinator, its officers, agents, and employees, (collectively, the "City") harmless and free from any obligation and/or liability whatsoever and shall further release, discharge, and hold harmless for any cost and expenses of any type or kind, attorney fees, claims, liability, damages, personal or property, causes of actions, judgments, settlements incurred, suffered or otherwise that is a result of or in any manner connected, directly or indirectly with the use, maintenance, and/or operations of the demised premises for the Special Event, and from any personal injury or any type of damage whatsoever to persons and/or property occurring on or about the demised premises for the Special Event though the fault, negligence, omission and/or commission of applicant, applicant's agents, and/or assigns or otherwise. Booth vendor and its employees/assistants agree to the terms and conditions for the rental use of the Bayou Plaquemine Waterfront Park. The Park Management reserves the right, at its sole discretion and without notice, to modify or revise vendor rules.

**MERCHANDISING:** The Event Coordinator is responsible for approved relevant merchandising vendors for each event to conform/approve their items for sale. **The Park Management does not allow solicitation without approval.** The Park Management and/or Event Coordinator, within his/her discretion, reserves the right to deny the sale of any items it deems obscene, offensive, repugnant, inflammatory, and/or is not compatible with the theme of the event. Unless otherwise permitted herein, the sale of alcoholic beverages and tobacco products is strictly prohibited.

**FOOD VENDOR RULES:**

**ELECTRICITY / WATER:** Electrical spaces for craft/merchandise vendors are minimal within the Park grounds. Potable water is not provided at the Park site at this time. Electrical 110V, 20 amp outlet requirements must be requested on application. Other outlet needs must be noted on the application, but are not guaranteed available. Generators are allowed on the Park grounds; no hard wiring in, and no service over 20 amps is provided. Power locations are limited within the Park site. Extension cords for heating and cooking equipment shall be UL approved, listed for outdoor use and plugged into an approved receptacle. **Must use minimum #12 gauge electrical cord.** Any damages done to the Park's electrical infrastructure and/or equipment as a result of vendor's act or omission will be the vendor's responsibility to reimburse the City of Plaquemine for the damages. The vendor will be notified in five (5) working days of the problem.

**ENVIRONMENTAL REQUIREMENTS:** Food vendors may not sell/dispense any products in glass containers. All food waste must be disposed of properly. Food, grease or oil cannot be disposed into park drains, dumpster or bayou waterways. All vendor trash must be removed from the Park site, as no dumpster is available at this time. Any trash left on the ground may result in cancellation of future participation.

**FIRE DEPARTMENT REQUIREMENTS:** Park Management maintains a fire extinguisher on Park grounds. All food vendors are encouraged to operate under a flame retardant canopy or from a self-contained trailer, with a fire extinguisher.

**INSURANCE:** At the discretion of the Park Management, food and other vendors may not be required to provide a certificate of general liability insurance with the City as an additional insured.

**GOVT. REQUIREMENTS:** Food vendors shall follow the rules as set forth in the Louisiana Department of Health and Hospitals Sanitation Code – Chapter 47: Temporary Food Service. Any required licenses or permits needed are the responsibility of the booth vendor and/or Event Coordinator.

**PROHIBITED ACTIVITIES:** The following activities shall not be permitted within the Park:

1. Discharge of firearms
2. Skateboarding, rollerblading, motorized vehicles or bicycles on sidewalks or boardwalks
3. Removal of landscape vegetation or materials
4. No spray paint or painting or coloring of any Park surface is allowed without prior approval

**IMPORTANT INFORMATION:**

**You must retain this sheet for important rules and set-up information.**

Bayou Plaquemine Waterfront Park: 57845 Foundry Street, Plaquemine, LA 70764-2403

Mailing Address: P.O. Box 675, Plaquemine, LA 70765-0675 –Office 225-687-3116 – fax 225-685-1194 -- [www.plaquemine.org](http://www.plaquemine.org)

For more information on any rules, please contact Plaquemine Main Street Program office at 225-687 3116 or [khebert@plaquemine.org](mailto:khebert@plaquemine.org).

For an application packet for City, Park or Main Street Program sponsored-event, vendors may request via telephone, fax or email.

Bayou Plaquemine Waterfront Park is owned and operated by the City of Plaquemine, Louisiana.