

BAYOU PLAQUEMINE WATERFRONT PARK
57845 Foundry Street --- Plaquemine, LA 70764-2403
225-687-3116 – Fax 225-685-1194 -- www.plaquemine.org
BOOTH VENDOR RULES & REGULATIONS

City, Park or Main Street Program Sponsored Events

APPLICATION PROCESS:

APPLICATION: Vendor fees are non-transferable. Vendors who sign the application are responsible for the booth and contents. Vendors must provide their own display stands, tables, protective covering, bags, containers, changes, electric cords, and any other supplies needed. Applications shall be submitted only by persons acting on their own behalf or as an authorized agent of an individual or organization other than the applicant.

APPROVAL: Applications will be approved or denied in the Event Coordinator's sole discretion based on event needs, space availability and/or amount of duplicated products. The submittal of an application does not guarantee vendor acceptance into any event. The Park Management and/or Event Coordinator have the right to deny an application or terminate approval of a vendor application for failure to comply with the Bayou Waterfront Park Special Event Vendor Rules, federal, state, parish or city laws and regulations. *The Event Coordinator does not guarantee exclusivity* for vendors on a particular item. Event coordinator has the right to limit the type of merchandise to be sold.

DEADLINES: Applications must be fully completed, signed by vendor and include all the appropriate fees and documents, if any.

REFUNDS/CANCELLATIONS: There are no refunds available for approved vendors. Approved vendors that cancel or are a "no show" will forfeit their application fee(s). *The Park Management does not control the weather and will not be obligated to refund any event that is affected by weather.*

VENDOR SPACE: Event Coordinator will assign vendor spaces based on booth requirements and facility layout. Assignments shall be based on consideration deemed to be in the best interest of the Park. Electrical spaces for food and craft/merchandise vendors are minimal and shall be assigned on a first come, first serve basis.

BOOTH INFORMATION:

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

BOOTH REQUIREMENTS: All vendors must provide their own tent, tables, chairs, dollies, non-electrical lighting and other operational equipment. Potable water is currently not provided by the Park. 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. However, these spaces are limited and only available in certain areas. No pets allowed other than disabled assisting dogs.

BOOTH RELOCATION: All vendors must utilize their assigned spaces. Trading/relocating assigned spaces is not permitted, unless approved by Event Coordinator.

BOOTH SPACE: Vendors must have a canopy, tent or self-contained trailer unless otherwise approved. Food Vendors: Each food concession area is rented on a first come, first serve basis.

PARKING: Vendors are directed to drop off their booth equipment/supplies in the Park during specified set-up time and park their vehicle 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. All vendors must check in with Event Coordinator. All vendors must be set up and all vehicles removed from the Park (unless prior approved by Event Coordinator) no later than two (2) hours prior to the start of the Special Event. Set up dates and times are subject to change. Only approved motorized vehicles will be used on Park grounds to aide or assist event equipment.

TAKEDOWN DIRECTIONS: *Early takedown:* Vendors who leave before the official end of the event must dolly their equipment out of the Park to their vehicles. *Scheduled Takedown:* Vendors will be allowed to bring their vehicles into the Park after the official end of the event as deemed by Event Coordinator.

VENDOR SALES ITEMS:

ALCOHOLIC BEVERAGES: Vendors are prohibited from selling or consuming alcoholic beverages on Park property without prior approval. Park Management reserves the right to sell sponsor-related beverages during Special Events.

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DECORATIONS/ SIGNAGE: Vendors are required to decorate their booths according to the theme of the event and all decorations and signage shall be compatible with the theme of the event. Vendors shall be allowed one (1) banner with their company name. Vendors must have pre-approval from the Event Coordinator or Park Management of any advertisement, signage or decorations outside of assigned booth area. No spray painting or painting or coloring of surfaces is allowed within the Park without prior approval.

INVENTORY LIST: All vendors are limited to sell only those items listed on their application. 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 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 City 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 City 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.

No wording of OFFICIAL EVENT Merchandise shall be allowed on any signage. Plaquemine Main Street Program/Park Management reserves the rights to any and all official event merchandise.

MERCHANDISING: The Event Coordinator must approve all relevant merchandising vendors for each event to conform/approve their items for sale. Merchandise is only accepted based on the theme of the event. **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.

INSPECTION: The Park Management reserves the right to inspect any vendor's booth space at any time to enforce all rules and regulations.

INSURANCE: At the discretion of the Event Coordinator and/or Park Management, vendors may be required to provide a certificate of general liability insurance with the City as an additional insured.

LIABILITY WAIVER: By submittal of Booth Vendor Permit, 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, 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 City and/or Park Management reserve the right, at its sole discretion and without notice, to modify or revise vendor rules.

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

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 not be permitted, unless pre-approved 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.

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FOOD VENDOR RULES:

EXCLUSIVITY: Food vendors will be notified of any exclusivity agreements pertaining to food sales (beverage, ice, etc.) Vendors must abide by these agreements.

ELECTRICITY / WATER: Potable water is NOT provided at the Park site at this time. Electrical 120V, 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, no hard wiring in, and no service over 20 amps is provided. All hard wiring will be performed by City's Electrical Dept. Power locations are limited within the Park site. A minimum of a #12 gauge electrical extension cord for heating and cooking equipment shall be UL approved, listed for outdoor use and plugged into an approved receptacle.

Cooking is not allowed in the Main Pavilion facility. Seafood boiling areas and b-b-que areas are available with accessible electricity and water. Drainage area is provided for the disposal of the seafood boiling water, located next to the cooking area.

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, with a fire extinguisher.

INSURANCE: At the discretion of the Park Management and/or Event Coordinator, food vendors and other event partners/participants may not be required to provide a certificate of general liability insurance with the City as an additional insured.

STATE REQUIREMENTS: Food vendors should follow regulations under the Louisiana Department of Health and Hospital Sanitation Code – Chapter 47: Temporary Food Service. A state temporary food service permit is not required for this event.

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
5. Main Pavilion facility: No cooking allowed within the Main Pavilion area. No smoking in the Main Pavilion and Meeting Room.

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

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

For an application packet, vendors may request via telephone, fax or email.

All payments by check must include the name, address, telephone #, driver's license and work number. No temporary checks accepted.

Check or money order must be made Payable to the Order of **City of Plaquemine – Special Event**.

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