

Houma Downtown Christmas Festival FOOD VENDOR - BOOTH PRICING & GUIDELINES

Saturday, December 3, 2016
Houma, LA



ABOUT US

Houma Downtown Christmas Festival is a free holiday festival that provides Houma and surrounding areas a fun-filled, family-oriented Christmas festival. The event will include Santa's Workshop for kids, caroling, craft vendors, music, delicious food, and more. The festival is managed by an all-volunteer committee. Proceeds from the festival will go to maintain Downtown Houma Christmas decorations and sustain the festival for years to come. The festival is from 11 a.m. – 8 p.m. with the Christmas Parade starting at 4 p.m. Santa will be in the Courthouse Square from approximately 6:00 – 8 p.m.

FAST FACTS

- The Christmas Festival will stretch along a quarter-mile area of Main Street in Downtown Houma and is also located inside an official **Louisiana Cultural District**.
- Festival hours begin Saturday, December 3, 2016 at 11 a.m. The parade will start at 4 p.m. **Operational hours for food vendors will be 11 a.m. – 6 p.m.** You may keep your booth open as late as 8 p.m., if you'd like.
- All food booths will be strategically placed inside the Courthouse Square, near the music stage and food vendors.

BOOTH SPACE

Booth spaces are reserved and accepted on a first-come, first-serve basis by October 15, 2016 at 4:00 p.m.

- **Each booth will be allowed to sell up to four (4) food items.** Items being served as a plate with side items must be listed on the application along with the main item. The plate will be counted as one food item. If side items are sold individually, they will be counted as one item.
- Vendors must supply their own tents, tables, chairs and any additional supplies needed for the sale of their products including paper/plastic serving products.
- Vendors must also provide sufficient staffing in booth(s) for full duration of the festival. Christmas Festival will not provide staffing.
- **FESTIVAL MANAGEMENT WILL NOT PROVIDE CASH OR CHANGE DURING THE FESTIVAL.**

FEES

Food Booth Fee: \$75.00

- **If your application is not accepted, ALL fees will be returned.**
- There will be **NO REFUNDS** in the event of inclement weather.
- Subletting of booth space is **NOT** allowed.

Electricity: Free of charge, **limited to (1) 110v-20amps of power.**

- Fee of \$50.00 to be charged for additional electrical needs or late requests.
- **Vendors must provide their own extension cords.**
- All requests for electricity must be made by **2 p.m. on Friday, November 11, 2016** in order to avoid a \$50.00 late fee.

Payments:

- Fees are accepted in the form of cash, check, or money order.
- **All fees are due with the application.** Deposits will not be accepted. Payment must be received in full to secure booth space.
- Please make checks & money orders payable to: **TPCG with Houma Downtown Christmas Festival in the memo line.**
- **An accepted application is a commitment to the festival and NO REFUNDS will be issued for cancellations.**

Sales Tax **Vendors are subject to state and local sales tax laws and are responsible for conforming to said laws. Any specific questions regarding this should be directed to the Terrebonne Parish Sales & Use Tax Department at 985-876-3734.

GENERAL RULES & REGULATIONS

- **ALL** items to be sold in the food booth must be listed on the food vendor application and approved by the festival committee. Products and prices cannot be changed upon approval and acceptance of the application.
- In an effort to maintain a balanced festival, we prefer not to duplicate food items. **Christmas Festival reserves the right to determine what constitutes a “duplicate” food item.**
- **Christmas Festival also reserves the right to:** (1) Refuse space to applicants for any reason including but not limited to not meeting proper qualifications for festival participation. (2) Make changes to the booth layout as necessary.
- Absolutely no type of drink (tea, soft drinks, water, alcohol, etc) will be allowed for sale from food booths.

Fire Extinguishers **All food vendors are required to provide at least one working fire extinguisher inside their booth.

- Any vendor cooking with oil is required to provide a Class “K” fire extinguisher.
- Any vendor using propane is required to strictly comply with bottle safety standards and regularly monitor gas pressure.
- Any vendor causing a fire will be held responsible for any and all damages incurred to any property.

Sanitation & Clean-Up **Vendors must agree to abide by all regulations of the LA DHH-OPH relative to the preparation, storage, handling and serving of foods, as well as agree to follow general personal hygiene practices to protect the health and safety of festival patrons.

- **GARBAGE:** Garbage cans with garbage bags will be provided. It is each vendor’s responsibility to properly dispose of all garbage as it fills throughout the weekend.
- There will be dumpsters near the food court for convenient removal of all garbage, as well as ample recycle bins to dispose recyclable waste.
- **GREASE: Grease/oil disposal container(s) will not be provided. Vendors using grease/oil are responsible for providing absorbent, protective ground covering to be applied over concrete in their booth area. Absolutely no dumping of grease is allowed. Please bring your own containers and handle disposal of grease.**

REGISTRATION, SET-UP & PARKING PROCEDURES

****Registration will begin upon load-in on Saturday, December 3, 2016 at 6:00 a.m. until 10:00 a.m.**

Vendors will be required to visit the registration booth prior to set up.

- Upon registration, vendors will receive festival identification badge(s), parking pass(es) and other important information for the weekend.
- Vendors will be issued a map with booth and parking locations in advance of the festival.
- Each vendor will be issued **no more than two (2)** parking passes. Vendor parking will be located near the food court (tba in pre-festival packet).
- Drop-off for loading and un-loading will be allowed during setup/tear-down time only.

Tear Down Time: Saturday, December 3, 2016 at 8:30 p.m.

- Vendors must keep their food booths open for complete duration of festival hours.
- Vendors who leave or tear down prior to closing either night **will not** be accepted into future events.

I acknowledge that I have read and fully understand all stated information pertaining to food booth rental and sale of food for Christmas Festival 2016. I agree to abide by all festival rules and health regulations, as well as any other local and state laws notated in this document. I also agree to hold Houma Downtown Christmas Festival harmless for any claims arising from the service of food products.

Legal Business Name _____ Authorized Applicant’s Signature _____ DATE _____

**REMEMBER TO SIGN AND DATE ABOVE! PLEASE RETURN WITH YOUR APPLICATION AND BOOTH FEES.
REMEMBER TO MAKE A COPY FOR YOUR RECORDS.**