



Lake Pontchartrain Basin Maritime Museum

MADISONVILLE WOODEN BOAT FESTIVAL

133 Mabel Drive

Madisonville, Louisiana 70447

Phone (985) 845-9200 • Fax (985) 845-9201

www.lpbmm.org

FOOD VENDOR APPLICATION

OCTOBER 23 & 24, 2010

PLEASE PRINT

Vendor Name (as you want it listed)

Contact Person

Address

City

State

Zip

() Home Phone

() Office Phone

() Cell phone

() Fax

E-Mail

Vendor will be able to serve only three (3) food items. Each item must be approved by the MWBF. List choices below and price for each.

Item #1 _____ Price: _____

Item #2 _____ Price: _____

Item #3 _____ Price: _____

ELECTRICAL NEEDS (\$25 additional fee). List each specific piece of equipment to be used. Continue on back if necessary: _____

_____ # of 110 electrical outlets needed

_____ # of _____ electrical outlets if not 110
(if available, first come, first served)

Other electrical requests _____

Specify any other equipment to be used: _____

FEE SCHEDULE

- Vendor Fee.....\$600
- Booth Tent Rental\$250
- Cleanup Deposit.....\$200
- Electricity.....\$ 25
- Late Application Fee.....\$ 50
(only for applications received after August 15)

Total \$ _____

Charge Visa MC

Amount: \$ _____

Name as it appears on card

Mailing address

City State Zip

Card number

Exp. date 3-digit code

METHOD OF PAYMENT

- Check payable to MWBF.

Amount \$ _____

Vendor acknowledges and agrees that the MWBF does not guarantee weather conditions for the MWBF and shall not be liable for damages of any type suffered by vendor due to the partial or complete cancellation of the MWBF by the MWBF and /or any governmental authority, because of inclement weather, including a hurricane, tropical storm, or the immediate threat thereof, or due to any public health or safety hazard or emergency, or the threat thereof, declared by the MWBF or any public body and that all fees and deposits paid by vendor to the MWBF are nonrefundable. Vendor agrees that the MWBF and the LPBMM are in no way responsible for the loss or damage of merchandise or for personal injury, product liability or damage to property in connection with the Wooden Boat Festival.

Vendor agrees to indemnify and hold harmless the Madisonville Wooden Boat Festival, Lake Pontchartrain Basin Maritime Museum for any loss or damage to property or for personal injury or injury that may occur as a result of participation in the Madisonville Wooden Boat Festival.

I do hereby certify that I have read and understand the festival information, rules, and procedures contained in and attached to this application and will adhere to same.

SIGNED _____ DATE _____

Send completed application along with payment to: **MWBF, 133 Mabel Dr., Madisonville, LA 70447**



We appreciate your support of the Lake Pontchartrain Basin Maritime Museum and Research Center and look forward to seeing you at the festival.



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The Wooden Boat Festival is the primary fundraiser for the Lake Pontchartrain Basin Maritime Museum and Research Center, a 501(c)(3) nonprofit organization. All proceeds from the festival support the day-to-day operations of the museum and the expansion of new educational exhibits and programs that make maritime history come to life. We hope that you will join us in celebrating the heritage of the Lake Pontchartrain Basin region and the people of Southern Louisiana.

FOOD INFORMATION – PLEASE KEEP FOR YOUR COPY

FESTIVAL DATES AND TIMES

The 2010 Madisonville Wooden Boat Festival is planned for Saturday, October 23, and Sunday, October 24, from 10:00 a.m. to 6:00 p.m. daily.

LOCATION

The festival is held in the Town of Madisonville, LA. Festival grounds include the area along the Tchefuncte River on South Water Street, the Madisonville Ball Park on Main Street, the open field across the street, and the Lake Pontchartrain Basin Maritime Museum.

APPLICATION PROCESS

The deadline for applications is August 15, 2010. There is a nonrefundable \$50 application fee for applications received after August 15. No applications will be considered after September 24, 2010. Late applications must include proof of insurance with applications received after August 15.

INSURANCE

After the application is accepted, a certificate of insurance must be submitted covering all aspects of liability for the vendor. A minimum of \$500,000 general liability coverage is required. The Lake Pontchartrain Basin Maritime Museum must be listed as an additional insured on the policy.

SELECTION PROCESS

An independent anonymous jury committee will review the applications. Selection is made on the basis of the applicant's complete description of the items. Vendors will be notified of acceptance by mail.

BOOTH SPACE

One 10' x 20' open space is provided. If additional space is needed, an extra booth space must be purchased at full price. The vendor must provide tables, chairs, signage, equipment, etc. Consideration will be given to requests for specific sites, but assignments are at the discretion of the MWBF.

FEES

The charge for a booth space is \$600. If a tent is needed, it must be rented from the MWBF at our cost of \$250. Self-contained vendors whose units require more than the allotted space may elect to request a fee calculated at \$60/foot of road frontage. These fees must be paid in full before the application will be considered. The booth fee is returned if the application is not accepted. The booth fee is nonrefundable once the application is accepted.

VENDOR CLEAN-UP DEPOSIT

Vendors will be required to pay a \$200 clean-up deposit. Vendor sites will be inspected after the festival. Deposits will be mailed to vendors who have properly disposed of all trash, leaving their space as they found it, and who have adhered to festival rules.

ELECTRICITY

Electricity is available during festival hours for an additional charge. See fee schedule. Distance to the nearest outlet may exceed 100 ft. Vendors must provide their own extension cord(s). Vendors cannot share electricity. No generators can be used on festival grounds.

VENDOR CHECK-IN

All vendors must check in and pick up registration packets on Friday, October 22, between 9 a.m. and 4 p.m. at Madisonville Town Hall on Water Street. Each vendor will receive 6 vendor badges. Booths must be set up on Friday during check-in times or on Saturday before 8 a.m. Vehicles must be removed from festival grounds before the streets close at 8 a.m. on Saturday. Vendor parking during the festival will be available at the Museum on Mabel Drive. A vendor shuttle will be available. No vehicles may be left unattended on festival grounds. No vehicles are allowed on site after 8 a.m. on Saturday.

ICE

Ice will be available to food vendors at the MWBF's cost from the ice truck parked at Town Hall. All purchases are cash only.

SOFT DRINKS

Soft drinks to be sold at the festival must be purchased from the MWBF. Pepsi is the exclusive soft drink sponsor of the MWBF, and only Pepsi products may be sold by vendors. Pepsi will be sold by case at the Pepsi truck beside Town Hall on the Riverfront. All purchases are cash only.

TAXES

Vendors are responsible for reporting their own taxes. Sales taxes must be paid to St. Tammany Parish (4.75%) and the State of Louisiana (4%).

MARITIME MUSEUM

Vendors are invited to visit the Lake Pontchartrain Basin Maritime Museum during the festival weekend. Admission to the museum is free during the festival with a vendor badge or festival admission.



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FOOD VENDOR RULES & REGULATIONS

- No food booth will be allowed to open without a certificate of insurance with a minimum of \$500,000 general liability coverage. The Lake Pontchartrain Basin Maritime Museum must be listed as additional insured on the insurance certificate. The MWBF must receive the insurance certificate by August 15, 2010 to allow time to verify the information.
- The MWBF reserves the right to reject an application for any reason, including not meeting proper qualifications for festival participation. Refunds of payment will be made only to applicants not accepted for participation.
- The MWBF will attempt to keep a specific food from being duplicated within a section. However, the MWBF does **not** guarantee exclusivity.
- Electricity must be requested and paid for at the time of application. No changes can be made the weekend of the festival. Distance to the nearest electrical outlet may exceed 100 ft. Vendor must provide their own extension cord(s). Vendors cannot share electricity. No generators can be used on festival grounds.
- Vendors must pick up check-in packets at Vendor Check-In in Town Hall on Friday, Oct. 22 between 9:00 a.m. and 4:00 p.m. prior to setting up.
- Each vendor will be given six (6) vendor badges in the check-in packet that will serve as admission to the festival through the weekend. Additional passes can be purchased at half price prior to the festival. This special rate is available only at the time of check-in.
- No vehicles are allowed on site after 8 a.m. Saturday. Streets will be closed to traffic at 8 a.m. Saturday and remain closed until 6:00 p.m. Sunday. No vehicles may be left unattended at any time. Unattended vehicles will be towed.
- No pets are allowed on festival grounds.
- *All vendors must provide a fire extinguisher in their booths.*
- Vendors can only serve the food items that were approved from the application. If a vendor is found to be serving more than three items the vendor must cease and desist immediately or the booth will be closed, with refunds being forfeited.
- The three food items and their prices must be approved as on the application and must be displayed at the booth. Prices may not be increased during the festival.
- MWBF reserves the right to make changes to the site layout at any time.

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- Vendors are not allowed to place fryers, tables, ice chests, chairs, food, etc., beyond their designated booth space.
- Vendors must provide heavy duty trash bags strong enough to collect booth garbage and carry it to bins as directed by the MWBF.
- Dumping of food or grease in garbage containers, in the river, or on the ground is not allowed. Vendors must provide for proper disposal of oil throughout the weekend and remove any used and unused oil from festival grounds.
- Booths must remain open and intact for the duration of the festival.
- If vendor is in violation of the above-mentioned rules, the clean-up deposit will be forfeited. If the vendor abides by all rules, the vendor's deposit will be refunded within ten (10) working days of the close of the festival.
- Sales taxes are the responsibility of the vendor. Vendors must report sales tax and pay sales taxes to the State of Louisiana and to St. Tammany Parish.