



6th ANNUAL NATCHITOCHESES MEAT PIE FESTIVAL September 12th & 13th, 2008

All vendors must be registered with the Natchitoches Meat Pie Festival in order to qualify to sell or demonstrate their products or services. To register you must provide the name of the vendor group, the name, address and telephone number of a contact person representing the group, and submit all required documents and fee. Each approved vendor will receive an acceptance letter along with detailed information concerning the festival within two weeks from the date their application is received. We look forward to hearing from you.

SPACE ASSIGNMENTS

Space assignments will be allocated on a first come first serve basis. We anticipate selling out very early so it is highly recommended that you return your form as soon as possible. Vendors on Rue Beauport (riverbank) are reminded that these spaces are property of the Festival Committee. We will attempt to give you the best space possible, but please keep in mind the festival requirements come first.

All City of Natchitoches health (318/357-3132), building (318/357-3850), and fire codes (318/357-3860) will be strictly enforced. If you have questions regarding these codes contact the agency responsible for enforcement. **All cooking operations must have readily available, a 10 lb. all-purpose, dry chemical fire extinguisher (minimum 2A10BC) and a current inspection tag by a State of Louisiana certified agent (Louisiana Licensed Fire Extinguisher Company).** Fire Department Personnel and Gas Commission Inspector will inspect each vendor on Friday. **If your fire extinguisher does not have a current LA inspection tag your booth will not pass inspection. You will not be allowed to conduct business.** Therefore forfeiting all monies paid to the festival. The Natchitoches Meat Pie Festival will not be held responsible for notification or acceptance of these codes.

PROPANE GAS

Please refer to the enclosed Vendor Information for Natchitoches Festivals and/or outdoor events for all rules and regulations concerning propane gas.

All connections and fuel lines will be checked to be sure they are safe.

Absolutely no dumping of any liquids other than clear water will be tolerated. All other liquids such as grease, oil or drink syrup must be carried off the riverbank by the vendor. The city will collect trash that has been properly bagged and tied.

PEDDLING

Vendors may not peddle their merchandise outside their assigned booth spaces. Any vendor attempting to peddle merchandise is in violation of the law and all the merchandise and money will be confiscated by law enforcement, and the vendor will be made to cease operations with the forfeiture of all paid fees. Such vendors may also be subject to prosecution by the Natchitoches Meat Pie Festival.

INSURANCE

Proof of liability insurance is mandatory for all vendors doing business during and in conjunction with the Festival. You must carry a minimum of \$100,000 in liability coverage for personal injury, loss of life and product liability. **A copy of your insurance or a certificate of insurance listing the Natchitoches Meat Pie Festival as additional insured is required.** This insurance must be valid and in effect for the duration of the festival. Binders, insurance policies or certificates of insurance may be faxed to: Attn: Alisa Yelverton at (318)352-8365, if it is not available to you to mail in with your application.

ELECTRICAL HOOK-UPS

All electrical connections must meet the specifications and metering requirements set forth by the City of Natchitoches. **As per the City ordinance, portable generators may not be used for electricity.** Household duty extension cords and other unapproved methods of electrical connection are not allowed. Each booth requiring electricity must be connected and metered individually by the city. The Natchitoches Meat Pie Festival Committee will arrange for all electrical connections. **Please provide a detailed description on the application of your electrical needs.** The City will be at the festival location on Friday to make sure all vendors are set up for operation. **Please refer to enclosed Electrical Requirements sheet for further information.**

SET-UP/BREAKDOWN

Set up time begins at 9 AM on Friday, Sept. 12th, 2008. **All booths must be set up and traffic cleared by 3:00PM on Friday, Sept. 12th, 2008.** Rue Beauport (Downtown Riverbank) will be closed to vehicular traffic at this time.

Vendor breakdown is on Saturday, Sept. 13th, 2008, after 10PM. All booths and booth spaces must be cleaned and cleared out by 4:00PM on Sunday, Sept. 14th, 2008.

FEE

\$425.00 – Includes electrical hook-up, water and garbage pickup during the festival. Due to the rising cost of gasoline our festival has decided to lower the booth fee from \$500 to \$425. We want our vendors to be profitable and enjoy their time at the festival. Deadline for signed vendor acceptance agreement, proof of insurance and fee is August 1, 2008.

All booths must meet the requirements and standards of the Natchitoches Meat Pie Festival. All fees must be paid to qualify for participation in the 2008 Natchitoches Meat Pie Festival.

Please make checks/money orders payable & mail to:
Alisa Yelverton, Meat Pie Chairman
304 South Drive Natchitoches, LA 71457

Please direct all questions to Alisa Yelverton, Festival Chairman at 318-527-6626, 256-6943 or 352-8362 or email her at alisa.n.yelverton.hxjo@statefarm.com

FOOD/BEVERAGE VENDOR APPLICATION/ACCEPTANCE AGREEMENT

THIS FORM MUST BE COMPLETED AND RETURNED TO THE FESTIVAL COMMITTEE AT 304 SOUTH DRIVE NATCHITOCHE, LA 71457 ON OR BEFORE AUGUST 1ST, 2008.

ORGANIZATION: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NUMBER(S): _____

List of all products that will be for sale: _____

Please include dimensions of your concession stand/trailer. Also, any vehicles/freezer trucks/vehicles used to pull the trailer, etc. Must be included and approved by the Festival Committee if they are to be parked on the riverbank.

Trailer: _____ ft. (Total length including hitch, generator, window awnings and any openings or extensions that may exceed length of spaces provided) Other vehicles: _____

Please indicate if you need electricity: Y___ N___ Please indicate if you need water: Y___ N___

How many electrical outlets needed? _____ 110v _____ Amp Brks _____ 220v _____ Amp Brks

(Example: 3 110v 30 Amp Brks) _____

Please list any concerns, questions or comments to be addressed by the committee: _____

The festival committee request basic information in advance in order to prepare a layout map. We would like to plan a fun-filled and profitable weekend for you with the festival. Please return the application for a screening of your commodities in order to avoid excess duplications of food, drinks, etc. All spaces are sold on a first come, first serve basis. Please help us with any information that may enhance our services to you and your organization.

Bring your extension cords, water hoses and TARPS to cover your booths with ropes or cords, etc. Also bring staple guns, tie wraps, and garbage bags for cleaning up your area. We thank you for your cooperation in trying to help our city employees with their time and services to our festival.

I have read this vendor application and acceptance agreement. I fully understand all the rules and regulations set forth by this festival, Fire Dept. and the City of Natchitoches in order to participate in this festival. I received a copy of the Vendor Information for Natchitoches Festivals and Outdoor Events & Electrical Requirements sheets. I am enclosing proof of insurance listing the Natchitoches Meat Pie Festival as an additional insured. I am also enclosing the vendor fee of \$425.00 made payable to Alisa Yelverton, Meat Pie Chairman. Signature: X _____ Date: _____

ELECTRICAL REQUIREMENTS

- 1) All wiring in booths or tents must meet all National Electrical Codes adopted by the City of Natchitoches.
- 2) Booths or structures requiring electricity from 20 amps to 70 amps, at 240 volts must furnish breaker and S-O cord to match load.
- 3) Service 70 amps or lower - the load wires on 100-amp breaker must be moved to blank space provided.
- 4) A 110 volt 20 amps GFI receptacle, a 30 amp R-V 110 volt and a 50 amp 240 volt receptacle is provided below each meter, these are pre-wired. R-V plug is not intended for large concessions, also only one type R-V plug provided. Any R-V or trailer requiring 240 volt service 60 or 70 amp will have to use terminal block and furnish a breaker of correct size to match cord. No extension cords used in R-V outlet.
- 5) For tents or structures using an extension cord, use GFI Breaker.
- 6) Cord from trailer of R-V must be in good condition.
- 7) Romex not allowed
- 8) Cord must be 3 wire grounded or 4 wire grounded depending on application.

Cord Sizes

- 1) No. 2 Strand S-O 4 conductor rating- 95 amp.
- 2) No. 4 Strand S-O 4 conductor rating-70 amp.
- 3) No. 6 Strand S-O 4 conductor rating-55 amp.
- 4) No. 8 Strand S-O 4 conductor rating-40 amp.
- 5) No. 10 Strand S-O 4 conductor rating-30 amp.
- 6) No. 12 Strand S-O 4 conductor rating-25 amp.

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