

2019 Festival International de Louisiane Food Vendor Rules & Regulations

GENERAL RULES & STANDARDS

1. Applicants must be classified as an established restaurant or licensed caterer in operation at the time of application. Applicants should be listed in local Restaurant Guides, the Restaurant or Caterer category of the Real Yellow Pages, or on file with the Secretary of State Corporations Database in order to be eligible.
2. **Festival International de Louisiane has full discretion in choosing food vendors.**
3. The sale of beverages is strictly prohibited. No exceptions will be made.
4. Applicants certify that they will cooperate with all standards and procedures; insurance requirements; and all state and city laws and ordinances pertaining to food service and tax reporting.
5. Applicants must provide their own tables, chairs, and cooking/storage equipment. Applicant is responsible for the assembly and disassembly of all items. Prepare for the possibility of inclement weather conditions such as rain or wind.
6. Vendors may not utilize music, loud speakers, or megaphone devices, etc.
7. New applicants will be required to provide food samples at an official food sampling to be setup after the initial application process. No food duplication within a site will be allowed.
8. Vendors will supply Festival International de Louisiane with an Additional Insured Certificate of \$1 million no later than January 31, 2019.

MENUS & SIGNAGE

1. All menus must be finalized no later than January 31, 2019. Absolutely no menu changes will be accepted after this date, including prices. **NO EXCEPTIONS.**
2. Menu signage will be provided by Festival International de Louisiane and must be displayed in an appropriate manner throughout the entirety of the event. **Vendors will not be allowed to make changes to this signage, no exceptions.**
3. **Personal signage must be approved by Festival International de Louisiane staff no later than 30 days prior to start of the event.** Examples of personal signage that will be considered include signage that displays: a) descriptions of products b) "Place/Pickup Order Here" signs c) additional pricing signs (prices must be the same as FII signage).
4. **Menu item descriptions must be submitted with menu items.** These descriptions will be available for patrons to view on our website and Official Festival Mobile App.
5. If your menu item is vegetarian, vegan and/or gluten free please make sure to designate this when submitting menu items. For your menu item to qualify as one of these categories they must meet the standards listed below and there must not be any cross contamination. If you are unsure if an item qualifies, please do not designate it as such.
Thanks!
 - Vegetarian: Menu item does not contain any red meat, poultry or seafood products including broths.
 - Vegan: Menu item does not contain any red meat, poultry, seafood, and dairy products.
 - Gluten free: Menu item does not contain gluten.

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HEALTH & SAFETY

1. Smoking in the booths and preparation area is prohibited.
2. All vendors must have their own 10# ABC-Type fire extinguisher.
3. LPG gas containers, cooking equipment, and attachments: All LPG gas containers, cooking equipment, attachments, hoses, regulators, and connections used by the Applicant for open flame cooking are collectively referred to herein as 'LPG Gas Equipment.' The Applicant acknowledges and accepts the duty to obtain any and all necessary inspections, permits, and/or certificates of conformity in connection with the operation of LPG Gas Equipment, and declares that it will at all times comply with all applicable state and local laws, ordinances, and regulations regarding the ownership of LPG Gas Equipment. Applicant declares that it assumes complete and total control of its LPG Gas Equipment, and further declares that Festival International de Louisiane is not the owner, provider, or supervisor of the LPG Gas Equipment. Applicant hereby assumes all liability and risk in connection with the use and operation, as well as the supervision, including supervision over its employees, agents, or personnel operating the LPG Gas Equipment. Applicant expressly agrees to hold Festival International de Louisiane harmless from any and all claims, actions, damages, liability, and/or judgments arising from personal injury, death, or property damage resulting from the use and operation of said LPG Gas Equipment, and further agrees to fully indemnify Festival International de Louisiane from any and all such damages.
4. All foods must be obtained and prepared from sources that comply with all health laws relating to food and food labeling.
5. Potentially perishable or hazardous food must be maintained at or below 41°F or above 140°F at all times. Vendors must provide a food product thermometer that is metal, stem-type, numerically scaled indicating accuracy to +/- 2°F.
6. Enough conveniently located hot and/or cold storage facilities must be provided to ensure the maintenance of food at the required temperature. Dry ice or electrical refrigeration must be used. Food storage containers must be of an impervious and non-absorbent variety. Vendors are responsible for obtaining their own ice, if needed.

GREASE/WASTE DISPOSAL

1. Each vendor must maintain a clean and neat vending area. All vendors must have a garbage container in their area, to be covered when not in use.
2. Grease bins and trash dumpsters are located throughout the Festival grounds. Before leaving daily, all garbage must be removed from booth location and placed in designated trash dumpsters only. **This is not the responsibility of Festival International de Louisiane staff or volunteers.**
3. Please respect the property of Downtown Businesses and do not place trash in private containers. Vendors caught dumping trash in private containers will be required to remove the waste, forfeit their cleaning deposit and will not be allowed to participate in future events.
4. Vendors frying food will be required to provide floor covering. If grease is spilled in booth area, it is the responsibility of the vendor to clean up **immediately**. If the cleaning is not completed to the satisfaction of Festival International de Louisiane, the vendor will forfeit their cleaning deposit. If the cost of additional clean-up exceeds \$150.00, vendor will be billed for the remainder and will have 30 days from notification to remit payment.
5. A limited number of rolling trash cans will be available for vendors to use to transport garbage to designated trash dumpsters. **These are not to be kept in vendor booths and are to be shared with all vendors in area.** Vendors caught using these as primary trash cans will forfeit their cleaning deposit.

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ELECTRICAL

1. Festival International de Louisiane will provide up to 30 amps 120v or 280v/240v free of charge.
2. Additional electricity provided upon request, if available. Electrical availability varies by site location and Festival International reserves the right to decline additional electricity and request the vendor to use other means such as propane.
3. Vendors must request all additional electricity needed on the Electrical Request Form provided by Festival International de Louisiane, prior to the event, by the deadline date. **On-site requests will not be accommodated.**
NO EXCEPTIONS.
4. Festival International de Louisiane will provide agreed upon power within 75 feet of your booth location. It is the responsibility of the vendor to provide extension cords from equipment to power source.

We understand that a key to your success is having uninterrupted reliable power when you need it. Information listed below will help you determine your power needs, which will help us to provide you with the proper electrical power.

Basic Terminology

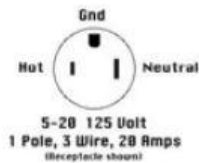
- Wattage (i.e. 1000W) When requesting power, it is important to know what the wattage of your electrical device is. This gives us an idea of how much power you need and allows us to size accordingly.
- Voltage (i.e. 120v/220v) When requesting power it is important that we know the operating voltage of your equipment.

We will use your watt and volt information to tailor an electrical service just for your needs. It is important that this information is accurate and includes all of your equipment.

Dangers of Undersized Wire

The biggest danger in sustaining power over undersized wire is the heat buildup. It is a shock and fire hazard to run undersized wire to any load. The wire will start to break down potentially exposing the conductor and in some cases melting or catching fire. It is good practice to always use 12AWG (American Wire Gauge) wire and keep your length to a maximum of 100 feet.

20amp Edison Connector



50amp Connector



20amp 3/0 Connector



Twist-Lock Grounding Device



RFID RULES & REGULATIONS

Festival International de Louisiane introduced a new cashless payment system (RFID wristbands) for all beverage and Official Festival Merchandise sales for the 2018 Festival. It worked out very well and the number one request from patrons was to allow food vendors to accept payments through this system as well.

With this in mind, we are excited to include all Official Festival Food Vendors for 2019!

1. Vendors will be provided with a requested number (pending approval) point-of-sale systems to use during the event. Training sessions will be held in the weeks leading up to the event.
2. Vendors will be responsible for any damage to point-of-sale equipment. Typical unit costs about \$450.00 to replace.
3. 11% of all sales will be collected as a processing fee. This is a pass through fee: 8% goes directly to the provider and 3% goes to credit card processor. (Booth fees have been discounted to help cover this difference.)

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FEES

1. All fees are deposited as they are received. Application fee and late fee are non-refundable. Application Fee & Booth Deposit are the only fees required with the application. If accepted, the booth deposit will be applied towards the total booth fee. All other fees will be due based upon a payment schedule to be paid in full by March 01, 2019.

2. Deadline to apply without incurring a late fee is December 1, 2018.

Application Fee:

\$40.00

Non-Refundable

Booth Deposit:

\$300.00

Refundable if not accepted

Late Fee:

\$40.00

Non-Refundable

Will be applied to:

- applications submitted after December 1st deadline
- invoices not paid by December 1st deadline

Cleaning Deposit:

\$150.00

Refundable if booth space is left clean.

Electricity:

Up to 30 amps 120v or 280v/240v provided free
Additional electricity provided upon request, if available. Electrical availability varies by site location.: \$50.00/30 amps.

Vendors must request all additional electricity needed prior to the event, by the deadline date. On-site requests will not be accommodated. NO EXCEPTIONS.

Booth Fee:

Regular Food Booth

10'x20' Space (10'x10' covered area provided by Festival International de Louisiane, 10'x10' open area)

- Three Day Venue: \$3200.00
- Four Day Venue: \$3400.00
- Five Day Venue: \$3400.00

Specialty/Snack Food Booth

10'x10' Booth Space or Space for a Mobile Truck (10'x10' open area)

- Two Day Venue: \$660.00
- Three Day Venue: \$1120.00
- Four Day Venue: \$1360.00

Mobile Food Truck

10'x25' Booth Space

- Four Day Venue: \$2000.00

Sales Processing Fee:

11% of all sales will be collected as a processing fee. **This is a pass through fee: 8% goes directly to the provider and 3% goes to credit card processor.**

*Should the RFID system not include Food Vendors for 2019, booth fees will be reflective of 2018 Prices.

Questions/Concerns

Please contact:

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*****Festival International de Louisiane reserves the right to make changes to any/all Rules & Regulations listed above.*****

