

LOUISIANA PIRATE FESTIVAL SOUVENIR BOOTH CONTRACT

P.O. Box 679

LAKE CHARLES, LA 70602-0679

(337) 436-5508

E-mail: info@louisianapiratefestival.com



SOUVENIR BOOTH CONTRACT

Dear Vendor,

Enclosed you will find the requirements and a contract for a concession booth space at the Louisiana Pirate Festival, to be held May 2-5, 2019, at the Lake Charles Civic Center. If you desire to have a booth on the grounds, please complete and return the enclosed contract with your deposit and proof of insurance to the Louisiana Pirate Festival office by April 12, 2019.

Please note that as we continue to make improvements to the 2019 Louisiana Pirate Festival, the festival footprint and logistics will be the same as last year. We have made a few changes to ensure that the layout will be suitable for everyone. Also, in keeping with the Louisiana Pirate Festival name, all vendors will be **required** this year to present a Pirate theme in their booths with Pirate-type décor, hats or costumes representing Pirates.

All contracts must be approved by the Louisiana Pirate Festival Board of Directors. If for any reason your booth is not accepted, your deposit will be returned to you immediately. Once your booth is accepted, there will be **NO REFUNDS, NO EXCEPTIONS!**

Vendors are encouraged to promote their participation on social media and in any marketing to their customer base.

Please mail the contract and deposit to:

Louisiana Pirate Festival, Inc.

PO Box 679

Lake Charles, LA 70602-0697

ATTENTION: Souvenir Vendor

Sincerely,

Annette Richey

2019 Louisiana Pirate Festival Vendor Committee Chairman

LOUISIANA PIRATE FESTIVAL MAY 2-5, 2019



SOUVENIR BOOTH SPACE REQUIREMENTS

- Booth space will be rented for \$7.50 per front foot with a 10 foot, minimum fee of \$75.00.
- The average depth of all booth space is 15 to 20 feet, if you require more depth for your booth, please note it on your contract.
- After set-up, each booth space will be measured to verify street frontage for any adjustments in fees:
- Contract and fees must be received by April 12, 2019
- There is an electrical fee charge of \$25 per booth, which must be paid at the time of commitment.
- No booth will be allowed to open without an insurance certificate and full payment of all fees.
- A picture of your booth must be provided to the LPF office along with the contract.
- If you have a tent and it is larger than a 10 x 10, there is a City Permit charge. The charge can be as much as \$40. Please contact the Louisiana Pirate Festival office for pricing.

2019 LOUISIANA PIRATE FESTIVAL SOUVENIR BOOTH SPACE CONTRACT



DETAILED DESCRIPTIVE LIST OF BOOTH ITEMS/MERCHANDISE

(Please attach an image if available - All items are subject to approval by Louisiana Pirate Festival, Inc.)

If for any reason your booth space is not accepted, your deposit will be returned to you immediately. Once the booth is accepted, NO REFUNDS!

FEES must be paid in CASHIER'S CHECK or MONEY ORDER; NO CHECKS will be accepted.

This portion to be completed by Louisiana Pirate Festival, Inc.:

2019 Louisiana Pirate Festival agrees to allow:

VENDOR NAME: _____

The right to operate a booth during the Louisiana Pirate Festival, May 2-5, 2019 in Lake Charles, LA.

Annette Richey,
Vendor Chairman Louisiana Pirate Festival, Inc.

Booth Space Rental Fees

\$_____ \$25 Electrical Fee

\$_____ Total Booth Space Fee Due

\$_____ paid Date:_____ Payment Method: _____

Insurance

_____ Vendor Supplied

SPACE # _____

2019 LOUISIANA PIRATE FESTIVAL SOUVENIR BOOTH SPACE CONTRACT



Please complete and return to:
Due by April 12, 2019

Louisiana Pirate Festival, Inc.
PO Box 679
Lake Charles, LA 70602-0679
ATTN: Souvenir Vendor

I (We) HAVE READ THE 2019 LOUISIANA PIRATE FESTIVAL SOUVENIR BOOTH CONTRACT AND FULLY UNDERSTAND THE RULES AND REQUIREMENTS:

Vendor Name _____

Contact Person (Print) _____

Contact Person Signature: _____

Address: _____

City, State, Zip _____

Email Address _____

Office Phone _____ Mobile Phone _____

Home Phone _____ Fax: _____

Booth Space Size Requirements _____ Feet of Street Frontage (10ft. Minimum)

INSURANCE – Please check one of the following:

____ I (We) will supply an Insurance Certificate by April 12, 2019.

____ I (We) have enclosed a copy of our Insurance Certificate.

2019 LOUISIANA PIRATE FESTIVAL SOUVENIR BOOTH SPACE RULES & REQUIREMENTS



DATES OF OPERATION & VEHICLE ACCESS

The booths will be available to open during the Louisiana Pirate Festival operating hours:

Thursday – Sunday: May 2 – May 5, 2019

NO VEHICLES WILL BE ALLOWED AT YOUR BOOTH SPACE DURING OPERATING HOURS.

- Special parking and shuttle service will be provided for bringing in your products. Each souvenir vendor will be given (2) two reserved parking passes for the designated vendor parking area. Any additional parking passes needed can be purchased at the Louisiana Pirate Festival, Inc., office at a discounted price that is good for the entire festival.
- Booth vendors are NOT ALLOWED to sublease any part of their entire booth.
- Motorhomes, campers, etc. will not be allowed to park inside the festival operating area. For your camper or motorhome to be on the grounds, it must be no longer than a designated parking space provided for a vehicle. Water, electricity, or sewage will not be provided. If anyone is found to be hooked up to water, electricity, or sewage, they will be removed from the festival grounds and there will be NO REFUNDS!
- Any injury or claim at a booth must be reported to the Louisiana Pirate Festival office at the time of occurrence. Absolutely no claims will be honored after the festival closing date (Sunday, May 5, 2019).

ELECTRICITY

- Electricity will be available to a limited extent with 110 volt/15 amp circuits for your booth.
- There will be a \$25 electrical fee per booth for basic power. Please note on your contract if you require more power and you will be advised of applicable fees.
- The City of Lake Charles requires ground fault circuit interrupters on all circuits. Please note: If your equipment is not properly grounded, electricity may not be available to you upon arrival.

INSURANCE

- As required by the City of Lake Charles and Louisiana Pirate Festival, Inc., NO BOOTH WILL BE ALLOWED TO OPEN WITHOUT A CERTIFICATE OF INSURANCE carrying a minimum of \$1,000,000 general liability coverage and additional insured(s) listed herein.
- Louisiana Pirate Festival, Inc., must have your Insurance Certificate by April 12, 2019, to allow time for the City of Lake Charles Risk Management Department to verify that the Insurance Certificate complies before the opening of the festival.

- The CITY OF LAKE CHARLES, SOUTHWEST LOUISIANA CONVENTION & VISITORS BUREAU, and LOUISIANA PIRATE FESTIVAL, INC., must be listed on the Insurance Certificate as ADDITIONAL INSURED(S).
- If the Insurance Certificate does not have the proper requirements of above aforementioned, THE BOOTH WILL NOT BE ALLOWED TO OPEN as per Risk Management, City of Lake Charles.

BOOTH MERCHANDISE REGULATIONS

- No offensive or racial items, toys that look like weapons, or drug-related merchandise can be displayed, sold, or distributed. This will be monitored during the festival, and if any objectionable merchandise appears, the vendor will be asked to remove such merchandise immediately. Failure to comply will result in immediate booth closure, and no refund will be given
- The Vendor Booth Committee will try to limit the duplicate merchandise sold; however, Louisiana Pirate Festival, Inc., does not guarantee exclusivity.
- All items to be sold, distributed, or displayed in the vendor’s booth during the festival must be listed on their contract and is subjected to approval by the Louisiana Pirate Festival, Inc., Board of Directors. Please give a detailed description of all items/merchandise.
- Each vendor is responsible for maintaining their space clean and free of trash and hazards at all times and must clean their vendor space (front, rear, and sides) when leaving each night. PLEASE remove your trash bin to the curb each night so it may be emptied.
- Vendor agrees that Vendor and Vendor’s employees, guests or invitees will adhere to all Federal, State, Parish and municipal laws and codes. Vendor acknowledges that the Vendor is solely responsible for being knowledgeable of said laws and codes. Any violation of said laws and codes will be grounds for eviction from the Louisiana Pirate Festival, Inc., grounds without notice and refund either in whole or pro-rata.
- Vendor agrees that any action or inaction on the part of Vendor, Vendor’s employees, guests, or invitees which causes or creates a hazardous, disruptive or otherwise intolerable condition, Vendor will be evicted without notice and refund either in full or pro-rata.
- I have read and understood the above restrictions and will comply.

Vendor Printed Name

Vendor Signature

Date