

Independence Day Celebration: July 2, 2011

Vendor Booth Rules and Regulations

The Independence Day Committee is looking for food and craft vendors to participate in the Independence Day Celebration 2011 that will be held at the **Houma-Terrebonne Civic Center** on Saturday, July 2, 2011. This patriotic celebration will bring in thousands of citizens to our area for the event. We'd like to provide them with an array of food and activities. ***Veterans, their families and the community at large will be looking for good food at affordable prices.***

Vendors are asked to participate from 2:00-9:00 PM. Vendors will have booth space access starting on Saturday, July 2, 2011 at 8 AM for set up. You will need to provide your own company name and meal pricing signage and tents, tables and chairs. All vendors must start tearing down no earlier or later than 9 PM on Saturday, July 2, 2011. All spaces should be cleared and cleaned by midnight. We do have a grease disposal facility on site.

Fees: Fee reduction applies for early registration and to those collecting for Veteran's Groups or for the Independence Day Committee's long-term fund.

Food Booths: Food/craft/activity booth spaces will be 10' x 10' and located outside on concrete in the Civic Center Parking Lot. Vendors must supply their own table/chairs, tent, lighting and cooking equipment. Rental is only for booth space.

"Open Flame" Cooking Equipment: When using equipment such as propane, gas or barbecue grills, this equipment must be located at least 10' behind your booth(s). You should plan to make inclement weather arrangements for this cooking area, as the Civic Center will not be providing shelter or tents for cooking areas.

Electricity: Limited electrical outlets will be available for booth lighting. You are responsible for providing your own extension cords, power strips, etc. Please note on your application if and or how much power will be needed.

Sales Tax: Vendors are subject to state and local sales tax laws. Any questions regarding this should be directed to the Sales & Use Tax Department at 876-3734.

Fire Safety: A 20-B:C fire extinguisher is required in each food booth. Combustible materials within exhibit booths shall be limited to a one-day supply. Any and all other regulations deemed necessary per the Fire Inspector's walk-through must be adhered to immediately.

No Smoking is permitted within the food booths or by the cooking areas.

Security: Neither the Civic Center nor the IDC will be responsible for the security of your booth.

Only items authorized and specified on the booth application form will be allowed for resale.

No Refunds will be given due to inclement weather conditions, dissatisfaction of booth location, or non-participation.

The Independence Day Committee reserves the right to refuse any vendor.



Food / Craft Booth Application Form

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Organization: _____

Contact Name: _____

Address: _____

Phone: _____

Email address: (optional) _____

How many 10'x10' booth spaces would you like to reserve: _____

Type of Booth: (circle one) FOOD or CRAFT or INFORMATION or ACTIVITY

List item(s) of food or crafts that you plan to sell: _____

List electrical requirements: _____

Each item listed above is subject to individual approval by Independence Day Committee and booth spaces will be assigned on a first-come first-served basis. Each organization is responsible for bringing and setting up their own tents and equipment as well as for clean-up of their own booth spaces. All booth rental spaces must be cleared and cleaned before midnight on July 2, 2011. Failure to clean your area will result in your organization being assessed a \$50 fine.

10'x10' Booth Space Fees (please circle)

Earning for IDC	Commercial Vendor	Non-Profit Organization
*	\$350	\$150*

* Contact IDC to discuss arrangements.

A non-refundable deposit of \$50 per 10'x10' booth space will be required to reserve your area in the Houma Civic Center Parking Lot. Booth spaces are limited. The deadline to submit this application is **June 1, 2011**. All booth space fees must be **paid in full** by this date. Booth spaces will be assigned by the Independence Day Committee. Confirmation of booth space assignments will be sent by June 15, 2011.

Enclosed is \$ _____ to reserve _____ booth spaces.

Make checks payable to:

RMMF- Independence Day Fund

Mail to:

Regional Military Museum Foundation

P. O. Box 10247, Station 1

Houma, LA 70363.

There will be a \$15 fee for all returned checks.

I HAVE READ AND UNDERSTAND THE RULES AND REGULATIONS SHEET PERTAINING TO THIS EVENT. I AGREE TO COMPLY WITH ALL. I UNDERSTAND THAT FAILURE TO COMPLY MAY RESULT IN THE LOSS OF MY RIGHT TO PARTICIPATE WITHOUT REFUND OF ANY FEES PAID.

Signature: _____ Date: _____

For more information, please contact the Independence Day Celebration Chairman, Lee Shaffer, at 985-804-2265.