

2018 Louisiana Peach Festival Food Booth Application

**Application deadline is May 11, 2018**  
**Incomplete forms will not be accepted.**  
**Cancellation date is June 1, 2018. (Fees will be forfeited after that date.)**  
**Submitting an application does not guarantee a spot.**  
**You will be contacted by the festival committee regarding your application.**

Company: \_\_\_\_\_  
(If accepted, this name will appear on your booth sign)

Contact person: \_\_\_\_\_

Do you have a:      Trailer      Tent      Truck

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

**Food Areas:** (Please check below)

\_\_\_\_\_ **Railroad Park/Sexton Area - Friday, June 22 and Saturday, June 23**

Vendor move-in is Thursday evening, June 21 and Friday morning, June 22. If accepted, you will be sent your move-in times. Venue opens to the public at noon on Friday, June 22. You **MUST** be open both days. **Not being ready by noon and/or early departure will result in not returning to the festival.**

\_\_\_\_\_ **Civic Center Area - Friday, June 22 and Saturday, June 23 (Arts & Crafts are inside the Civic Center)**

Vendor move-in is after 5 pm on Thursday, June 21 and Friday morning, June 22. Venue opens at noon on Friday, June 22. You will be sent a setup time. You **MUST** setup at that time and be open both days. **Not being ready by noon and/or early departure will result in not returning to the festival.**

**Booth Space: \$300 per space**

# of spaces needed \_\_\_\_\_

Spaces are 10'x10' areas. Be sure to allow for trailer tongue. A photo of your trailer/tent/truck is required with this application.

Amount Enclosed: \$ \_\_\_\_\_

Tax ID #: \_\_\_\_\_

*All tents must be secured. No stakes can be used when securing.*

**Electrical & Water Needs**

Specify type of electricity needed: **(access is limited)**

Number of receptacles requested: \_\_\_\_\_ @ \_\_\_\_\_ amps and \_\_\_\_\_ volts

Specify water needed: \_\_\_\_\_ to trailer     OR     \_\_\_\_\_ access to tap

Do you accept credit cards: \_\_\_\_\_ Yes     \_\_\_\_\_ No

How many people will be working in your booth throughout the festival per shift? \_\_\_\_\_

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**Food Booth Application**

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**Mail the following materials: (incomplete application packets will be returned to sender)**

- Completed application
- Certificate of insurance naming Louisiana Peach Festival as additional insured for no less than \$1,000,000,000
- Copy of state tax identification (commercial food groups) or copy of 501-C tax exempt letter (non-profit organizations) (W-9)
- Check or money order for booth space fee or you may pay by credit card by calling 800-392-9032
- Photo of trailer and dimensions, including tongue
- List of food items and prices (remember to include a peach item)

**Mail to: Louisiana Peach Festival Food Committee  
2111 North Trenton St., Ruston, LA 71270**

**Questions? Contact Terri Mathews at [gumbeauxshows@gmail.com](mailto:gumbeauxshows@gmail.com) or (318) 455-2001.**

**Hold Harmless Clause:**

Vendor, its officers, and members shall hold harmless and defend Louisiana Peach Festival and its agents, officers and volunteers from all liability, judgments, suits, costs and actions, including attorneys' fees and all costs of litigation of every kind and description brought or rendered against Louisiana Peach Festival, as a result of loss, damage, or injury of persons or property by reason of any act of failure to act by its officers, members or volunteers.

**I have read the terms and conditions as outlined in the Food Vendor Policies and agree to abide by them.**

\_\_\_\_\_  
**Signature of Applicant/Business Name**

\_\_\_\_\_  
**Print Name/Applicant Date**

**Do not write in space below. FOR FESTIVAL USE ONLY**

**Postmark date:** \_\_\_\_\_ **Check #** \_\_\_\_\_ **Last 4 of Credit Card** \_\_\_\_\_ **Amt.** \_\_\_\_\_

**Vendor accepted/rejected (circle one)**                      **Y**        **N**

**Credit Card charged** \_\_\_\_\_ **Vendor notified:** \_\_\_\_\_



**Food Vendor Application: Menu**

Business Name: \_\_\_\_\_

List all food and drink items to be sold. **Vendors must offer at least 1 peach item.**

**Menu Item**

**Price**

Menu Item	Price

NOTE: Vendors will be selected based upon menu items described above. **Menu must include at least one peach product.** Vendors agree to serve only those items that have been approved. Any changes in menu must be submitted in advance, in writing, and approved by the Committee. **The Festival will not sell food tickets, vendors will take cash. Please include drink sizes in oz., in addition to Sm., Med., Lg., etc.)** If you are accepted as a vendor, **no additions may be made to your menu after it is approved by the festival.** Attach a separate page if necessary.

# Louisiana Peach Festival

## FOOD VENDOR POLICIES

**HOURS:** Vendors must be open by 12 p.m. on Friday, June 22, and remain open until 11 p.m. or when the last concert ends. Booths must open by 8 a.m. on Saturday, June 23 and remain open until 11 p.m. or when the last concert ends.

Violators of these policies will be asked to leave and will not be invited to future Louisiana Peach Festivals.

### **GENERAL POLICIES**

1. Community non-profit organizations and commercial food groups may apply to be food vendors. **If you are a 501-C tax exempt organization, please submit a copy of your exempt letter. All commercial vendors must submit a copy of their state tax identification. All vendors must supply a copy of their liability insurance.** Acceptance of non-profit and commercial applicants is determined by the festival committee.
2. Vendors must have liability insurance in force for no less than \$1 million and must provide the festival with a certificate naming the festival as an additional insured.
3. All pricing and menu items must be approved by the festival. No changes will be allowed after approval.
4. **All food vendors must include at least one (1) peach item.**
5. If accepted, food must be prepared in a Health Department approved facility, not a home kitchen.
6. The Festival reserves the right in any given year to determine that no vendor will have an exclusive on any certain food.
7. Food booths will be provided with utilities (limited vending spaces available with water and power, especially 220 outlets). Vendors must inform the committee of their utility needs on the food-booth application.
8. Organizations must have their booth manned by volunteers or paid staff of that organization at all times. The festival will provide vendor badges and reserves the right to approve the number of volunteers working in a booth during any shift.
9. The Peach Festival requires a photo or sketch of your trailer with the tongue location in relation to the serving window(s) and concession worker entry/exit doorways. **Dimensions must be included: length, width, and height.**
10. Food vendors without trailers must supply all props, tables, chairs, shelving, cloths, tents, etc. that are necessary for their booths. There is a limited amount of electricity which will be assigned based on the date the completed application packet is received and on need. Vendors must supply all necessary extension cords.
11. Vendors will not be allowed to affix anything to poles, trees, fences, etc. Tent's must be secured at all times. **No stakes are allowed** to set up tents or displays. **Vendors must secure tents with concrete weights.**
12. Signs will be provided by the Peach Festival with your organization name, booth number, and menu. Signs will list products and prices. These signs will be posted at the entrance gates and other areas throughout the festival. You will also be given a Peach Festival vendor permit that must be displayed or produced upon request.
13. An accepted application by the Louisiana Peach Festival Booth Application Committee is a commitment to be a vendor. There is no rain date. Cancellations must be submitted by June 1 in order to receive a refund. If you cancel and do not receive a confirmation, please call (318) 255-2031.
14. Application deadline is May 11, 2018. Cancellation date is June 1, 2018. (Fees will be forfeited after that date.) Incomplete forms will not be accepted.

## FOOD SALES

1. Vendors will be allowed to sell approved non-alcoholic drinks from their booths (soft drinks, lemonade, smoothies, shakes, etc.). No sale of alcoholic beverages is permitted.
2. Once the Festival has approved a vendor's menu, no food items may be added or changes in prices made.
3. All sales are subject to 10.5 % sales tax. You will receive state and local sales tax forms when you arrive at the Festival. Non-payment of state and/or local taxes will result in a No-Return Status.
4. You may sell only food that is listed in your contract. You are responsible for stocking adequate quantities of food to last the duration of the festival. You are also responsible for carefully considering which foods you submit on your food-booth application.

## CLEAN UP

1. Food vendors are prohibited from disposing of cooking grease, oil or charcoal on the festival site. Each vendor using grease, cooking oil or charcoal is required to take the used grease/oil/charcoal with them as there is no place for disposal at the Festival.
2. Each organization using grease must supply a container in their booth for collection and disposal. When the container is full, it must be emptied by a licensed grease disposal company at the direction and expense of the vendor.
3. Clean up of the food both and the area immediately surrounding the booth is the responsibility of the person/organization renting the booth. Large trash bins are provided on site.

## SHIELDS

**Food display, food preparation areas and equipment must be protected from contamination by dust, splash and insects and shielded from the public by adequate shields and covered containers.** The reuse of containers made of paper, wood, wax, or plastic-coated cardboard is prohibited. Containers made of glass, metal, or hard plastic may be reused only after they have been properly washed, rinsed and sanitized.

## PERSONAL HYGIENE

**Food service personnel will wear proper hair restraints (cap, hair-net, or visor with hair pulled back), clean clothing and will refrain from using tobacco in the food prep and serving areas.** Wiping cloths are to be stored in a sanitizing solution. (Chlorine – 100ppm; Iodine – 25ppm; Quaternary Ammonia – 200ppm). Hands **must** be kept clean. When water under pressure is not available at the serving or food dispensing booth, two buckets of water shall be required for each food concessionaire. One bucket containing potable water must be used to remove extraneous materials or excess food particles; a second bucket containing a sanitizing solution (Chlorine – 100ppm; Iodine – 25ppm; Quaternary Ammonia – 200ppm) must be used as a dip well. **Anyone handling food must wear gloves.** Hands should be dipped in the sanitizing solution and dried in between changing gloves. Gloves are to be changed when contaminated.

## FOOD PRODUCTS & PROTECTION

All food supplies will be clean, wholesome, and from approved sources with proper labels. Any food suspected of being contaminated, adulterated, improperly refrigerated, unlabeled or from unapproved sources will be subject to seizure and destruction. Storage of packaged food in contact with water or un-drained ice is prohibited. Sandwiches shall not be stored in direct contact with ice.

## COOKING

Always cook foods to the proper internal temperature.

- **165°F or above** for Poultry and stuffings;
- **155°F or above** for ground or injected meats, eggs;
- **145°F or above** for pork and all other foods;
- **165° in all parts** of the food when cooked in a microwave;
- **145°F surface temperature** on intact beef steak;
- **140°F or above** for raw vegetables and fruit;
- **130°F internal temperature** for beef roasts.

## HOLDING

Always hold food at temperature out of the “**Danger Zone**”

- Cold food holding must be at **41°F or colder**.
- Hot food holding must be at **135°F or hotter**.

Always reheat foods to 165°F before holding at 135°F.