



VENDOR RULES

Please read ALL below rules and payment instruction *before* applying. The application is listed on the third page below. Downtown West Monroe Revitalization Group has the right to decline an application or terminate a Vendor's participation without refund if found in violation of any of the rules. Vendors may also be subject to temporary or permanent expulsion from downtown activities.

FEES AND DEADLINES:

- Payment Instructions: Checks and money orders can be made payable to DWMRG. Payments can be mailed or dropped off to West Monroe City Hall, 2305 North 7th St., West Monroe, LA 71291 with "vendor fee," event name, and event date written in the memo space. If dropping off payment, ask the downstairs city hall receptionist to put it in Adrienne's inbox. A credit card payment option is included on the below application. Cash is not accepted. Complete all information if paying by check/money order and do not leave blanks.
- Deadline: Vendors must submit an application and payment by **Friday, April 28** to participate.
- FEES: Non-Food Vendors: \$75 (for one 10x10 space / additional space, \$40 per 10x10) / Info Booth: \$150 (no electricity available) / Food Vendors: Contact info@ouachitariverfest.com for information. Fee dependent on location.

BOOTH SPACE

1. In order to be accepted, vendors must send photo examples of booth setup and merchandise to ensure safety and quality of this downtown event. Vendors will be juried and are not guaranteed acceptance.
2. Electricity:
 - Electricity is limited. Info booths will not have access to electricity.
 - Vendors may only request access to electricity if the power need is related to a critical part of their booth. For example, cell phone chargers are not a reasonable request for electricity.
 - Generators are typically not allowed. Food truck vendors may be allowed to use inverted/silenced generators with prior permission and coordination.
 - Vendors who have been granted access to electricity are required to bring all appropriate cables and hookups. Cords must be kept neat to not impede pedestrians.
3. The West Monroe Main Street Director and festival committee determines all Vendor locations based on event logistics and to present a quality event to the public. Vendors do not dictate their own locations. Locations will be given during setup unless prior arrangements have been made.
4. Vendors must provide their own materials including tables, chairs, tents, chairs, tables, serving utensils, and display items. Vendor's name or business name must be prominently displayed.
5. Vendors must keep public walkways and gathering spaces clear. At the end of the event, Vendors must remove all materials, leaving the grounds free of trash or debris.
6. Conflicts must be brought to the attention of the Main Street Director. Price wars will not be tolerated. Vendors cannot assign or sublet space to another vendor.
7. Electric heaters are not allowed. Propane heaters shall be kept at least 10 ft from combustible materials (tents, plastic chairs).

(Event information and rules continued below.)



VENDOR HOURS AND LOAD-IN

1. Vendors must be set up and ready to do business at the start of the event and must load-in and load-out during set hours. Vendors must remain open for the event duration and must not pack up early.
2. Hours: Vendors must remain open from 10:00 a.m. to 5:00 p.m.
3. Vendor load-in will begin at 8:00 a.m. Food truck vendors may possibly coordinate an earlier load-in time with prior notice.
4. Vehicles must be moved to designated parking areas and must not impede pedestrian or vehicular traffic.
5. Detailed load-in and setup instructions will be sent the week of the event.

SALES TAX

1. Vendors are required to pay applicable sales tax. All sales are taxed at the 10.44% combined sales tax rate. The City of West Monroe's rate is 5.99%. The State of Louisiana's rate is 4.45%.
2. Sales tax packets will be provided and Vendors must remit all sales tax to Taxation and Revenue. Sales tax forms can also be found online at <https://revenue.louisiana.gov/SalesTax>.
3. Sales tax questions may be directed to Tim Lewis with the Taxation and Revenue Department at (318) 329-2200.

FOOD VENDORS

1. All food vendors are subject to health and fire safety inspection at any given time.
2. Vendors must have a hand washing station on-site. Hands must be washed before starting work, after handling raw meat, after using the restroom, and any other time hands become soiled. The station must be set up prior to beginning food preparation. Basic items required: a) Potable water container (4-7 gal.) with a free-flowing hands-free dispensing valve; b) One 5 gal. wastewater bucket; c) Paper towels; d) Liquid hand soap
3. Hot-food Vendors must bring a fire extinguisher and have it accessible in their booth during the event. Extinguishers shall have a current (within 1 year) inspection tag issued by a licensed fire extinguisher service company. Exhaust vents shall not be directed towards combustible materials (tents) or other structures.
4. Vendors must have some type of flooring in their booth such as tarp, plywood, or similar material.
5. Dumping of waste is not allowed. Liquids and waste must be carried off by the Vendor. Vendors found dumping grease or waste will not be allowed to return. Vendors will be responsible for cleanup costs if waste is dumped.
6. Vendors with crockpots must use a digital thermometer and maintain safe food temperatures.
7. No grease or open flames allowed under tents (such as grills or smokers). Hot surfaces must be kept away from pedestrian areas.