



## 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 7<sup>th</sup> 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 12** to participate.
- FEES: Non-Food Vendors and Cottage Vendors: \$75 (for one 10x10 space / additional space, \$40 per 10x10) Food Vendors: \$75 Food vendors with food trucks and trailers must be registered to do business within the city limits of West Monroe. Visit the Building and Development Department at West Monroe City Hal for licensing information. / Info Booth: \$200 (no electricity available)

### 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 on Saturday, April 27 from 11:00 a.m. to 5:30 p.m.
3. Vendor load-in will begin at 8:00 a.m. Food truck vendors may be requested to load-in at an earlier 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.
6. **Food Trucks:** Load-in will begin on Friday, April 26 at 9:00 a.m. and run through 2:00 p.m. Festival organizers will contact food vendors with detailed instructions.

## VENDOR LOAD-OUT

1. Vendors have two options for load-out:
  - Early Hand load-out will be from 5:30-6:30 p.m. No vehicles will be allowed in the festival area during this time. Vendors may move out booth materials by hand or wagon to their personal vehicle.
  - Late load-out will begin at 8:30 p.m. Vehicles will be allowed in the vendor area after pedestrians have exited the area.
  - Locations will be determined based on load-out preference. If hand load-out is chosen, vendors will be located closer to exits for a smooth load-out.

## 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. **Food vendors agree to not sell any beverages from their space. The festival will be the exclusive beverage vendor for sodas and bottled water. No bottled or pre-packaged beverages allowed. Prior permission may be granted from the festival committee for beverages outside of the festival's beverage menu.**
2. All food vendors are subject to health and fire safety inspection at any given time.
3. 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
4. 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.
5. Vendors must have some type of flooring in their booth such as tarp, plywood, or similar material.
6. 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.
7. Vendors with crockpots must use a digital thermometer and maintain safe food temperatures.
8. No grease or open flames allowed under tents (such as grills or smokers). Hot surfaces must be kept away from pedestrian areas.



## VENDOR RESERVATION APPLICATION

**Instructions:** Complete the below fields and remit to the City of West Monroe, Adrienne LaFrance-Wells, Downtown Main Street Director by email at [alafrance@westmonroe.la.gov](mailto:alafrance@westmonroe.la.gov). Applications can also be dropped off or mailed to West Monroe City Hall, Building and Development Department, 2305 N. 7<sup>th</sup> St., West Monroe, LA 71291, ATTN: Adrienne LaFrance-Wells. Please read the attached payment instruction and rules *before* submitting your application or reaching out with questions.

Name of Business/Organization: \_\_\_\_\_

Event Name/Date: OUACHITA RIVERFEST, SATURDAY, APRIL 27, 2023, 11:00 a.m. – 5:30 p.m.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_ Email: \_\_\_\_\_

Fed. Tax ID #: \_\_\_\_\_ LA Tax ID: \_\_\_\_\_ Vehicle Make / Model / Color: \_\_\_\_\_

Vendors w/trailers only: \_\_\_\_\_ License Plate Number: \_\_\_\_\_  
Trailer length in feet: \_\_\_\_\_

Food Vendors Only: Do you have a Health Department Certificate? YES / NO \_\_\_\_\_ Artisan & Cottage Vendors Only (See rules for more info.):  
Choose a load-out option: **Hand Load-Out** (5:30-6:30) OR **Late Load-Out** (8:30)

Is Electricity Needed? YES / NO	What type of electricity? 15 amp___ 30 amp___ 50 amp___	Food Truck Vendors: Would you be able to furnish a silenced/inverted generator (if necessary)? YES / NO	<b>ELECTRICITY NOTE: Two plugs maximum furnished for 15 amp (1 outlet, 2 plug-ins).</b>
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**If electricity is requested, list items that will be powered by electricity:**  
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**List all items for sale in your booth. Items not listed will not be permitted within your space.**  
\_\_\_\_\_  
\_\_\_\_\_

**Payment Information: Checks, money orders, and credit cards accepted. Payable to the Downtown West Monroe Revitalization Group. If using a credit card, please complete the below:**

Name on Card: \_\_\_\_\_ Billing Address: \_\_\_\_\_

Card #: \_\_\_\_\_ V-Code (on back of card): \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**I have read, understand and will comply with the attached Vendor Rules:**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_