

CAJUNDOME

& CONVENTION CENTER

CAJUN HEARTLAND STATE FAIR

**OUTDOOR
VENDOR APPLICATION**

**444 CAJUNDOME BLVD
LAFAYETTE, LA 70506
WWW.CAJUNDOME.COM**





VENDOR APPLICATION RULES & REGULATIONS

Event: CAJUN HEARTLAND STATE FAIR (CHSF)

When: Thursday, May 23-June 2, 2019

Where: CAJUNDOME Grounds, Lafayette, LA 70506

Welcome! If you would like to take part in our event, please fill in your details in the form below and your application will go to the review committee.

A deposit of \$200 is required with completed application. Submission of an application does not guarantee acceptance. Space is limited and will be reserved on a first come, first serve basis. Emailed applications must be accompanied with a credit card authorization form.

Applications must be submitted with the following:

- ~Deposit paid by cash or credit card. No checks, no exceptions.
- ~Digital or printed photos of the booth to include exterior, interior, equipment, and food items.
- ~Description of merchandise.
- ~Certificate of Insurance.

Application must be completed and submitted by April 15, 2019, along with deposit. If accepted, the deposit will be applied to booth rental. If not accepted, the deposit will be refunded. The balance of the full rental amount must be paid in full by May 1, 2019. Applications submitted after May 1, 2019, must be accompanied by the full rental amount and insurance.





FAIR HOURS

Thursday, May 23: 5pm-10pm

Friday, May 24: 5pm-10pm

Saturday, May 25: 12pm-10pm

Sunday, May 26: 12pm-10pm

Monday, May 27: 4pm-10pm

Tuesday, May 28: 5pm-10pm

Wednesday, May 29: 5pm-10pm

Thursday, May 30: 5pm-10pm

Friday, May 31: 5pm-10pm

Saturday, June 1: 12pm-10pm

Sunday, June 2: 12pm-10pm

BOOTH REQUIREMENTS

Booth space measures 10'x10'. Vendor may not exceed 10' in depth and 30' in length. Stock trucks are not permitted on Festival grounds during Festival hours, no exceptions.

Tents and trailers must be clean and remain clean throughout the Festival. Table, chairs, etc. placed outside of designated space must be approved before setup.

STOCK TRAILERS & CAMPERS

No stock trailers or campers will be allowed on Festival grounds. Stock trailers and campers will be allowed to park in assigned overflow parking area and require a parking permit. Electricity is provided for an additional fee on a first come, first serve basis and must be reserved in advance. There is an area for this on the vendor application agreement.

INSURANCE

All vendors are required to provide a valid certificate of liability insurance. Insurance coverage must be in the name of the vendor for \$1,000,000 liability with the CAJUNDOME COMMISSION named as an additional insured. Effective dates must cover move in and move out. If the vendor does not have coverage, the Festival can secure adequate insurance for an additional fee.

CAJUNDOME & CONVENTION CENTER
MAIN 337-265-2100 FAX 337-265-2311
CONDITIONS

Please read carefully, and then sign at bottom of application.

1. The CAJUN HEARTLAND STATE FAIR (referred to as CHSF) Planning Board reserves the right to make all location assignments for booths. A limited number of booth space will be available under cover or without, at marked sites. This will not prevent wares from getting exposed to moisture or humidity if weather is inclement. It is advised that vendors should bring their own tent, equipment, and signage to call out their space.
2. Set up will be allowed on Wednesday, May 22, 9:00am until 5:00pm or Thursday, May 23, 9:00 am until 5:00 pm.
3. All booths must stay open during scheduled fair hours.
4. No illegal drugs will be allowed.
5. No fireworks, fires, or firearms of any kind will be allowed.
6. There is no 'Rain Date.' The Fair will proceed on the planned date rain or shine. Please bring adequate rain gear and/or sun protection if needed. No refunds will be given on booth fee due to severe weather closing fair rides.
7. Vendors may purchase more than one booth. Inadequate product coverage of the space (food and beverage in particular) gives CHSF the right to contract with others selling the same product. And while there is no guarantee of product exclusivity on site, the CHSF reserves the right to refuse to accept an application because of too many vendors selling the same items.
8. Vendors are not allowed to share booth space.
9. The vendor agrees to hold harmless to co-sponsors of the CHSF for any damages to their persons or property that may occur on the premises of the CAJUNDOME & Convention Center.
10. The vendor is responsible for clean up of their booth site before leaving the site after the close of the event.
11. The contracted space is outdoors and limited security is on duty beginning Thursday evening. Security of property and inventory is solely the responsibility of the vendor. Please lock up your goods. We cannot guarantee that your booth will be under constant surveillance.
12. Vendors will be provided with four (4) admission passes to the CHSF for those who are working your booth. Additional tickets may be purchased at the gate. It will not be the responsibility of CHSF to staff your booth(s).
13. Food Vendors are limited to selling wares that are specifically Louisiana flavors or considered fair food. Beverage Concessions will be handled exclusively by CAJUNDOME & Convention Center. No alcoholic beverages may be sold on the premises.
14. All selling vendors will be required to carry and submit proof of general liability insurance for no less than one million dollars (\$1,000,000).
15. Food vendors are required to meet all State and City of Lafayette, LA health requirements and provide a copy of their serve safe certificate. A small fire extinguisher with valid inspection sticker must also be stored at the booth..
16. All selling vendors will be required to collect and report taxes.



2019 CAJUN HEARTLAND STATE FAIR VENDOR APPLICATION

BUSINESS NAME: _____ DATE: _____
 CONTACT NAME: _____ PHONE: _____
 EMAIL: _____ FAX: _____
 ADDRESS: _____
 CITY/STATE/ZIP: _____

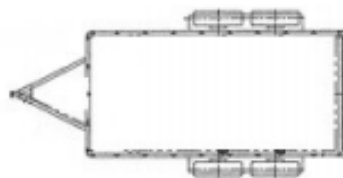
BOOTH INFORMATION

Single spaces measure 10' x 10'. Vendor space may not exceed 10' in depth and 30' in length. Vendors may sell from ONE SIDE only. Trailer size includes hitch. Space is assigned based on the information listed below. Mississippi Coast Coliseum Commission will not be responsible if the space given is not the right size upon arrival. Stock trucks are not permitted on the FESTIVAL grounds. Parking and electricity is available for stock trucks, based on availability.

SELECT BOOTH TYPE:

- TRAILER
 TENT

Use drawings below to indicate selling side, length, width, etc...



BOOTH RENTAL FEES:

- MAY 23-JUNE 2, 2019
 11 DAYS

SELECT SPACE:

- | | |
|---|---------|
| <input type="checkbox"/> ONE (1) SPACE UP TO 10' LENGTH | \$525 |
| <input type="checkbox"/> 1.5 SPACES 11'-18' LENGTH | \$700 |
| <input type="checkbox"/> TWO (2) SPACES 19'-24' LENGTH | \$875 |
| <input type="checkbox"/> 2.5 SPACES 25'-29' LENGTH | \$1,050 |
| <input type="checkbox"/> THREE (3) SPACES 30' LENGTH | \$1,225 |

Total Booth Rental: \$ _____

ADDITIONAL SERVICES

- | | |
|---|---|
| <input type="checkbox"/> CHAIR \$5 # _____ | <input type="checkbox"/> RECTANGLE TABLE 6' OR 8' \$7 # _____ |
| <input type="checkbox"/> ELECTRICAL 500W \$70 | <input type="checkbox"/> HIGH SPEED INTERNET SERVICE \$50 |
| <input type="checkbox"/> ELECTRICAL 1000W \$81 | <input type="checkbox"/> WATER TO BOOTH (NO OVERHEAD RUN) \$125 |
| <input type="checkbox"/> ELECTRICAL 2000W \$99 | <input type="checkbox"/> WATER TO BOOTH (OVERHEAD RUN) \$250 |
| <input type="checkbox"/> RV PARKING (30 AMP) \$46 | |

Total Additional: \$ _____

\$200 DEPOSIT DUE WITH APPLICATION TO HOLD YOUR SPOT. (Deposit will be applied to booth rental total)

Vendor must be paid in full by May 1, 2019.
 Cash or credit card only. No checks, no exceptions.

Total Fees \$ _____

Deposit Amt Paid \$ _____

Balance Due \$ _____

**2019 CAJUN HEARTLAND STATE FAIR
VENDOR APPLICATION**

DESCRIPTION OF GROUP/COMPANY/PRODUCTS SOLD

CHSF reserves the right to request a vendor cease from selling certain items, or may ask for additional items to be offered, if they are within the vendor's capability.

The Cajun Heartland State Fair Planning Board reserves the right to terminate this agreement at any time for noncompliance with the terms of this agreement. In this event, all vendor fees are non-refundable, and the vendor will be directed to leave the site. I understand that the Fair Director has the right to reject any application. I also understand that I am responsible for following the rules and regulations of the Fair, as well as any applicable local, state, and federal laws and regulations. I further understand that booth fees are non-refundable. Submission of this application is a commitment to vend at named Fair. I and my representative hereby release and hold harmless all sponsors, promoters, and Fair organizers from any all claims of injury, property damages, or loss resulting from participation in this event. By signing below, I agree to abide by the rules and regulations established for this Fair.

I UNDERSTAND THAT THIS APPLICATION IS NOT A BINDING AGREEMENT AND THAT MY BUSINESS MAY OR MAY NOT BE SELECTED TO PARTICIPATE IN THE CAJUN HEARTLAND STATE FAIR VENDOR PROGRAM.

CONTACT PERSON SIGNATURE

DATE

**SUBMIT COMPLETED APPLICATIONS & VENDOR FEE (CASH OR CC AUTH.), IN PERSON OR BY MAIL, TO THE CAJUNDOME ATTN. MARKETING DEPT.
444 CAJUNDOME BLVD
LAFAYETTE, LA 70506**

OFFICIAL USE ONLY

DATE SUBMITTED: _____

RECEIVED BY: _____



CREDIT CARD AUTHORIZATION

COMPANY NAME: _____

AMOUNT TO BE CHARGED TO CREDIT CARD: \$ _____

PLEASE CIRCLE ONE: AMERICAN EXPRESS VISA MASTERCARD

CARD NUMBER: _____

EXPIRATION DATE: _____

PLEASE PRINT CLEARLY THE FOLLOWING INFORMATION

CARDHOLDER'S NAME: _____

COMPANY NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

WE MUST HAVE AN IMPRINT OF THE CREDIT CARD BEFORE ANY SERVICE WILL COMMENCE.