

# Food Vendor Application Agreement Form



COMPANY NAME: \_\_\_\_\_

PRIMARY CONTACT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

BUSINESS PHONE: (\_\_\_\_) \_\_\_\_\_ CELL PHONE: (\_\_\_\_) \_\_\_\_\_

EMAIL: \_\_\_\_\_

WEBSITE and/or FACEBOOK URL: \_\_\_\_\_

DATE(S) OF PARTICIPATION: Friday, May 27, 2016, from 5 pm – 10 pm ☐  
(Check all that apply) Saturday, May 28, 2016, from 11 am – 10 pm ☐

Vendor Application Fee\*: ☐ \$50 Register and pay before April 30, 2016

☐ \$75 Register and pay after April 30, 2016

Do you have a valid Louisiana food service permit? ☐ YES ☐ NO Permit #: \_\_\_\_\_  
Do you have a valid Louisiana ServSafe certification? ☐ YES ☐ NO Cert. #: \_\_\_\_\_  
Do you have a valid Liability Insurance Policy? ☐ YES ☐ NO Policy #: \_\_\_\_\_  
Do you need electrical access in your booth? ☐ YES ☐ NO

*Vendors must provide valid certificates and need to have insurance certificate on site the day of the festival. Vendors are responsible for providing their own tables, chairs and extension cords. Booth space with electrical access is first-come, first-served. **This is a smoke and tobacco free event. No glass bottles allowed. This is an outdoor festival that will take place at the Alexandria Amphitheater – rain or shine.** \*Vendor application fees are nonrefundable.*

**Please provide a photograph of your food truck/trailer or a diagram of your vending set-up.**

NAME OF FOOD PRODUCT	AVG. PRICE	EST. # of SERVINGS	ELECTRICITY REQUEST?

**COMPLETED APPLICATION AGREEMENT IS NOT A GUARANTEE OF ACCEPTANCE. THIS APPLICATION AGREEMENT IS NOT A CONTRACT AND IS IN NO WAY BINDING TO "Little Walter Music Festival". YOUR SIGNATURE BELOW INDICATES THAT YOU HAVE READ THE REQUIREMENTS AND REGULATIONS AND THAT THE INFORMATION YOU HAVE PROVIDED ON THIS APPLICATION AGREEMENT IS CORRECT.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For Office Use: Application ☐ Approved ☐ Not Approved Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **REQUIREMENTS AND REGULATIONS**

- Participants must provide “Little Walter Music Festival” a certificate of insurance evidencing a minimum one (1) million combined single limit general liability coverage naming the City of Alexandria and the Alexandria/Pineville Area Convention & Visitors Bureau as additional insured.
- Vendor shall also have proof of Workers’ Compensation coverage in the amount standard with those required by the State of Louisiana.
- Food vendors will not be allowed to sell or give away alcoholic beverages.
- Food vendors will not be allowed to sell any non-food items without written permission from “Little Walter Music Festival.”
- No Little Walter themed merchandise can be sold unless approved by the Little Walter Music Festival Committee.
- Vendor exhibit (including signage) should not extend beyond booth space to block other booths or walk space.
- All participating food vendors must display professional looking menu boards specifying menu items and prices. Menu boards must be displayed at all times.
- Participating food vendors are expected to comply with all rules and regulations of the Alexandria Police Department, Alexandria Fire Department, Rapides Parish/State of Louisiana Health Department and any other governing authorities’ rules and regulations that might apply. All requirements listed under the Louisiana Sanitary Codes for Temporary Food Service will apply. ([www.opd.dhh.Louisiana.gov](http://www.opd.dhh.Louisiana.gov) – Chapter 47). Current ServSafe certification will be required. ([www.servsafe.com](http://www.servsafe.com))

### **PLEASE KEEP THIS PAGE OF THE APPLICATION AGREEMENT FOR YOUR RECORDS.**

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For any questions, please call the Alexandria/Pineville Area Convention & Visitors Bureau at 318.442.9546 or 800.551.9546. Return forms by fax to 318.443.1617 or by email to [inquire@apacvb.org](mailto:inquire@apacvb.org).

**Alexandria/Pineville Area Convention & Visitors Bureau  
P.O. Box 1070  
Alexandria, Louisiana 71309**