



# 2017 EXPERIENCE LOUISIANA FESTIVAL FOOD BOOTH Application

October 28-29, 2017 ♦ Campus of LSUE ♦ Eunice, LA

PLEASE PRINT CLEARLY

Name (Person, Organization, Commercial Entity) \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

KEY CONTACT PERSON \_\_\_\_\_ TITLE: \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Email Address (PLEASE PRINT CLEARLY) \_\_\_\_\_

Website \_\_\_\_\_

### **SOCIAL MEDIA (if applicable):**

Facebook web address \_\_\_\_\_

### **DETAILED DESCRIPTION OF PROPOSED FOOD(S) TO BE SOLD (No Beverages)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would you need access to electricity? Yes \_\_\_\_\_ No \_\_\_\_\_ Purpose: \_\_\_\_\_  
110V \_\_\_\_\_ 220V \_\_\_\_\_ AMP \_\_\_\_\_

Number of 10' x 10' spaces needed (\$200 each): \_\_\_\_\_

If Food Truck/Trailer, provide dimensions: \_\_\_\_\_

**Food Truck/Trailer Service Window:** Driver Side \_\_\_\_\_ Passenger Side \_\_\_\_\_ Either \_\_\_\_\_

**CHECK HERE if you would like to set up your booth space on Friday, October 27:** \_\_\_\_\_

Size: 10' x 10' (100 sq ft) - Vendor will provide tent, table(s), chairs, and all supplies needed

Cost: \$200 per 10' x 10' space (Oct 28 & Oct 29) \*You may request more than one space.

RETURN BY MAIL: Food Booth, P.O. Drawer 912, Eunice, LA 70535,  
or scan and email to festival@experiencelouisiana.org

YOU WILL ONLY BE PERMITTED TO SELL FOOD ITEMS AGREED UPON WITH THE FESTIVAL.

## **IMPORTANT INFORMATION FOR FOOD BOOTH VENDORS**

### **GENERAL INFORMATION**

- The festival will provide booth SPACE ONLY. Vendor will provide tent, table(s), chairs, and all supplies needed.
- Vendor will retain all proceeds from sale of FOOD items. It is the vendor's responsibility to collect money for food sales.
- Vendor MAY NOT SELL BEVERAGES OF ANY KIND (including water).
- Vendor MAY NOT SELL MERCHANDISE (including t-shirts, caps, pins, etc.).
- Booth SIGNAGE is the responsibility of the vendor.
- The festival will supply an ATM onsite for the convenience of festival guests.
- As a Food Vendor, you will receive ONE (1), ORANGE parking pass for ONE (1) vehicle. You will receive the parking pass by mail.

### **FESTIVAL LOCATION**

Louisiana State University at Eunice campus, 2048 Johnson Highway, Eunice, LA 70535  
GPS Address for Participant entrance to campus: 599 LSUE Campus Drive, Eunice, LA 70535

### **SET-UP**

If you would like to set up your booth space on Friday, October 27, 2017, please indicate that on your application. You will be contacted regarding times.

### **ARRIVAL**

Please enter the campus by turning onto LSUE Campus Drive (SOUTH entrance). This is the entrance nearest the baseball field. 599 LSUE Campus Drive, Eunice, LA 70535

**PLEASE have the ORANGE "Food Booth Vendor" pass on the dashboard of your vehicle. This will assist security and parking personnel with directing you to the proper location.**

Once you have turned onto LSUE Campus Drive, follow the road as it takes a right turn between the baseball and softball fields. The road then leads left, bringing you to the main festival grounds. To unload, you will simply stop on the side of the road. Festival Staff will assist you with locating your space on the festival grounds.

After unloading, you will be directed to a parking area dedicated to festival participants.

### **READY TO GO**

The festival will officially open to the public at 10:00am on Saturday, October 28, 2017. Festival staff and volunteers will be on campus by 6:00am. Food booths remain open throughout the day and will close at 7:30pm, following the Liberty Theatre Radio Show.

On Sunday, October 29, 2017, the festival will officially open to the public at 11:00am, and close at 4:00pm.

### **OVERNIGHT**

The festival grounds will be secured and patrolled through the night, Saturday-Sunday. However, we strongly suggest that you only leave items that are not easily portable in your booth space.

### **QUESTIONS**

If you have questions about anything, please don't hesitate to contact us! We want this to be a special experience for you! 337-457-1776 OR festival@experiencelouisiana.org

## **ELECTRICITY**

The festival electrician will set up several receptacle boxes allowing participants to "plug in." Participants should provide their own extension cords. The electrician recommends 100' of #12/3 cord (not 14 or 16). He advised that with that type of cord there should not be an issue with tripping circuits. Each plug will provide 120V max. In cases of very small power usage, it is permissible to have a power strip within the booth to power a few small items. **\*\*BRING EXTRA EXTENSION CORDS!**

## **BUSINESS LICENSE**

Please bring a copy of your BUSINESS LICENSE and turn in copy at the Information Booth on the day of arrival.

## **CITY OF EUNICE and ACADIA PARISH SALES TAX**

**You will be required to register and pay State of Louisiana, City of Eunice and Acadia Parish sales tax.** The State of Louisiana and City of Eunice tax forms can be found at the Information Booth at the festival.

**You are required to pre-register with Acadia Parish and file your tax return on line.**

You may go on line at [www.laota.com](http://www.laota.com) and submit the registration form for Acadia Parish.

In the middle of the page click "Submit Registration Application On Line".

Then "Click here to submit Local Sales Tax Registration Application Online". Click "Acadia Parish".

The form asks if you are starting a new business. This area does not apply to you.

Included in that section is "other," Mark this box and indicate "**Experience Louisiana Festival.**" This will let the sales tax office know that this is a one-time event so that you do not have to continue filing a return each month.

If you need to contact Acadia Parish School Board concerning Parish and City sales tax, call 783-3664.

The State of Louisiana Sales Tax Dept - web site is [www.la.gov](http://www.la.gov). Phone number is 337 591-7929.

City of Eunice Sales Tax Dept (St Landry Parish School Board handles the City of Eunice) – Phone number is 337 942-0238

If for some reason you do not receive a City of Eunice or State of Louisiana Sales Tax form, please come to the information booth where we will have extra copies.