



2018 EXPERIENCE LOUISIANA FESTIVAL
VENDOR/EXHIBITOR Application

October 20, 2018 ♦ 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 ITEM(S) TO BE SOLD (No Beverages)

Would you need access to electricity? Yes _____ No _____ Purpose: _____
110V _____ 220V _____

***** BRING EXTENSION CORDS *****

CHECK HERE if you would like to set up your booth space on Friday, October 19: _____

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 20) *You may request more than one space.

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

IMPORTANT INFORMATION FOR 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 items. It is the vendor's responsibility to collect money for sales.
- Vendor MAY NOT SELL BEVERAGES OF ANY KIND (including water).
- Booth SIGNAGE is the responsibility of the vendor.
- The festival will supply an ATM onsite for the convenience of festival guests.
- As a Vendor, you will receive ONE (1) 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

SET-UP

If you would like to set up your booth space on Friday, October 19, 2019, please indicate that on your application. You will be contacted regarding times.

READY TO GO

The festival will officially open to the public at 10:00am on Saturday, October 20, 2018. Festival staff and volunteers will be on campus by 6:00am. Food booths remain open throughout the day and will close at 5:00pm.

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...long ones!**

IF SELLING ANYTHING:

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 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. 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.