

RE: 2011 Gulf Coast Zydeco and Crawfish Festival

Dear Vendor:

Thank you for your interest in being a vendor for the 2011 Gulf Coast Zydeco and Crawfish Festival which is being held at the Daphne Civic Center, May 20-22, 2011!

Please find enclosed an application form to apply to become a vendor. Please fill out the application completely, attach deposit and return to the following address:

Daphne Civic Center – City of Daphne
Attn: Gulf Coast Zydeco & Crawfish Festival
P.O. Box 400
Daphne, AL 36526

The deadline for vendor applications is April 20, 2011. We will let you know if you have been accepted as soon as possible.

If you have any questions, please feel free to contact our office at (251) 626-5300 or email us at dccs@bellsouth.net.

REGISTRATION REQUIREMENTS:

1. Fees are follows:

✓ **Arts/Crafts Vendor (All items must be handcrafted by vendor)** fee is \$100.00 per booth space for a 10 x 10 space for 3 days. Electricity is provided in your application fee for a 110 allowing 1 plug. If you require additional plug-ins, please specify on your application and additional costs may apply. Two gate passes and one parking permit will be assigned to each vendor for each booth space purchased. Additional gate passes are to be purchased for your workers at \$15.00 each with your application.

A refundable clean up deposit of \$10.00 is required in a separate check. You are required to keep your area free of debris and to dispose of your trash in the designated dumpsters. At the end of the festival, your area will be inspected and your deposit check returned to you. Failure to clean up your area will disqualify you from future festivals.

✓ **Commercial Marketing Vendor** fee is \$250.00 per booth space for a 10 x 10 space for 3 days. Electricity is provided in your application fee for a 110 allowing 1 plug. If you require additional plug-ins, please specify on your application and additional costs may apply. Four gate passes and two parking permits will be assigned to each vendor for each booth space purchased. Additional gate passes are to be purchased for your workers at \$15.00 each with your application.

A refundable clean up deposit of \$50.00 is required in a separate check. You are required to keep your area free of debris and to dispose of your cardboard boxes and trash in the designated dumpsters. At the end of the festival, your area will be inspected and your deposit check returned to you. Failure to clean up your area will disqualify you from future festivals.

****Please note - We have an exclusive contract with our official festival t-shirt vendor.**

✓ **Food Vendor** fee is \$300.00, depending on space needed, for 3 days. Electricity is provided in your application fee for a 220 allowing 1 plug-in OR 110 allowing 1 plug-in and 1 water supply. If you require additional plug-ins, please specify on your application and additional costs may apply. Four gate passes and two parking permits will be assigned to each vendor for each booth space purchased. Additional gate passes are to be purchased for your workers at \$15.00 each with your application.

A refundable clean up deposit of \$50.00 is required in a separate check. You are required to keep your area free of debris and to dispose of your cardboard boxes and trash in the designated dumpsters. At the end of the festival, your area will be inspected and your deposit check returned to you. Failure to clean up your area will disqualify you from future festivals.

✓ **All Vendors** are required to pay a \$50.00 deposit (cashier check ONLY post dated April 21, 2011) for the committee to consider your application. This deposit DOES NOT guarantee you booth space. Should you be selected as a vendor, this deposit of \$50.00 will be applied toward your total vendor fees owed. Should you not be chosen as a vendor, this post dated cashier check will be refunded in full.

2. Booth Space Specifications:

- ✓ One space will be 10 x 10, except for food vendors, and will be assigned by the festival committee. All equipment must be within your assigned booth space. **YOU ARE NOT ALLOWED TO WALK THE GROUNDS SELLING YOUR WARES. NO EXCEPTIONS.**
- ✓ Vendors must furnish all tents, roofs, tarps, sides, backdrops, extension cords, signage, tables, chairs etc...
- ✓ Electricity is provided in your application fee so if in question refer to fees section. Additional hook ups will be at an additional charge. Please be sure to specify how much electricity is needed in your application.
- ✓ No campers or trucks will be allowed in the booth area. Camper space is available at the Wal-Mart located approximately ¼ of a mile from the festival area. You will need to coordinate directly with Wal-Mart.

3. Booth Set Up Times and Requirements:

- ✓ Booths are to be open for business:
 - Friday, May 20, 2011 – 5:30 p.m. until at least 10:00 p.m.
 - Saturday, May 21, 2011 – 1:00 p.m. until at least 10:00 p.m.
 - Sunday, May 22, 2011 – 12:30 p.m. until at least 5:00 p.m.
- ✓ Set up begins at 7:00 am on Friday morning of the festival. No parking vehicles, etc. or setting up allowed on Thursday for safety reasons as we are busy setting up areas until late Thursday evening. Friday is dedicated to setting up vendors. Please do not call and ask or show up on Thursday asking if you may set up.
- ✓ You are required to have all vehicles out of the vendor area by 3:00pm on Friday and 10:00am on Saturday and Sunday.
- ✓ You will not be allowed to drive your vehicles back in to load up until 30 minutes after police department has cleared the crowd from the festival area Sunday, May 22, 2011. This policy will be strictly adhered to with **NO EXCEPTIONS**. These are regulations set up to insure the safety of our festival guests.

4. General:

✓ If you are selected the following forms will be mailed to you with a letter of acceptance and contract:

Vendor Rules Contract

City of Daphne Temporary Vendor License Form – Fee is \$55.00

Temporary Food Permit Form (*Food Vendors Only*) – Fee is \$50.00 more than 14 days prior to Festival; \$75.00 less than 14 days prior to festival

✓ You will be required to make full payment less your deposit by May 4, 2011. If you are not selected, your full deposit will be returned. If you are accepted and back out before May 4, 2011, your deposit will not be refunded. If you back out after May 4, 2011, your full payment will not be refunded.

✓ In order for the committee to consider your application, the following is necessary:

Completed application form (page 5)

\$50.00 deposit (*cashier check ONLY post dated April 21, 2011*)

Vendor rules regulations signature page (page 6)

Daphne
CIVIC CENTER

7th Annual Gulf Coast Zydeco & Crawfish Festival
Vendor Application
May 20-22, 2011

Select One: Arts/Craft Vendor Commercial Marketing Vendor Food Vendor

Company Name: _____ Contact Name: _____

Address: _____ City/State/Zip: _____

Phone: Day _____ Night: _____ Cell: _____

Email: _____

Number of Booth Spaces _____ x Applicable vendor fee \$ _____
(Arts/Crafts Vendor - \$100.00; Commercial Vendor - \$250.00; Food Vendor \$300.00)

Additional Vendor Passes @ \$15.00 each \$ _____
(Arts/Craft Vendor fee includes 2 passes; All other vendor fees include 4 passes)

Clean Up Deposit (refundable upon inspection) \$ _____
(Arts/Crafts Vendor - \$10.00; All other vendors \$50.00)

Total Due If Selected \$ _____

PLEASE LIST AND DESCRIBE ALL ITEMS YOU WISH TO SELL: (Only specific item/s you list below will be allowed in your booth. Any additions must be approved by Festival Committee – no exceptions. Use additional sheet if needed. Please provide picture of all Arts and Crafts.

Name of Item:	Describe:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Electricity: Type Needed: ___110 ___220
Arts/Crafts Vendor Fee and Commercial Vendor Fee includes 110 allowing (1) plug in; Food Vendor Fee includes 220 allowing for (1) plug in OR 110 allowing (1) plug in. Please list all electrical equipment and wattage needed for each to be used: _____

Send application form; \$50.00 post dated April 15, 2011 money order or cashier check to: Daphne Civic Center – City of Daphne; Attn: Gulf Coast Zydeco & Crawfish Festival; P.O. Box 400, Daphne, AL 36526

Please return this form with your application and payment

VENDOR RULES REGULATIONS

The Gulf Coast Zydeco and Crawfish Festival Committee reserves the right to expel any vendor who does not adhere to rules and regulations established by the City of Daphne and/or the Gulf Coast Zydeco and Crawfish Festival.

No REFUNDS will be given if you are expelled for rule violations!

I, _____ representing _____

Have read and understand the requirements to operate a vendor booth(s) at the
2011 Gulf Coast Zydeco and Crawfish Festival

Signature: _____

Date: _____

Daphne
CIVIC CENTER