



**Vendor Application Agreement Form  
DUE Friday, April 8, 2016**

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

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

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

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

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

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

Do you have a valid food service permit?     YES             NO

DATE(S) OF PARTICIPATION: Friday, May 6, from 4 - 9 pm and Saturday, May 7, from 9 am – 7 pm

Vendor fees are \$100 for a 10 X 20 vending space, including access to electrical/water hook-up and a central trash depository. Please inform, if additional space is needed. *Vendors are responsible for providing their own tables, chairs and extension cords.*

***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 AMPS REQUEST?	WATER REQUEST?

If electricity if required, indicate total electrical power needed for your space: \_\_\_\_\_

**COMPLETED APPLICATION AGREEMENT IS NOT A GUARANTEE OF ACCEPTANCE. THIS APPLICATION AGREEMENT IS NOT A CONTRACT AND IS IN NO WAY BINDING TO "AlexRiverFête". 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: \_\_\_\_\_

## **REQUIREMENTS AND REGULATIONS**

- Participants must provide “AlexRiverFête” a certificate of insurance evidencing a minimum one (1) million combined single limit general liability coverage listing the City of Alexandria, Alexandria Festival Association, Arts Council of Central Louisiana and Alexandria Museum of Art as additional insureds.
- 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 “AlexRiverFête.”
- Vendor exhibit (including signage) should not extend beyond booth space or block other booths or walk ways.
- 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. oph.dhh.Louisiana.gov](http://www.opd.dhh.Louisiana.gov) – Chapter 47).

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

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**CASHIER CHECKS ONLY**  
**MADE PAYABLE TO ALEXANDRIA FESTIVAL ASSOCIATION**

***Payment will be requested at time of approval.***

For any questions, please call the Division of Community Services 318.449.5225.

**City of Alexandria Division of Community Service  
P.O. Box 71  
Alexandria, Louisiana 71309**