



**Retail Vendor Application Agreement Form**  
**DUE Friday, November 20, 2015**

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

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

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

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

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

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

Do you have a valid sales tax license?       YES       NO

DATE(S) OF PARTICIPATION: Friday, December 4, from 4 - 9 pm       YES       NO  
Saturday, December 5, from 10 am – 4 pm       YES       NO

Vendor fees are \$150 for a 10 X 10 vending space, including a tent and access to electrical hook-up and a central trash depository. Please inform, if additional space is needed. *Vendors are responsible for providing their own tables, chairs, displays, water (if needed) and extension cords.*

***Please provide a diagram of your vending set-up.***

**GENERAL DESCRIPTION OF MERCHANDISE (Use back of page for additional description):**

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

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

**As a retail vendor, food items may not comprise more than 15% of your total merchandise. This shall be strictly enforced. If you do not qualify for any reason as a retail vendor at Vendor Village, you may qualify for Indie Village—a market niche designed for independent, unique, smaller, and artistic vending opportunities. Contact Ann by private messenger (inboxing) at the AlexRiverFete Facebook page or by leaving her a message at the office of Community Services, 318.449.5225.**

**COMPLETED APPLICATION AGREEMENT IS NOT A GUARANTEE OF ACCEPTANCE. THIS APPLICATION AGREEMENT IS NOT A CONTRACT AND IS IN NO WAY BINDING TO "AlexWinterFête". 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 “AlexWinterFête” a certificate of insurance evidencing a minimum one (1) million combined single limit general liability coverage listing the City of Alexandria, Alexandria Festival Association and Arts Council of Central Louisiana as additional insureds.
- If required in their normal business operations, vendors shall carry and provide proof of Workers’ Compensation coverage in the amount standard with those required by the State of Louisiana.
- Vendors will not be allowed to sell or give away alcoholic beverages without obtaining additional authorization from the City; contact the Division of Community Services if this applies.
- Vendor exhibit (including signage) should not extend beyond booth space or block other booths or walk ways.
- All participating vendors must display professional looking booths.
- Participating 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.

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

Vendor fees are \$150 for a 10 X 10 vending space (\$300 for 10x20 etc.), including a tent and access to electrical hook-up and a central trash depository. Please inform, if additional space is needed. *Vendors are responsible for providing their own tables, chairs, displays, water (if needed) and extension cords.*

**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**