

FOOD VENDOR INFORMATION

Deposit checks will not be returned unless the following requirements are met:

1. The sales report and event feedback form must be returned to us, fully completed, by the date listed in your contract.
2. All vendors must attend a pre-production meeting that will be held on a date to be announced.
3. All vendor booth areas must be left clean at the end of the event. All equipment, materials, supplies, trash and debris (including ground coverings such as plywood) must be picked up and removed during load-out at the end of the festival. All grease must be disposed of properly. There must be no grease stains on the ground in or behind the booth.

The New Orleans Jazz & Heritage Foundation will provide the following for Savory/Hot Food Vendors:

1. 10 x 10 covered booth space, with a covered back space for cooking.
2. Two eight-foot rectangular tables and two chairs
3. Two 20-amp electrical circuit with four plugs – we charge for any additional electrical service at a rate of \$100 per circuit.
4. Overnight security on Friday and Saturday of the festival.
5. Signage with vendor's name, food items and prices.

The Vendor will agree to:

1. Provide the New Orleans Jazz & Heritage Foundation with a “Certificate of Insurance” indicating the following coverage limits:
 - a. General liability: \$1,000,000 per occurrence, \$2,000,000 Aggregate.
 - b. Workers Compensation: Louisiana Statutory benefits.
 - c. Employers liability: \$500,000 each accident, \$500,000 disease policy limit, \$500,000 each employee.
2. Submit completed contract including electrical worksheet by deadline.
3. Provide proof of being properly licensed for food sales in Orleans Parish.
4. Provide all cooking and serving equipment and supplies, as well as at least 2- 4ft. x 8 ft. plywood sheets for placing underneath cooking equipment.
5. Provide a 3A:40-B:C fire extinguisher as well as a 2 A10 BC with proof of current inspections.
6. Chain any propane or other compressed gas containers securely to a sturdy structure.
7. Staff the booth the entire indicated times of the event. Working staff must be at least 16 years of age. No one under the age of 16 is allowed in the food operation area.
8. No Smoking in food prep areas.
9. Provide transportation to and from event location for all vendor staff and equipment.
10. Adhere to Parking and Driving rules and regulations.
11. Submit a sales and feedback form to Foundation staff in a timely fashion.
13. Report sales made at the festival to the City of New Orleans Dept of Revenue.
14. Pay all sales taxes as required by the City of New Orleans.

15. Give the festival staff notice of any cancellation of participation three (3) weeks in advance of the start time of the event. Failure to do so will eliminate you from consideration for any future New Orleans Jazz & Heritage Foundation events.