

# **INTERNATIONAL NIGHT 2014**

## **Official Vendor Information**

The 2014 International Fest Vendor Islands will be located on site at the Port of New Orleans at 1350 Port of New Orleans Place (It's located next to Mardi Gras World behind the Convention Center). The event will take place on Saturday, October 18, 2014. In this document you will find information about becoming a vendor for this year's International Fest. Booths will be assigned on a first come, first serve basis. Those vendors who demonstrate interest by returning the attached Official Vendor Application will be offered preference in booth selection.

International Fest has established a "Clean Zone" in the area surrounding the Port of New Orleans, which means that **ONLY** Official Vendors registered through the International Fest office will be allowed to sell merchandise.

The 2014 non-food vending fee is **\$150.00** (one hundred and fifty dollars) and the food vending fee is **\$100.00** (one hundred dollars) + 20% of sales

Completed applications and fees will be due no later than **5PM on Friday, September 26, 2014**

If you have any questions, please feel free to contact Ronald Evangelista at [ronald@spearsconsultinggroup.com](mailto:ronald@spearsconsultinggroup.com)

# **INTERNATIONAL NIGHT 2014**

## **OFFICIAL VENDOR RENTAL INFORMATION**

### ***Terms and Conditions***

#### **1. Description of Booth Areas:**

Each area is a 10'x10' space. Each vendor is responsible for their own tent, tent lighting, signage, tables, chairs, and all other materials necessary for the sale of goods. The International Festival will provide outdoor restroom facilities, security, and lighting for the evening.

#### **2. Location:**

All booths will be located at the Port of New Orleans at 1350 Port of New Orleans Place

**3. Date and Time:** Vending will take place **rain or shine** on Saturday, October 18. Entertainment hours will be from 11:00AM – 9:00PM

**4. Booth Space Rental 10' x 10'.** Booth **Space** Only.

**NON-FOOD VENDORS \$150.00 FOOD VENDORS \$100.00 + 20% of Sales**

*All fees are due with the application and deposited as they are received.  
Settlement is due at the end of the event.*

#### **5. Merchandise:**

MERCHANDISE THAT INFRINGES ON TRADEMARKS OR PATENTS IS SUBJECT TO BE CONFISCATED BY THE LOCAL AUTHORITIES. THIS INCLUDES HANDBAGS, MUSIC CDs, DVDs, ETC.

#### **6. Taxes/ Licenses:**

Vendor is responsible for all tax liability and licenses due to the City of New Orleans and the State of Louisiana.

#### **7. Electricity:**

The International Night will provide electricity to vendors who indicate a need for power on-site at an additional charge to the vendor.

#### **8. Cancellation Policy:**

Refunds will not be issued for no shows or inclement weather.

## **9. Set-up/Tear-down:**

Set-up will take place from 8:00AM to 10:30AM on Saturday, October 18, 2014. Teardown will be at 9:00PM. All merchandise and equipment must be removed. Any items left after 10:00PM on Saturday, October 18, 2014, will be subject to confiscation by the New Orleans Police Department.

**10.** The International Night has the exclusive right to assign placement of your booth. Failure to comply with rules and regulations may result in denial to participate and forfeiture of booth rental fee. Check in begins at 8:00AM on Saturday, October 18, 2014. If you are not checked in by 10:45AM on Saturday, October 18, 2014, you may lose your assigned booth space.

**11.** Booth assignments and vendor wristbands will be issued at the time of set-up. No vendors will be allowed to set-up without credentials. All vendors and workers must show a valid driver's license in order to pick up wristbands.

## **12. Restrictions in Operations of Exhibits:**

International Fest reserves the right to restrict exhibits due to noise, method of operation or materials that for any reason become objectionable. International Fest also reserves the right to prohibit or to evict any exhibit that in the opinion of International Fest shall distract from the general character of the event as a whole. This reservation includes persons, signs, conduct, printed matter or anything of a character that the International Fest determines is objectionable to the event.

**13.** Vendor privilege is granted upon the condition that all activities of Vendor be conducted in accordance with Federal, State, or Municipal Law, ordinance, and the rules and regulations contained herein. In case of any violation thereof, the Vendor forfeits all further rights to the privilege, without relief from any unpaid portions of the price or refund of any payment made, and the Vendor is to surrender immediately the space occupied and to cease all activities thereon.

**14.** No space shall be subleased to another Vendor. Please note that all items for sale must be stated on the vending application as well as the booth rental agreement; otherwise, items will not be sold. Two or more companies or individuals may not exhibit any goods or advertising matter other than those manufactured, distributed, or sold by the Vendor in the regular course of his/her business in a space sold as a unit unless permission has been obtained from International Fest. Each 10'x10' space is allotted four operators.

**15. Parking:** There will be a vendor staging area during setup and teardown hours.

**16. Occupational License:** Each Vendor will be required to submit proof of their occupational license for the City of New Orleans with their application.

**17. Special Events License:** Each Vendor will be required to submit proof of their Special events License with their application.

**18. Insurance:** The Vendor is to submit a certificate of insurance naming the International Festival as additionally insured on Vendor policy

# INTERNATIONAL NIGHT 2014

## Official Vendor Application 2014

***Completed application and fees are due no later than 5PM on Friday, September 26, 2014,***

Company Name \_\_\_\_\_

Business Address \_\_\_\_\_  
\_\_\_\_\_

Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Email Address \_\_\_\_\_

Complete Description of what you will sell. For food vendors, please submit a menu of what you intend to serve that night.

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

Electricity Specify Needs  
\_\_\_\_\_

Booth Operator's Name (s)  
\_\_\_\_\_  
\_\_\_\_\_

Vendor Type (Check One):

- Non-Food Vendor **\$150.00**
- Food Vendor **\$100.00 + 20% of Sales**

Payment Method (Check One):

- Check (Enclosed)
- PayPal

**Return this form to:**

**Spears Consulting Group**  
132 N. Carondelet St. Suite A  
New Orleans, LA 70130

or

**Ronald Evangelista**  
504-304-8198  
ronald@spearsconsultinggroup.com

**\*\*\*\*\*PLEASE NOTE\*\*\*\*\***

Failure to possess a written contractual agreement or license to sell products will result in confiscation of merchandise and termination of this contract.

**MERCHANDISE THAT INFRINGES ON TRADEMARKS OR PATENTS IS SUBJECT TO BE CONFISCATED BY THE LOCAL AUTHORITIES. THIS INCLUDES HANDBAGS, MUSIC CDs, DVDs, ETC.**