



# 2023 VENDOR INFORMATION

## OCTOBER 19-21, 2023

### Festival Hours:

Thursday	5 pm - 12 am
Friday	9 am - 12 am
Saturday	9 am - 12 am

BOOTH SETUP WILL BEGIN ON THURSDAY, OCTOBER 19TH. THE VENDOR CHAIR WILL CONTACT YOU WITH INSTRUCTIONS AND SET UP TIME.

\* NO VENDORS ARE ALLOWED TO SELL ALCOHOL \*

### BOOTH PRICES:

COMMERCIAL 10'X10' BOOTH SPACE: \$650.00

COMMERCIAL 10' X 20' BOOTH SPACE: \$1,300.00

NON-PROFIT 10'X10' BOOTH SPACE: \$500.00

NON-PROFIT 10' X 20' BOOTH SPACE: \$750.00

\* EACH 10'X10' SPACE INCLUDES 30 AMPS OF ELECTRICITY

**NOTE: IF YOU PLAN TO USE A TRAILER, PLEASE INCLUDE THE TRAILER TONGUE WHEN MEASURING THE LENGTH. TRAILERS OR TENTS THAT EXCEED THE PURCHASED SPACE WILL NOT BE ALLOWED TO SET UP.**

**Payment:** Enclose MONEY ORDER (made payable to the IRF, Inc.) with application. All monies MUST accompany application. No application will be considered without proper payment. NO CHECKS ACCEPTED.

**Certificate of Insurance:** A certificate of insurance (one million dollars in General Liability) must be provided with the completed application. IRF, Inc. must be named as an additional insured on the certificate.

Water will be available. Parking is available on the side streets on a first come basis. NO PARKING is allowed in booth area.

A grease tank will be provided for the vendor's use. A Grease Tank will be provided on East 4th Street between Parkerson and Avenue G. Absolutely no dumping of grease is allowed in the booth area or city sewer system. Any reports of dumping in these areas will result in immediate dismissal from the International Rice Festival.

All trash MUST be bagged for pick up on Thursday, Friday and Saturday nights. No loose trash will be picked up. Vendors should keep their booth space clean of trash and debris by using a trash can with can liners.

The use of a portable generator is only allowed during setup on Thursday.

All vendors will receive their booth assignment prior to the festival. Booth spaces may not be transferred or otherwise assigned unless cleared with the Rice Festival office. Booths with similar items will be separated to the best of our ability. All booths are to be torn down immediately at Midnight on Saturday, October 21, 2023.

All vendors MUST contact the Acadia Parish Sales and Use Tax Department ( 2402 North Parkerson Avenue, Crowley, 337-783-3664 x 282) and the City Clerk's Office (Crowley City Hall, 425 North Parkerson Avenue, 337-788-4103) for required sales tax information and applicable licenses.

All Exhibitors/Vendors agree to indemnify and hold harmless IRF, Inc. and the City of Crowley from any liability for personal injuries to any person or persons or any damage by reason of the negligence of the vendors in the sale of the items and/or the operations of the display booths and participation in the Festival.

Reasons for Removal from future correspondence with the International Rice Festival include:

Vendor Cancellation without informing the IRF Office or "No Show", or the vendor receives too many complaints, negative comments or other difficulties occur before, during or after the Festival.

**IMPORTANT INFORMATION REGARDING ELECTRICITY:**

In an effort to ensure the utmost in patron and vendor safety, smooth and timely booth set-up and proper access to festival electricity, the International Rice Festival requires that all exhibitors/vendors acknowledge and agree to the following electrical requirements/limitations:

Due to recent safety concerns, City of Crowley electrical supplier, CLECO, has mandated that the IRF vendors be obligated to conform to current codes. The vendors are responsible to provide electric wire from their respective booths to the disconnect panel. Your booth is required to supply a Leviton Cat. # 2711, NEMA # 14-30P or equivalent plug connected to a 10-4 S0 Cord. If you do not have access to the required plug and wire, feel free to contact Audie Hanks, Electrician, at 337-581-1525 and he will provide the necessary electrical supplies to put you in compliance at a cost to be determined by him.

1. There is an Electricity Usage/Hook-up Fee included in vendor fee
2. Vendors/Exhibitors are LIMITED in access to a MAXIMUM of 30 AMPS / Two (2) 1500 Watt Circuits, which MUST COMPLY with the attached illustration/diagram:
3. Each Vendor/Exhibitor must provide its own:
  - a. 20 ft. (min. length) 10 AWG 4 Conductor S/O Cord -or- 10 AWG Conductor with Ground Romex;
  - b. 30 AMP (MAXIMUM) Double Pole (fused -or- breaker-type) Disconnect which must be mounted onto the booth or trailer
  - c. Maximum of Two (2) 1500 Watt Circuits/Outlets;
4. AN ILLUSTRATION/DIAGRAM DESIGNED TO ASSIST ALL VENDORS/EXHIBITORS IN ANTICIPATING ALL ELECTRICAL NEEDS AND LIMITATIONS WILL BE SENT AFTER ALL SPOTS HAVE BEEN CONFIRMED. While the electrical requirements and limitations are both basic and commonplace, they are nevertheless very important for a safe and successful festival experience. PLEASE BE COMPLIANT IN ADVANCE! Because no electricity may be provided to a booth space which does not comply with these basic requirements, all vendors are advised and encouraged to PLEASE contact an electrical professional/supply store in their area for any assistance or compliance questions. (This will help ensure compliance with all festival electricity rules and will help avoid the inconvenience and additional expenses that will undoubtedly be incurred in choosing to become compliant after arrival at the festival!!)
5. Any vendor/exhibitor who violates the electricity policy of the IRF, Inc., attempts to exceed the maximum electrical capacity set forth in this agreement, or otherwise attempts to draw additional electricity/overloads circuits shall be subject to immediate electrical disconnect and/or removal from the festival grounds, without refund;
6. Overloading/altering electrical equipment and facilities is dangerous and harmful to all festival participants. For this reason, all vendors/exhibitors are subject to random electrical inspection throughout the festival to ensure safety and compliance;
7. Vendors/Exhibitors are encouraged to bring portable generators for use prior to and during booth set-up time, as safe electrical hook-up may be a lengthy process on Thursday evening. While the use of such generators is allowed and encouraged for preservation of supplies, etc., due to fumes, surges, and other safety concerns, the use of portable generators is allowed in the festival booth areas ONLY from 5pm on Thursday until such time as main festival electricity is delivered to the vendor's booth space. Once main electrical hook-up has been accomplished, the use of any generators is strictly prohibited;
8. Use of all air conditioning units is strictly prohibited during official festival operating hours

If you are a long-time IRF, Inc. vendor, you should PLEASE NOTE that these electrical requirements are NOT NEW to the festival. The IRF, Inc. is nevertheless offering this information in an effort to clarify long-standing electrical limitations/requirements, to give adequate written notice of rules to all vendors/exhibitors and to assist all vendors/exhibitors in properly anticipating all electrical needs. Anticipation and cooperation will ensure safe and ready access to festival electricity for all vendors and will avoid for all vendors any interruption of power which may result from damage to power facilities and sources. Additionally, simple cooperation and compliance will help all vendors avoid the costly delays, inconvenience, and expenses engendered by non-compliance.

**SIGNATURE:** All Vendors/Exhibitors must acknowledge receipt of this notice and agreement with this electrical policy by placing his/her signature below. Please reserve a copy for your files and return the original to the IRF, Inc. along with your Application/Payment. No Application may be considered until these items are received.

**NAME OF VENDOR:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



# 2023 VENDOR APPLICATION

Please mail this form and money order to the following:  
International Rice Festival PO Box 1900 Crowley, LA 70527  
info@ricefestival.com

Contact Name: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

ACADIA PARISH SCHOOL BOARD SALES & USE TAX ACCOUNT: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Please select ONE below::**

TENT       TRAILER       COMMERCIAL       NON-PROFIT

TENT SIZE: \_\_\_\_\_ TRAILER SIZE: \_\_\_\_\_ TOTAL \$ ENCLOSED: \_\_\_\_\_

**PLEASE DESCRIBE THE ITEMS/DISHES TO BE SOLD:**

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

I have read and understand NO REFUNDS are given. I agree to comply with the conditions set forth by the IRF, Inc. Authorized by my signature, I understand and agree to follow the Rules and Regulations set forth by the IRF, Inc. I understand that failure to do so may result in the closure of my booth.

Signature: \_\_\_\_\_

Name(Printed): \_\_\_\_\_

Date: \_\_\_\_\_