



**Deadline for Submission:
SEPTEMBER 7, 2023**

**EMAIL:
OTPumpkinFest@yahoo.com**

TENTH ANNUAL OLDE TOWNE PUMPKIN FESTIVAL



**Please see attached rules and regulations for the event.*

**We reserve the right to deny a vendor's participation in the festival.*

VENDOR APPLICATION

Name of Company: _____

Contact Name: _____

Contact Email & Number: _____

(Please list the primary contact that will be at the festival)

For Profit Non-Profit

Describe Activity Proposed: _____

(ie. food, games, informational)

How many people will be working your vendor booth/area? _____

Will you be selling food? Yes No

If yes, what foods? _____

Will you be cooking onsite? Yes No

If yes, what will you be cooking with? _____

Will an electrical source be needed? Yes No

If yes, to power what? _____

(How much electricity is needed?)

-RULES- THIS FORM MUST BE COMPLETED IN FULL TO PARTICIPATE IN THIS EVENT.

VENDOR AREA:

- Each vendor area is 10' x 10'. When planning your vendor area, please keep in mind that this is a family friendly event. Vendors will be allowed to set up between 8:00 am and 10:00 am. Set up must be complete by the time the event begins at 11:00 am. Vendor vehicles must be removed from the festival area by 10:00am and will not be able to enter until the event ends at 4:00pm. **All vendors are required to stay the duration of the event!** All vendors are responsible for cleaning their vending area after the event. Clean up must be completed by 6:00 pm.
- **This is a cashless event.** Vendors must collect payment in the form of tickets. Tickets can be purchased in \$1.00 increments at two separate locations on the day of the event.

VENDOR FEES:

- All proceeds of the Olde Towne Pumpkin Festival will benefit East St. Tammany Rainbow Child Care Center, a United Way Partner Agency.
- **Vendor Booth Fees must be submitted on or before September 7, 2023.**
 - ▶ Youth Entrepreneurs:
 - Must pay a \$20 vendor booth fee.
 - ▶ Non-profit Businesses:
 - Must pay a \$50 vendor booth fee
 - ▶ For Profit Businesses:
 - Must pay a \$100 vendor booth fee by September 7, 2023.
A late fee of \$25 will be assessed if submitted after September 7th.
- **All vendors are required to donate 10% of their sales to Olde Towne Pumpkin Fest.**
- Please make checks payable to “Olde Towne Pumpkin Fest.”
Payment may be mailed to P.O. Box 1534, Slidell, LA 70459

VENDOR RESPONSIBILITIES:

- Vendors must have signage identifying their business or organization and the cost of the items being sold.
- Vendors must bring their own equipment for their vendor area. **Olde Towne Pumpkin Fest will NOT provide vendors with tables, tents, canopies or any other equipment.**
- Vendors must bring their own electrical extension cord if power is needed. It must be a minimum of 100 ft and 18 gauge.
- If a booth includes the use of a heat source for cooking or otherwise, the vendor must provide their own fire extinguisher and be kept in the booth area at all times.
- If applicable, vendors must provide a copy of their health certificates and liability insurance with this application and shall keep it on site during the event.

DEADLINE FOR APPLICATIONS IS SEPTEMBER 7, 2023

- Late submission must be submitted no later than September 20, 2023.
Applications can be submitted via email to OTPumpkinFest@yahoo.com or may be dropped off at Rainbow Child Care Center located at 121 Kingspoint Blvd., Slidell, LA 70458

By signing below, I confirm that I have read and agree to abide by the above rules to participate as a vendor at the Olde Towne Pumpkin Festival.

Signature: _____ Date: _____

For Committee Members Only: Vendor Fee Submitted Date: _____ Amount: _____