

OLDE TOWNE PUMPKIN FESTIVAL

October 4, 2025 from 11am - 4pm

Behind First United Methodist Church located at 433 Erlanger St. Slidell, Louisiana

VENDOR APPLICATION

Please review event rules and regulations on page 2.

Applications and payments must be submitted by SEPTEMBER 4, 2025

Organization Name:

Name of Applicant:

Email:

Phone Number:

Is your group a for-profit or non-profit agency? For Profit Non-Profit/501(c)(3)

How many people will be working your booth/area:

Describe Proposed Activity below: (i.e. food, games, information)

Will you be selling food? Yes No

What food items will you be selling? (No water or soft drinks)

Will you be cooking on-site? Yes No

If yes, how will you be cooking? (i.e. grill, hot plate)

Will you need an electrical source at your booth? Yes No

If yes, what will you be powering and how much electricity will be needed?

By signing below, I confirm that I have read and agree to abide by the rules and regulations as set out on page 2 of this Vendor Application and commit to participating as a vendor at the Olde Towne Pumpkin Festival.

Signature: _____ Date: _____

*OTPF Committee reserves the right to deny a vendor's participation in the festival.

For Committee Member Use Only:

Vendor Fee Submitted? YES Date: _____ Amount: _____

*** Please keep this copy for your records***

OLDE TOWNE PUMPKIN FESTIVAL RULES AND REGULATIONS:

October 4, 2025 from 11am - 4pm

behind First United Methodist Church located at 433 Erlanger St. Slidell, Louisiana

THIS FESTIVAL IS A CASHLESS EVENT. Vendors must collect payment in the form of tickets which can be purchased in \$1.00 increments at two separate locations on the day of the event.

VENDOR AREA:

- Each vendor area is 10' x 10'. When planning your area, please keep in mind that this is a family friendly event.
- Vendors will have access to their own parking area and will receive a parking pass upon check-in.
- Vendors will be allowed to set up between 8:00 a.m. and 10:00 a.m.. Setup must be completed no later than 10:45 a.m. as the event begins at 11:00 a.m.. Vendor vehicles must be removed from the festival area by 10 a.m. and will not be able to enter until the end of the event at 4:00 p.m..
- **All vendors are required to stay the duration of the event** and are responsible for cleaning their vending area after the event. Clean up must be completed by 6:00 p.m.

VENDOR FEES:

- All proceeds of the Olde Towne Pumpkin Festival benefit the East St. Tammany Rainbow Child Care Center, a United Way partner agency.
- The following fees must be submitted on or before **September 4, 2025 at 5:00 p.m.:**
 - **Youth Entrepreneurs (under 21)** - \$10
 - **For Profit Vendors** - \$50
 - A \$25 late fee will be assessed if submitted after Sept. 4th.
 - **Non-Profit Vendors** - \$0 (Please note that a vendor form must still be submitted.)
- **All vendors are required to donate 10% of their sales to the Olde Towne Pumpkin Festival.**
- **Please make all checks payable to "Olde Towne Pumpkin Festival".**
- Payments may be mailed to OTPF at P.O. Box 113, Slidell, LA 70459.

VENDOR RESPONSIBILITIES:

- Vendors must have signage identifying their organization as well as the cost of items being sold.
- Vendors must bring their own equipment for their vendor area as Olde Towne Pumpkin Festival will not provide vendors with tables, tents, canopies, extension cords or any other equipment.
- Vendors must bring their own electrical extension chords if electricity is needed. Extension cords must be at least 100 feet and 18 gauge.
- If vendor booth includes the use of a heat source, the vendor must provide their own up to date and fully functioning fire extinguisher which shall be kept in the booth area at all times, unless in use.
- If applicable, vendors must provide a copy of their health certificates and liability insurance with this application and shall keep it on site for the event.

APPLICATION DEADLINES:

- Applications with payments are due by September 4, 2025 by 5:00p.m.. Please submit applications by email to "oldetownpumpkinfestival@gmail.com" or by dropping it off to Kathy Huse at the First United Methodist Church Office located at 433 Erlanger St., Slidell, LA. Late submissions must include a \$25 late fee. Applications will not be accepted after September 19, 2025 at 5:00 p.m..