

OFFICE USE ONLY BOOTH #: _____

2017 DOWNTOWN SHOWDOWN in HAMMOND

Vendor Registration Form

Applicant's Name: _____

Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____ Cell Number: _____

Email: _____ Website: _____

IMPORTANT!

Please attach a menu of items to be sold & a photo of your booth.

Please specify type of item(s) you will be selling: _____

A LIMITED NUMBER OF VENDORS WILL BE ALLOWED TO SALE SIMILAR ITEMS PENDING APPROVAL.

- Generators used must be quiet. *Plugs will be tagged & monitored.*
- No staked tents, use weights only.

_____ \$125.00 10'x10' NO ELECTRICITY

_____ \$180.00 FOOD TRUCK/TRAILER NO ELECTRICITY

MAKE CHECKS PAYABLE TO: DOWNTOWN SHOWDOWN

METHOD OF PAYMENT: Check: _____ Money Order: _____ Credit Card: _____ Amt. Pd.: _____

Credit Card #: _____ Exp. Date: _____ CVS #: _____

Please do not send cash.

VENDOR RELEASE AND ACKNOWLEDGEMENT

*I hereby make registration to become an exhibitor/vendor at the 2017 DOWNTOWN SHOWDOWN in HAMMOND. **By signing below, I agree to abide by the rules attached as set forth by the Downtown Showdown.** Furthermore, I hereby release and forever discharge the Downtown Showdown from any responsibility or liability for loss, claims, damage, theft, injury or accident. It is further agreed that this applicant shall maintain his/her space, merchandise, activities and business practices in compliance with the laws of the State of Louisiana, the City Ordinances of The City of Hammond, and the ordinances of Tangipahoa Parish. Applicant understands that violation or non-compliance of same may result in immediate expulsion of Applicant and his/her exhibit from the Show.*

PLEASE SIGN AND RETURN THIS PAGE	CONTACT INFO: (primary)	CONTACT INFO: (secondary)

Signed: _____

Date: _____

FOOD VENDOR GUIDELINES

RETAIN COPY FOR YOUR REFERENCE

YOU MUST HAVE SIGNED REGISTRATION/RELEASE FORM, INVENTORY LIST, PHOTO OF YOUR BOOTH AND BOOTH FEES RETURNED BY **June 30, 2017**. If the contract, photo of booth layout and payment has not been returned by this date, your particular product(s), etc., will be given to the next vendor on our mailing list.

Booth Fees: Payable to the Downtown Showdown in the form of a check, credit card, Cashier's check, and money order.

Booth size and fees: Please refer to Food Vendor Registration for fee schedule.
**Please note: If your booth area is larger than our standard size, you must rent an additional space. Your booth must fit inside the area you have paid for. This includes your Tent Poles, Stakes, Trailer Hitches or Tongues, etc., and trailer side windows. All must fit completely within the booth size you have paid for at the event.*

Check-in/Load-in dates & times: We will provide a notification upon vendor acceptance. Assigned Check-in/Load-in/ Tear-down times MUST BE STRICTLY ADHERED TO.

Check-out/Tear down time: Show Hours 9:00 a.m. - 5 p.m. we will allow early release as early as 4:00 pm, but only under supervision from Downtown Showdown Staff.

Show Location: Downtown Hammond by the railroad track, which consists of an area covering three large city parking lots.

Booth Services:

1. *External generators will be allowed ONLY upon approval from the BOF Committee. You must receive approval before your booth registration will be accepted. Propane is encouraged. **Plugs will be tagged & monitored.***
2. No parking inside the event grounds for trailers. NO EXCEPTIONS!
3. Security will be provided by the Show from 8:00 a.m. Saturday, July 8th, through 5:00 p.m. The Downtown Showdown, nor the City of Hammond is not responsible for your booth or its contents.
4. Solicitation is allowed for valid vendors. Outside solicitation will not be allowed and will result in removal from the Downtown Showdown's Grounds. All sales shall take place in your vendor booth space. NO ROAMING VENDORS!
5. **No water hook-ups available.** Make arrangements to bring your own potable water. It is HOT HOT HOT! BRING WATER!
6. You may not take your vehicle to your booth during the Show, even to replenish stock. Cart in only! Courtesy Golf carts will be staffed for your use.

Booth Requirements:

1. Food Booths must comply with current guidelines for food handling and must have a current Food Safety Certificate. *(See attached Guidelines for Food Handling at Temporary Events.)*
2. Signage -- Stenciled or professionally crafted.
3. **Must COMPLETELY fit inside your designated booth area.**
4. Each booth is individually responsible for sales tax requirements.
5. Please dispose of your trash in the dumpsters which are provided.

IMPORTANT INFORMATION

1. The Show may limit the number of vendors selling particular products or food items.
2. Items not allowed in booth include but are not limited to: throwing stars, martial arts weapons, brass knuckles, roach clips, snap'n pops, and knives of any sort, drug paraphernalia of any kind, crazy string, counterfeit merchandise, marshmallows or potato guns will not be tolerated. The Downtown Showdown reserves the right to limit or restrict the sale of certain items.
3. Any item that is for personal use must be out of sight of customers.
4. Booth clean-up is the sole responsibility of the vendor. Any items left after the Show will be disposed.
5. If you pay for a booth space and do not attend the Show no refunds will be given.

All vendors are responsible for this information. By signing your registration form, you are indicating that you have read and agreed to all rules and regulations set forth in this document.



DOWNTOWN SHOWDOWN
1905 West Thomas Street, Suite D
Hammond, Louisiana 70401
(301)631-4592
www.dtshowdown.com

GUIDELINES FOR FOOD HANDLING AT TEMPORARY EVENTS

- Item 1** Each physically separated stand or booth requires a current Food Safety Certificate issued by the State of Louisiana.
- Item 2** Ice used for consumption must meet Louisiana health requirements. Ice shall be held in bags until used and dispensed properly.
- Item 3** Food contact surfaces of equipment shall be protected from contamination.
- Item 4** Provide only single-service articles for customer's use.
- Item 5** Provide potable water for cleaning and sanitizing utensils. Provide a heating facility capable of producing hot water. Use three (3) containers (plastic buckets, plastic food containers, etc.) for WASHING, RINSING AND SANITIZING. The wash bucket/container will have soap and water; the rinse bucket/container will have clean water and the sanitize bucket/container will have water and sanitizer.
- Item 6** Do not store any food in contact with water or melted ice.
- Item 7** Dispose of all liquid and solid waste properly – not at your booth site.
- Item 8** All food preparation must take place within the allotted booth space and immediate facility.
- Item 9** All Food Vendors with propane or other combustible product must have a Class B & C rated fire extinguisher of at least 5 pounds. It must be in operable condition with a gauge showing that it is charged, be placed near cooking appliances and be in plain view.
- Item 10** **NO WATER HOOK UPS AVAILABLE! PLEASE PLAN ON PROVIDING FOR YOUR OWN WATER NEEDS**