

VENDOR CONTRACT

NOLA EAST FESTIVAL

Saturday, September 21, 2024;

11:00am-7:00pm

JOE W. BROWN MEMORIAL PARK

5601 Read Blvd., NOLA 70127

Friends of Joe W. Brown Memorial Park (“Contractor”)

Please complete, sign, return this contract with 50%(non refundable deposit) to secure your booth

~~*Fees paid in full are given priority assignment*~~ (All fees must be paid by August 1, 2024) asap

Vendor Information:

1. Contact Name: _____
(Last, First)

2. Company Name: _____
 (“Vendor”)

3. Address: _____
(Street, City, Zip)

4. Cell # _____ Business # _____ Email: _____

5. **Vendor Booths: Check One**

FEES: * Please make checks payable to Friends of Joe W. Brown Park*

***Cash App: NOEMATTERS2U2**

***ZELLE(504)427-2596**

***PayPal: Visit website: friendsofjoebrownpark.org or
nolaeastfestival.com**

Arts/Crafts

_____ **\$200.00**

Information/Service:

_____ **\$150**

Food:

_____ **\$300.00**

Booth Size:

Booths occupy a space of 10 x 10 feet (100 square feet).

Vendors must provide their own tables, chairs, linen, vendor sign

6.

IT IS MANDATORY THAT ALL VENDORS ABIDE BY THE FOLLOWING RULES (FESTIVAL GUIDELINES)

- A. Vendors are allowed to sell approved merchandise only.
- B. No drinks can be sold, except by Nola East Festival Management
 - i. **Sales tax must be included on all items sold.**
 - ii. As per Fest and City Ordinances, there will be no products in glass containers allowed to be sold at the festival. This will be strongly enforced.
- C. All Vendors must be on site no later than **9:00 a.m.** and ready for business by 10:00 a.m. (NO EXCEPTIONS) **TRUCKS WILL NOT BE ALLOWED TO REMAIN ON PARK GRASS AREA, Vendors are to unload, and move vehicle to assigned parking area, no later than 10am.**
- D. It is the sole responsibility of each Vendor to keep his/her booth and its surrounding area clean. Vendors are required to bring their own garbage receptacles and garbage bags. Vendors are responsible for all permits/licenses.
- E. Only items listed on this Vendor Contract, and which are approved by the Festival are allowed to be sold. Vendors who breach this Contract will be removed from the Festival. List Items _____
- F. Fest guidelines will be strictly monitored by Vendor Patrol and Police.
- G. Vendors will be *solely* responsible for the security and safety of Vendor's cash, equipment, goods, inventory, supplies, or other property.
- H. Vendor must occupy the space which is assigned. No subletting of booths is allowed. Booths must be placed within Vendor's assigned number for the space.
- I. Vendor and all employees must be properly attired at all times. Strict health standards must be observed. **No pets** are allowed.
- I. **NO REFUNDS/NO CANCELLATIONS**
- J. If Vendor violates Fest and park regulations, one (1) warning will be issued; and if more violations occur, Vendor will be removed from the Festival site by local or state police agency, without refund.
- K. **Force Majeure:** The Festival is in no way responsible or liable for personal adversity or any acts of God.
- L. **Indemnification:** I/We _____, the Vendor, hereby agree to indemnify and hold harmless (Friends of Joe W. Brown Memorial Park & Louisiana Nature Center, Partners, and the City of New Orleans, the legal entity) for any injuries, loss, or for damage to individuals or property, resulting from my/our selling of products, or as a result of my/our participation in the Festival. In addition, I/We, the Vendor, agree to abide by the Festival Guidelines stated herein, at risk of being removed from the Fest site by state or local police agencies.

Signed: _____ Signed: _____
(Event Authorizer) (Vendor)

Date: _____ Date: _____

Please sign and return. Keep a copy for your records.
Contact Tangee Wall (504)427-2596;
email: fojwbpark@aol.com
Visit website: friendsofjoebrownpark.org or
nolaeastfestival.com



P.O. BOX 871852, New Orleans, LA 70187 · (504) 427-2596 · FOJWBPark@aol.com

Third Annual NOLA East Festival Vendor Guidelines

Event Information

The Third Annual NOLA East Festival is an event scheduled each year in September and organized by a committee formed by representatives from NOLA East Economic Development Focus Group, Friends of Joe W. Brown Park and NOE Matters Coalition

The goal of the event is to provide a safe and family-friendly festival. Vendors are welcome to come to Joe Brown Park, 5601 Read Blvd, NOLA, LA 70127 venue at the Tennis Court area on Wednesday, 9/18 thru Friday, 9/20 at 5pm as available to pick up vendor badge, review number assigned tent designation and parking area.

Vendor Policies and Procedures

Set Up/Vending time: The window for set-up time is from 8:00 AM to 10:00 AM. We encourage you to arrive as early as possible.

Arrival:

- Enter the park at Joe W. Brown Park from 5601 Read Blvd. Entrance Upon entrance with vendor badge, Parking staff will direct you (If you were unable to get your Vendor Badge at the designated time above, see Festival Info Booth in front of the Tennis Court)
- Once inside the park, Festival Committee Vendor Team Leads (Food, Arts & Crafts, Merchandise, Services & Info) will direct your vehicles to your designated numbered tent space assigned. You must quickly unload and move vehicle to the vendor parking location.

No vendor vehicles with exception of Food Trucks will be allowed in the festival area at 10 AM.

You must be ready for opening by 10:45am. Gates open to guests at 11:00 AM

Clean Up: Clean up begins at 7:00 PM and not any earlier. Each vendor is responsible for cleaning up their tent area. No vendor vehicles are allowed onto the festival area until all guests are clear of the pathways.

Vendor Policies and Procedures continued

Tents/Trailers: Vendors with specialty tents have been assigned a numbered designation to help define your space. Limited assistance is available.

Concession & Beverage Policy: All beverages will be sold by the festival establishment. Friends of Joe W. Brown Park is hosting Concession on the Youth Zone area of the festival. The organization will also have festival t-shirts and merchandise raffle tickets for sell, etc.

Fire Safety & Electricity: All Food Vendors must provide their own fire extinguishers and necessary items for fire safety control. We do not have electricity available for vendors. You may use a generator as noted in your application.

Parking: Vendor parking will be on Greater St. Stephens parking lot directly across from Abramson Sci Academy, parking is limited.

Please, park respectful of your prospective guests. We ask vendors to limit the number to two vehicles, due to limited parking.

Weather: This event is rain or shine. No Cancellation.

Second Annual NOLA East Festival is ADA Compliant Limited Parking Space Available