

I LOVE SEAFOOD FEST MONROE

Thank you for your interest in vending at the I Love Seafood Fest Monroe

EVENT DETAILS:

- **DATE:** FRIDAY, AUGUST 15TH - SUNDAY AUGUST 17TH , 2025
- **TIME:** 2pm to 10:00 pm
- **LOCATION:** 316 GRAND STREET, MONROE, LA 71201

DIRECTIONS: Please print out this application and do the following: -

- Read and complete each section
- Sign the bottom of the printed application.
- **EMAIL THE APPLICATION TO DAYSONCOMPANY@GMAIL.COM**



All Certified Checks/MO should be made payable to: DAYSON DIAMOND YOUTH FOUNDATION
CASH APP \$FestivalKing **ZELLE: daysoncompany@gmail.com**

Please complete the following pages. Failure to do so will result in your application being rejected!

Name/Business: _____

Contact Name: _____ **PHONE:** _____

Mailing Address: _____ **CITY** _____ **STATE** _____ **ZIP** _____

Email Address _____

BOOTH TYPES (NO BEVERAGE SALES)

	PER DAY FRIDAY	PER DAY SATURDAY	PER DAY SUNDAY	ALL THREE DAY (SAVE) WEEKEND	TOTAL
RETAIL VENDOR ARTS & CRAFT	<input type="checkbox"/> \$175	<input type="checkbox"/> \$175	<input type="checkbox"/> \$175	<input type="checkbox"/> \$300	
FOOD VENDOR/TRUCK	<input type="checkbox"/> \$250	<input type="checkbox"/> \$250	<input type="checkbox"/> \$250	<input type="checkbox"/> \$600	
INFORMATION BOOTH ONLY	<input type="checkbox"/> \$0.00	<input type="checkbox"/> \$0.00	<input type="checkbox"/> \$0.00	<input type="checkbox"/> \$0.00	

Please list items that you intend to sell on your booth

REQUIRED DOCUMENTATION CHECKLIST:

- ☐ YES ☐ NO **Certificate of Liability insurance minimum of \$1,000,000 in coverage (food vendors)**
☐ YES ☐ NO **FULL PAYMENT FOR VENDING SPACE LISTED ABOVE. (check/money order/ Zelle / Cash App)**

By signing this agreement, you expressly release Dayson Diamond Youth Foundation, Event Sponsors, the City of Monroe, its officers, employees, agents, sponsors, as well as the owners of the festival sites land owners, of and from all liability for any damage, injury, loss to any person or goods which may arise from the rental and occupation of vendor space by the applicant(s), lawsuits actions fines, penalties claims and demands of every kind or nature including reasonable attorney's fees, by or on behalf of any person party or governmental authority whatsoever arising out of (a) any failure to VENDOR to abide by the conditions of its Vendor Permit, (b) any accident, injury or damage which occurs during the I Love Seafood Fest Monroe however occurring, (c) any matter arising out of the condition, occupation, maintenance, alteration, repair, use or operation of its vendor space or any part of it, (d) the contest or challenge by VENDOR of any regulation or imposed tax, assessment or other charges, or € any other matter arising from or relating to Vendor's occupation or use of its vendor space.

Applicant agrees that the storing and exhibit of applicant's goods will be at Applicant's own risk. Applicant has read and agrees to abide by all festival regulations stated in the entire application packet, and Applicant understands that violating any of such regulations shall authorize the removal of Applicant and Applicant's property from the festival site, without any refund of any sums paid by Applicant. Applicant understands the event organizers, may choose to terminate this agreement at any time if you choose not to abide by our BOOTH POLICIES. The Event Organizers reserve the right to make changes to this agreement as needed. Applicant understand their entry fee shall not be refunded if you do not attend or if all or part of the show is canceled due to fire, calamity, weather or any other act of God, public enemy, strikes, statutes or ordinances or any legal authority or any other cause beyond our control.

Print Name: _____ **Signature** _____ **Date:** _____

I LOVE SEAFOOD FEST MONROE

Rules and regulations

The following rules must be adhered to. Breach of these rules will result in **immediate rejection from the venue.**

- Vendors are not allowed to sell liquid refreshments of any kind including alcoholic beverage,
- All vendors who will be using a generator must have a fire extinguisher.
- All vendors - the cut off time for vendors setting up is 12 NOON
- Each vendor is responsible for cleaning their area of all garbage during and after the event.
- Power will not be provided for food truck vendors. Vendors are permitted to bring their own generators (ensure you have a fire extinguisher)
- Dayson Diamond Youth Foundation, the I Love seafood Fest, or their associates are in no way responsible or will be held liable for personal injury, loss or adversity because of any incident or act of god on the day of the festival.
- Vendors will be inspected by the vendor coordinator, no alcohol or firearms are allowed. Please ensure you have listed all items that you are selling as all other items will be confiscated
- Unauthorized goods, unlisted items will be confiscated. Vendor fee is non- refundable. For further information, please contact event coordinators
- I Love Seafood Fest personnel will do random checks to ensure that rules are being adhered to and that the highest level of customerservice is being provided.

1. Booth Selection/Placement: VENDORS ARE REQUIRED TO STAY WITHIN THE SPACE THEY ARE ASSIGNED

We reserve the right to refuse anyone for whatever reason and return fees. Booth placement is based on when your application is received and the type of product(s) you are selling

2. For each individual space purchased, you will receive: Space based on size of booth purchased 10 X 10, 10 x 20

a. The following receive the following vendor Passes: -

- 10' x 10' Tent 2 NON- TRANSFERABLE VENDOR PASSES
- 10' x 20' TENT 4 NON-TRANSFERABLE VENDOR PASSES
- ONE (1) NON-TRANSFERABLE VENDOR PASSES PER ADD'L 10 FT

3. The I Love Seafood Fest has an exclusive beverage supplier therefore, all other VENDORS ARE PROHIBITED FROM SELLING BEVERAGES OF ANY KIND.

4. All equipment used in operating a booth during the event will be the responsibility of the vendor.

5. Vendors are required to bring their own tables, chairs and Electric power (including extension cords, lights power strips, as these will not be provided by the organizers of festival.

6. Vendors are also responsible for maintaining and removing booth materials, leftovers and trash. Please leave your area as clean as it was when you arrived.

LOAD IN:

Vendors are encouraged to arrive as early as possible on Friday, August 15th, 2025, to ensure sufficient time for unloading and setting up their designated vending areas, which will help prevent any delays in the event's opening. Please be aware that all food vendors must be fully unloaded and set up by 12 noon to be ready for Health Department inspections. Arriving after the inspections have concluded will not be allowed.

SET-UP/BREAK DOWN

It is essential to arrive on time for load-in, as late arrivals can disrupt the Festival's schedule. Vendors who arrive after the designated closing time may be denied entry to set up their booths. All booths must be fully set up, operational, and ready for inspection by the Fire Department and/or Health Department before the gates can open. Vendors are required to remain open until the last band has finished performing and the audience has departed. **Early breakdowns or late setups are strictly prohibited, with no exceptions allowed.**

During festival hours: All paid and accepted vendors agree to operate and adequately staff a booth during the festival hours of: 11:00 am until 10:30pm.

- Positively No weapons of any kind will be allowed on the premises.
- No sharing of booths will be permitted.
- No selling of alcohol or drugs is permitted (if found these items will be confiscated and could result in your removal from the venue).
- There will be no cancellations or refunds after August 12th 2025. If a cancellation should occur prior to **August 12th 2025**, your payment will be returned minus a **\$50.00** non-refundable administration fee.



I LOVE SEAFOOD FEST MONROE VENDOR INFORMATION

Food Vendor Regulations for I Love Seafood Fest Monroe

1. All vendors are required to fill out the I Love Seafood Fest Monroe Food Vendor Application and secure any necessary permits. Applications that are incomplete or submitted after the deadline will not be considered.
2. Vendors must reach out to the I Love Seafood Fest Monroe team at least three days prior to the event to arrange their arrival time. Upon arrival, event staff will assist in ensuring that vendors are setting up in the designated areas.
3. The setup process for vendors, whether on the day of the event or beforehand, will be directed by the I Love Seafood Fest Event Coordinator. Vendors must remove all equipment promptly after the event concludes and ensure that their designated areas are left clean and free of litter. **It is mandatory for all vendors to remain open until the event ends**, with one hour allocated for dismantling and departure afterward.
4. Vendors utilizing cooking oil or grease are required to have a designated container for disposal. It is strictly prohibited to dispose of used oil or grease in trash bins or on the streets and grounds of Downtown Monroe. Failure to comply with this regulation will lead to you paying all fines occurred from the City along with immediate cancellation of the vendor's application and participation in future events.
5. Vendors are permitted to set up in their assigned locations at the designated times. If a vendor is unable to attend after registering, they must inform the I Love Seafood Fest Event Coordinator as soon as possible.
6. The I Love Seafood Fest Monroe strives to provide a diverse array of seafood options at its events. However, some duplication of menu items may occur. The Event Coordinator reserves the right to request any vendor to cease selling a particular item if necessary to maintain variety. No food exclusivity is guaranteed or implied for any vendor. The festival aims to create a profitable environment for all participants while offering a wide-ranging menu to attendees.
7. **Vendors must ensure that they are compliant with all health and safety regulations applicable to food service during the event.**
8. It is essential for vendors to maintain a professional demeanor and provide excellent customer service throughout the festival to enhance the overall experience for attendees.
9. Vendors are encouraged to promote their participation in the I Love Seafood Fest Monroe through their own marketing channels to maximize visibility and engagement with potential customers.
10. Vendors cannot bring or drink alcoholic beverages on site. Vendors are allowed to sell food/snack items only. no other beverage items is permitted unless authorized
11. **COKE IS THE OFFICIAL BEVERAGE SPONSOR FOR THIS EVENT.** Vendor may only sell water, iced tea, lemonade and approved **COKE PRODUCTS ONLY.** Ice is the responsibility of the Vendor; the I Love Seafood Fest Event Coordinator will not



provide or sell ice. All beverage items must have prior approval of the I Love Seafood Fest Event Coordinator.

12. **RULES ABOUT HEALTH DEPARTMENT INSPECTIONS:** Vendors are required to contact the Parish Health Department and comply with all permit, application and fee requirements. Late and incomplete applications will not be accepted. It is the sole responsibility of all vendors to adhere to all Health Department inspections and requirements. The I Love Seafood Fest is not responsible for making sure your vendor unit is inspected or in compliance with regulations. If you have any Questions concerning your unit and regulations please call Parish Environmental Health at 318-361-7260. Vendors must operate within the guidelines and deadlines of the Union County Department of Environmental Health and the I Love Seafood Fest Monroe Fire Department. Inspection of all food vendors will occur prior to each event by Union County Department of Environmental Health.
13. Each vendor must provide trash receptacles, tables, chairs, canopies, etc. at the site.
14. All vendor spaces are typically 10 X 10. Vendors with food trucks or food trailers will set up in a designated area.
15. If using equipment that produces heat or flame such as cooking equipment or propane gas, you must have an ABC Fire Extinguisher (2A10BC type).
16. If using electrical equipment, it must be listed and in good working condition.
17. By signing the vendor application, the vendor is agreeing to hold harmless the I Love Seafood Fest organizers and staff, Dayson Diamond Youth Foundation and officers, The City of Monroe and officers, all sponsors and all volunteers of I Love Seafood Fest Monroe events.
18. Vendors must obtain all proper permits and licenses required by the City, Parish and State and are responsible to pay all City, Parish and State required taxes. Vendors must supply proof of Parish and State licenses prior to set up.
19. Vendors must supply their own booth, tent or trailer, equipment, inventory, trash containers, fire extinguishers, power cords, water and serving personnel. The I Love Seafood Fest Event Coordinator may provide access to electric power supply, if not; it is the responsibility of the vendor to provide any power needs. Water will not be supplied, unless stated.
20. Payment is due in full. **NO PARTIAL PAYMENTS, NO EXCEPTIONS!**
21. Non-adherence to any of the rules and regulations may result in forfeiture of your participation in future I Love Seafood Fest Event Coordinator events.
22. Due to the nature of our revitalization efforts Downtown restaurants and businesses are given priority for all events held in the Downtown area. All other vendors are solicited by the I Love Seafood Fest Event Coordinator's needed.



Insurance Requirements:

A certificate of insurance is required naming the (a) I Love Seafood Fest Monroe, (b) Dayson Diamond Youth Foundation and (c) the City of Monroe as additionally insured and must be attached to your application and returned to the I Love Seafood Fest Event Coordinator as soon as possible.

****\$1,000,000 general liability coverage combined single limits per occurrence applicable to claims due to bodily injury and/or property damage coverage for both bodily injury and/or property damage (required by insurer).**

NON-ADHERENCE TO ANY OF THESE RULES MAY RESULT IN FORFEITURE OF FUTURE PARTICIPATION IN I LOVE SEAFOOD FEST EVENT COORDINATOR EVENTS. BY PARTICIPATING, VENDORS ARE AGREEING TO HOLD THE I LOVE SEAFOOD FEST MONROE, DAYSON DIAMOND YOUTH FOUNDATION, THE CITY OF MONROE AND ITS SPONSORS HARMLESS FOR ANY ACCIDENTS WHICH MAY ARISE.