

CONTRABAND DAYS SOUVENIERS BOOTH CONTRACT
P.O BOX 679
LAKE CHARLS, LA 70602-0679
(337)436-5508
(337)436-1126 FAX

Dear Vendor:

Enclosed you will find the requirements and a contract for a concession booth space at Contraband Days Festival located on the Lake Charles Civic Center grounds. If you desire to have a booth on the grounds, please complete and return the enclosed two page contract (pages 4 & 5) with your deposit and proof of insurance to the Contraband Days office by April 2, 2010.

An Early Bird Discount of 10% will be given if your booth space is PAID in FULL by Friday, February 19, 2010.

The contract must be approved by the Contraband Days, Inc., Board of Directors. If for any reason your booth is not accepted, your deposit will be returned to you immediately. Once your booth is accepted, **NO REFUNDS!!!NO EXCEPTIONS!!**

The dates of the Contraband Days Festival are April 27 through May 9, 2010.

Please mail the two-page contract and deposit to:

Contraband Days, Inc.
P.O. Box 679
Lake Charles, LA 70602
ATTN – Dean Day

Sincerely,

Dean Day
2010 Contraband Days Souvenir Booth Committee Chairman

**SOUVENIR BOOTH SPACE REQUIREMENTS
& CONTRACT FOR
CONTRABAND DAYS FESTIVAL
APRIL 27 – MAY 9, 2010
FEES**

- Booth space will be rented for \$35.00 per front foot with a 10 foot minimum fee of \$350.00.
- The average depth of all booth space is 15 to 20 feet, if you require more depth for your booth, please note it on your contract.
- After setup, each booth space will be measured to verify street frontage for any adjustments in fees:
 - *To secure a booth space, a deposit of 50% of your total rent is required.*
 - *Deposit and contract must be received by April 2, 2010*

A WEEKEND only option will be offered. The rules are as follows:

- Booth space will be rented for \$25.00 per front foot with a 10 foot minimum. Minimum fee \$250.00. This option will only be allowed for vendors who only wish to operate on Saturday and Sunday. This option is only valid for the weekend of May 1 & 2nd, 2010 or May 8 & 9th, 2010 NOT BOTH!!!!

An EARLY BIRD DISCOUNT of 10% will be given if booth is paid in full by February 19, 2010, otherwise:

- Balance is due at time of set-up.
- No booth will be allowed to open without an insurance certificate and full payment of all fees.
- There is an electrical fee charge of \$35.00 per booth.

For example,

If you have a 12 foot trailer with a 3 foot trailer tongue, you will be charged for 15 feet of street frontage and your fee will be (15 x \$35) \$525.00. If paid in full by February 19, 2010 then subtract 10% or (\$52.50) from the space fee plus \$35.00 electrical fee. Otherwise a 50% deposit of \$525.00 is required with your completed contract plus \$35.00 electrical fee.

A 10 x 10 space is 350.00 and a 20 x 20 space is \$700.00. If paid in full by February 19, 2010 then subtract 10% (\$35.00 discount for 10 x 10) or (\$70 discount for a 20 x 20) from the total space fee and then add \$35 for electrical.

TIMES OF OPERATION & VEHICLES ACCESS

The booths will be able to open at the following times:

Thursdays & Fridays

April 29 & 30, May 6 & 7

4:00 PM till Closing

Saturdays & Sundays

May 1, 2, 8 & 9

10:00 AM till Closing

- No vehicles will be allowed at your booth during the aforementioned hours.
- Special parking and shuttle service will be provided for bringing in your products.
- Booth vendors are NOT ALLOWED to sublease any part of their entire booth.
- ***Motor homes, campers, etc will not be allowed to park inside festival operating area.*** In order for your camper or motor home to be on the grounds, it must be no longer than a designated parking space provided for a vehicle. Water, electricity, or sewage will not be provided. If anyone is found to be hooked up to water or electricity, they will be removed from the premises and there will be NO REFUNDS!!!!
- Any injury or claim at any booth must be reported to the Contraband Days office prior to festival closing date (Sunday, May 9, 2010).

ELECTRICITY

- Electricity will be available to a limited extent with 110 volt/15amp circuits for your booth.
- There will be a \$35.00 electrical fee per each booth for basic power. Please note on your contract if you require more power.
- The City of Lake Charles requires ground fault circuit interrupters on all circuits. (Please note: If your equipment is not properly grounded, electricity may not be available to you upon arrival.)

INSURANCE

As required by the City of Lake Charles and Contraband Days, **NO BOOTH WILL BE ALLOWED TO OPEN WITHOUT A CERTIFICATE OF INSURANCE** carrying a minimum of \$1,000,000 general liability coverage and additional insured(s) listed.

- Contraband Days Inc. must have your insurance certificate by April 9, 2010 to allow time for the City of Lake Charles Risk Management Department to verify that the insurance certificate is in compliance prior to the opening of the festival.
- The CITY OF LAKE CHARLES and CONTRABAND DAYS must be listed on the insurance certificate as ADDITIONL INSURED (S).
- If the insurance certificate does not have the proper requirements of above aforementioned THE BOOTH WILL NOT BE ALLOWED TO OPEN as per Risk Management, City of Lake Charles.
- If you need to purchase Vendor insurance for the festival, you can remit an additional \$110.00 with your deposit and contract and fill out the requested insurance information a certificate will be issued through the festivals insurance carrier, K & K Insurance.

BOOTH MERCHANDISE REGULATONS

- No offensive, racial, toys that look like weapons, or drug related merchandise can be displayed, sold or distributed. This will be monitored during the festival, and if any objectionable merchandise appears, vendor will be asked to remove such merchandise immediately. Failure to comply would be immediate shutdown of their booth.
- Vendor booth committee will try to limit duplicate merchandise sold, however Contraband Days, Inc does **NOT** guarantee exclusivity and all vendors selling bottled water products may have to sell products distributed by a sponsor for Contraband Days. This may be determined as sponsorships are made. You will be notified of this in writing before Contraband Days.
- All items to be sold, distributed, or displayed in the vendor's booth during the festival must be listed on their contract, and is subject to approval by the Contraband Days, Inc. Board of Directors. Please enclose a picture of the items if available. If no picture is available, please give a detailed description of items/merchandise.

SPACE # _____

**CONTRABAND DAYS FESTIVAL
2010 VENDOR BOOTH SPACE CONTRACT**

Please complete pages 5 &6 and return to: **Contraband Days, Inc.**
P.O. Box 679
Lake Charles, LA 70602
Attn: Dean Day

Must return contract to Contraband Days, Inc. no later than April 2, 2010.

I (WE) HAVE READ THE 2010 CONTRABAND DAYS SOUVENIR BOOTH SPACE CONTRACT AND FULLY UNDERSTAND THE RULES/REQUIREMENTS:

VENDOR NAME _____

CONTACT PERSON (SIGNATURE): _____

CONTACT PERSON (PRINT): _____

ADDRESS _____

CITY, STATE AND ZIP: _____

EMAIL ADDRESS: _____

OFFICE PHONE# _____ CELL OR PAGER# _____

HOME PHONE# _____ FAX # _____

BOOTH SPACE SIZE REQUESTED: _____ FEET OF STREET FRONTAGE 10-FOOT MIN.

INSURANCE—PLEASE CHECK ONE OF THE FOLLOWING:

___ I (WE) WILL SUPPLY AN INSURANCE CERTIFICATE BY APRIL 2, 2010

___ I (WE) HAVE ENCLOSED A COPY OF OUR INSURANCE CERTIFICATE.

___ I (WE) NEED TO PURCHASE INSURANCE THROUGH CONTRABAND DAYS INC.
ENCLOSED IS MY CHECK FOR \$110.00. PLEASE PROVIDE THE FOLLOWING INFORMATION:

VENDOR NAME: _____

NUMBER OF YEARS IN BUSINESS _____

TYPE OF MERCHANDISE: _____

NUMBER OF BOOTHS/STANDS: _____

HAVE YOU EVER BEEN REFUSED COVERAGE: _____?

NUMBER OF CLAIMS THE LAST THREE YEARS: _____

**2010 CONTRABAND DAYS FESTIVAL
BOOTH SPACE CONTRACT**

DETAILED DESCRIPTIVE LIST OF BOOTH ITEMS/MERCHANDISE.
(PLEASE ATTACH PICTURE IF YOU HAVE ONE)

(All items are Subject to Approval by Contraband Days, Inc.)

- If for any reason booth is not accepted, your deposit will be returned to you immediately, once booth is accepted, NO REFUNDS!!!!
- FEES that are paid after April 2, 2010 must be paid in CASH or by MONEY ORDER, NO CHECKS will be accepted

This portion to be filled out by CONTRABAND DAYS INC:
2010 CONTRABAND DAYS FESTIVAL AGREES TO ALLOW:

VENDOR NAME _____

The right to operate a booth during the April 27, 2010 through May 9, 2009
Contraband Days Festival, Lake Charles, LA.

Dean Day,
Vendor Booth Chairman Contraband Days, Inc.

Booth Space Rents

\$___ \$35.00 Electrical Fee

\$_____ Total Booth Space Fee Due

\$_____ less 10% discount if paid in full by February 5, 2009

\$_____ paid Date_____ Check _____

\$_____ Balance Due

\$_____ Balance Paid Date: _____ Cash/Money Order _____

Insurance Information____ Vendor Supplied____ Contraband Days Carrier

\$_____ Insurance Fee Due\$_____ Insurance Paid Date: _____