



# N'Fungola Sibó African Dance & Drum Company, Inc.

## NOMAADS Festival Food Truck and Craft/Good Vendor Rules and Regulations

When: August 13<sup>th</sup> and 14<sup>th</sup> - RAIN OR SHINE!

Where: The Wein Center 1225 N. Rampart St, New Orleans, LA 70116

Set-Up 7:30am

Breakdown: 6:00pm

Food Truck Space cost \$175

Craft/Goods Booth: \$75 Inside

\$50 Outside

### **Indemnity and Hold Harmless**

The undersigned shall indemnify, defend and hold harmless N'Fungola Sibó African Dance and Drum, Inc., the City of New Orleans, sponsors, and any of their directors, officers, employees, agents, and representatives from and against any and all liability, loss, costs, causes of action, demands, attorney's fees, court costs, expert witness fees, expenses, claims, suits and judgments of any kind and character whatsoever, including without limitation, property damage, personal injury, all possible costs of responding to demands, in whatsoever from that may take, with respect to any claim made against those mentioned above, that arises solely from an act, failure or omission on the part of the undersigned or any of its directors, officers, employees, agents and representatives in carrying out of the terms of this Agreement, from the construction of the Festival site, use of the Festival site, and from loss of electrical power.

Regardless of past participation, all food vendors must apply annually for selection. In order to be considered by the Festival Vendor Committee, food vendors must adhere to the following:

### **Application Process, Requirements and Deadline**

- **Application approval.** N'Fungola Sibó African Dance and Drum Company, Inc., in its sole discretion, will review all applications for appropriateness. Applications are considered approved only after official notification to the vendor.
- **Menu (Food Truck)** A proposed menu, including pricing, must be submitted. Other promotional materials describing your business, organization, and menu items are encouraged but not required.
- **Items (Craft/Goods Vendors)** Items for sale must be included in the application.
- **No duplications.** In order to maintain a variety of menu options, duplicate menu items are not allowed. First choice is given to vendors in the order that the applications are received.
- **Deadline.** The application deadline is **July 15<sup>th</sup>, 2022**
- **Waiting List for untimely apps.** Applications received after **July 15<sup>th</sup>** will be put on a waiting list and considered only if space is still available after on-time applications have been reviewed.

## Fees

- **Food Truck Fee: \$175.00**
- **Craft/Goods Fee: Inside-\$75.00 Outside-\$50.00**
- **Please secure your space by purchasing through [nfungolasibo.com/](http://nfungolasibo.com/)**
- Application will not be considered unless payment is received.
- There will be no refunds due to inclement weather, and no rain dates will be scheduled.

## Assignment of Food Truck Space

- Spaces assignments are made by the Festival Vendor Committee.
- Assignment considerations include, but are not limited to, electrical needs, total space needed, type of food to be served, etc.
- Vendors will receive a layout of the booth assignments and set up details with your confirmation packet via email.

## What the Fee covers

- **Food Truck Space**
- **Craft/Goods space of 6ft by 6ft**
- **Vendor to provide.** Vendor must provide own signage with menu and pricing, cooking and serving equipment and utensils, tables, chairs, shelving, rain coverings and protection, garbage bags, electrical extension cords, duct tape, setups, tablecloths, condiments, booth lighting, etc.

## Prohibited Sales, Solicitations and Firearms

- **No Solicitation.**
- Active solicitation outside booth is prohibited.
- Amplification devices, boom boxes and walking vendors are prohibited.
- **Sale of Official Festival products.** N’Fungola Sibó African Dance and Drum Company, Inc. retains the exclusive and sole right to sell or license Official NOMAADS Festival art, souvenirs and merchandise at The NOMAADS Festival. Vendors will not be allowed to sell any items that include the words, “N’Fungola Sibó African Dance and Drum Company, Inc.”, “Annual NOMAADS Festival” or any derivative thereof including but not limited to, “NOMAADS Festival”, “NOMAADS Festival”, “N.O.M.A.A.D.S” or “Annual NOMAADS Fest”.
- **NO FIREARMS.** No firearms or other weapons are allowed on the Festival grounds.

## Additional Rules

- N’Fungola Sibó African Dance and Drum Inc., reserves the right to make such changes and additional rules and regulations regarding the NOMAADS Festival as it deems necessary and proper, and upon notice to Vendor, all said actions shall become part of this contract and will be binding on the parties thereto.

## Food Vendors Operations

- **No Subleasing.** Vendors cannot sublease assigned space. Subletting or sharing space may result in eviction from the NOMAADS Festival.
- **Sufficient Quantity of Product.** Vendors must have sufficient amount of product to operate during the entire time of the NOOMAADS Festival.
- **Operation during entirety of Festival.** Food vendors are expected to be on site and ready to sell by the opening of the festival 9:00AM and must close down operations no earlier than the close of the festival 5:30PM.
- **Menu and price signage.** Vendors are required to display a menu with prices in plain view for patrons.
- **No Animals.** Animals are not allowed.
- **No trailers.** Campers, refrigerated trucks or trailers will be allowed in the booth areas ONLY with prior permission.

## Craft/Goods Operations:

- Failure to comply with any request to remove items or work from the display will result in the removal of an exhibitor from the festival.
- All vendors are responsible for their own sales tax.
- Exhibitors may not rent and/or sublet their booth space, nor may they act as agents or dealers for other craft persons or manufacturers. They also may not share booth space with another exhibitor unless such a request is made and approved in advance, and the appropriate application procedures are followed.
- All vendors must provide their own tables, chairs, and display materials. Remember – all spaces measure 6 feet x 6 feet sq.
- No displays or products will be allowed in aisles or walkways, or on sidewalks. All tables must be “skirted” or covered to the ground, and boxes & packing materials stored out of sight. No storage boxes or untidy display or craft/goods materials are to be in public view. Vendors are responsible for keeping their area neat, clean, and hazard free.
- All booths must be manned by persons 18 years or older. Children must be supervised at all times. Pets are not allowed. All vendors must stay completely set up for the entire show. Vendors are not allowed to bring their vehicle back into the festival area at the end of the day until Security have given permission to do so. Vendors are responsible for taking all packing material and boxes, etc. with them at the end of the day.
- Vendors are not permitted to use festival dumpsters or garbage cans for disposal of any of these materials. Vendors who do not clean up satisfactorily will not be accepted next year.

## **Health Department Requirements**

- Individual food vendors must meet all Louisiana and Orleans Parish health requirements and regulations for food service.
- Sanitary measures and precautions must be maintained.
- The NOMAADS Festival reserves the right at any time to inspect and require that food vendors correct unsanitary or unsafe conditions within all food booths, if they exist.
- The NOMAADS Festival reserves the right to close food booths if vendors are not in compliance with reasonable and acceptable safe and sanitary food handling and preparation practices. Money will not be refunded under this condition.
- **Fire Extinguishers Required for all food vendors.** All food vendors are required to have at least one class ABC fire extinguisher. If cooking with a fryer, you are also required to have a class K fire extinguisher. N'Fungola Sibò African Dance and Drum Company, Inc. reserves the right to dismiss vendors that do not have fire extinguishers.

## **Electrical**

- **Electricity Not Provided.**
- **Inspection.** Food vendors may be subject to inspection by the local electrical inspector at any time.
- **Monitoring.** Trucks will be monitored.

## **Setup/Breakdown/Cleanup**

- **Setup Time.** Set up will begin at 7:30am each day and must be completed no later than 9:00am. All craft/goods vehicles must be removed from the Festival site by 9:00am and may not return until closing. See section below on parking passes.
- **Hours of Operations.** Vendors are required to be open from 9:00am until close of the festival, approximately 5:30pm.
- **Breakdown.** Breakdown will begin at the close of the festival.
- **Early Breakdown prohibited.** Vendors who break down their space or depart before 5:30pm will not be allowed to return and will jeopardize their participation in future years.
- **Cleanup.** Each Vendor must clean and clear its space before departing the area.
- **Disposal of grease.** Food vendors are responsible for the disposal of grease offsite. Grease may not be discarded in any waste disposal container at the venue
- **Disposal of Trash.** After the NOMAADS Festival, trash must be bagged, tied and placed in the closest trash receptacle.

## **Parking**

- **Parking passes.** Only one Craft/Vendor parking pass per booth will be distributed. These parking passes will allow entry into the Vendor parking lot.

### **Sales Taxes**

- Vendors are responsible for collecting and tabulating all sales taxes and reporting and paying same to the appropriate tax collectors.

### **Insurance**

- Vendor must should have general liability insurance. N'Fungola Sibó African Dance and Drum Company, Inc. will not be responsible for lost, stolen and items damaged during the NOMAADS Festival.

### **Security**

- Nominal security will be provided after hours.
- N'Fungola Sibó African Dance and Drum Company, Inc. will not be responsible in any way for loss or damage to participant's property. Vendor is solely responsible for the safekeeping of its property and relieves N'Fungola Sibó African Dance and Drum Company, Inc., City of New Orleans and the sponsors, and their representatives from safekeeping responsibilities.

**N'Fungola Sibó African Dance and Drum Company, Inc. reserves the right to monitor and regulate the appropriateness of all booths, vendors, etc.**