



May 6, 2017 | June 3 | July 1 | August 5 | September 2 (8:30am-11:30am)

## Vendor Registration

The Donaldsonville Fire Department Association is happy to announce the return of the Donaldsonville Arts, Crafts, and Farmer's Market. The market, will take place on Louisiana Square the first Saturday of every month from May 6 – September 2. The market will be open to the public from 8:30am-11:30am with set up and tear down an hour before and after the market opens and closes (respectively). The market offers the opportunity for artisans, crafters, farmers and creative place makers the opportunity to market and sell goods during each event. There is not charge to participate as a vendor. All you need to do to participate is complete the form below and you'll be all set. The following dates have been reserved (weather permitting). The market is FREE and open to the public.

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**Restrictions on Food Preparation & Open Containers:** No food vendors will be allowed to participate in the market who are preparing meals on site. If your food items can be wrapped, canned, frozen, etc., you are able to sell however no food items may be prepared on site and served to visitors to the market. For example, you may sell canned preserves or wrapped brownies, but you may not serve gumbo or jambalaya "ready-to-eat." If you should have questions, please inquire with the event coordinators. Canned beverages have been permanently reserved by the event manager therefore no non-alcoholic beverages or bottled water can be sold at the market. Specialty drinks, premade or packaged protein shakes, etc., may be sold with event coordinator's permission.

**Parking:** Parking areas will be located on the street or in the Ascension Parish Courthouse parking lot. Please be courteous of shoppers by not parking on Railroad Avenue in order to allow visitors to the market a close spot to park.

**Tables/Chairs:** We will not provide tables, chairs, tents, etc. for your sales spot. Spots are first-come, first served and if you can locate near a power source, you are free to utilize it. Once all areas are taken, no further outlets will be available. Please remember to bring tables, signage, and chairs for your sales tables, volunteers, etc.

For more information, email [dfdassociation@outlook.com](mailto:dfdassociation@outlook.com), text 2257721191, or call 225.445.1383

**Setup/Tear Down:** Vendor set up times are from 7:30am (you may arrive earlier) to 8:30am prior to the opening of the market. All sales materials, tents, tables, chairs must be removed immediately following the event and should be completely cleared by 12noon unless special permission is given in advance.

**Access to Water:** There is limited access to water however you must bring your own hoses, buckets, etc., if water is needed. It may be a good idea to have a flatbed cart or wagon to transport water containers.

**Open Flame / Hazardous Materials:** If for any reason you require the use propane, charcoal, or other flammable or hazardous materials, you are REQUIRED to have a fire extinguisher in your space at all times. It may be inspected by the Fire Department or Fire Marshall so please pay attention to the inspection date on your extinguisher. The Fire Department or Marshall has the ability to close your booth for failing to meet this standard.

**Insurance / Hold Harmless Indemnification:** Any vendors selling food items may be asked to present a certificate of insurance ensuring proper coverage is provided as described below or the vendor will elect to assume 100% responsibility. Please read the indemnification and hold harmless clause carefully below. It must be signed and authorized.

**Taxes & Occupational Licenses:** You should have an occupational license to operate a business in the City of Donaldsonville. Please be aware that it is your responsibility to ensure you run your business legally. This includes business licenses as well as the appropriate state and city tax payment requirements. Please be aware that appropriate taxes must be collected and reported for this event. The tax amount is 10% which covers appropriate state and city sales taxes. The Ascension Parish Tax Assessor may visit the site and collect taxes on the day of the event. You will be required to have the appropriate FEIN and / or EIN number as well as a State Sales Tax ID number. For more information on the required limits for reporting or how to obtain a FEIN / EIN or State Sales Tax number, please contact the Louisiana Department of Revenue or Parish of Ascension Tax Assessor office.

**Cancellation:** If for any reason the market is cancelled due to inclement weather or other unforeseeable act of God or nature, vendors will be contacted immediately if pre-registered. Otherwise please call the number below or follow social media for the City of Donaldsonville or the Donaldsonville Downtown Development District or Donaldsonville Main Street for the most updated information. If possible, the event will be rescheduled.

## Vendor Registration

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Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

Please provide a description of each item you will be selling. NOTE: It is possible that other vendors will be selling similar items to your items. We will do our best to communicate this in advance, however please know that since anyone can show up on market mornings to set up, we may not have the product information.

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### **NON ALCOHOLIC / ALCOHOLIC BEVERAGE RESTRICTION**

No vendors are allowed under ANY CIRCUMSTANCES to provide non-alcoholic sodas or water nor alcoholic beverages for sale or FREE to any event attendee, guest, or volunteer. Anyone found to be in violation of this restriction will be asked to leave the event immediately.

**CERTIFICATE OF INDEMNIFICATION / HOLD HARMLESS CLAUSE**

The Vendor agrees to maintain in full force a policy of comprehensive general liability insurance under which the City of Donaldsonville, the Parish of Ascension, the Donaldsonville Downtown Development District, and the Donaldsonville Fire Department Association, or any of its organizational or event sponsors (Referred to as **Event Hosts, Organizers, & Sponsors**) are named as additional insured, and under which the insurer agrees to indemnify and hold **Event Hosts, Organizers, & Sponsors** harmless from and against all costs, expense, including reasonable attorney’s fees, and/or liability arising out of or based upon any and all claims, accidents, injuries and damages arising out of the Vendor’s negligent or improper acts in the operation at the above mentioned event(s). The Vendor also agrees to indemnify and save harmless **Event Hosts, Organizers, & Sponsors** from and against all claims of whatever nature arising from, or claimed to have arisen from, any action, omission or negligence of the Vendor, or arising from any accident, injury or damage whatsoever caused to any person or property arising out of the Vendor’s negligent or improper acts in the operation at the following listed events. The Vendor agrees to name **Event Hosts, Organizers, & Sponsors** as additional insured, and to provide a valid certificate of insurance with a liability limit of at least \$1,000,000 per occurrence. In the event the vendor does not carry insurance, the vendor assumes all responsibility alone for any and all claims of whatever nature arising from, or claimed to have arisen from, any action, omission or negligence of the Vendor, or arising from any accident, injury or damage whatsoever caused to any person or property arising out of the Vendor’s negligent or improper acts in the operation at the following listed events.

This form becomes part of the Certificate of Insurance to which it is/will be attached.

By checking this box, I am stating that I **DO NOT** carry Insurance and will agree to the hold harmless clause stated above.

\_\_\_\_\_  
Name Date

By affixing my signature, I agree to **ALL** policies, procedures and regulations, including the hold harmless clause above.

Those vendors who carry insurance MUST present the certificate of indemnification by June 30, 2016 to be included in the event.

**Please mail your form to PO Box 346, Donaldsonville, LA 70346 or bring it completed to the event. For more information, contact Jannet by TEXTING to 2257721191 or emailing [dfdassociation@outlook.com](mailto:dfdassociation@outlook.com). You may also call 225.445.1383 for more information.**

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Sponsored by:



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