

7TH Annual Crawfish Mambo Cook-Off & Music Festival on the Lake
Saturday, May 12, 2018 | 11:00am-5:00pm
The University of New Orleans
www.CrawfishMambo.com
NEW ORLEANS LARGEST CRAWFISH COOK-OFF!

Dear Prospective Food Vendor:

As we prepare for the milestone of the *Seventh Annual Crawfish Mambo: Cook-off and Music Festival on the Lake*, we are proud to be able to claim the title "New Orleans' Largest Crawfish Cook-Off". Thanks to the foundation already laid, *Crawfish Mambo* is now poised to make a major move up in Greater New Orleans' festival scene making it an exceptional and unique marketing and community development opportunity. We hope that you will join us in extending the reach and impact of one of Louisiana's most diverse universities and New Orleans premiere public research university, the University of New Orleans.

Funds raised through *Crawfish Mambo* support the Association's efforts to prepare the region's future talent - *your future employees!* - through professional development programs such as a dining and social etiquette luncheon, resume review panel discussions, scholarships and networking events. In 2016-2017 alone, over 200 alumni and community volunteers supported thousands of current, future and former students with these and other programs.

Your investment in *Crawfish Mambo* will not only help the development of New Orleans future professionals, but builds positive community awareness of the University by bringing more people to the lakefront campus than any other single event throughout the year. And while the mission you are supporting is important, Mambo is fun, too! That's why we've been successful at doubling our attendance, the number of boiling teams competing and the amount of crawfish boiled! It's a recipe for success we plan to keep improving and we hope you'll join us as a 2018 Mambo Vendor.

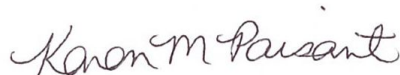
Please find enclosed a food vendor form that offers you the opportunity to become an official food vendor of the 2018 Crawfish Mambo Cook-Off and Music Festival on the Lake.

For information, please contact Amelia Hatheway, Assistant Director of University of New Orleans Alumni Affairs by email at amhathew@uno.edu or by phone at (504) 280-6394.

Sincerely,



Greg Sibley
Sponsorship Chair



Karen Paisant
Event Chair

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2018 CRAWFISH MAMBO COOK-OFF FOOD VENDOR APPLICATION

We will make every attempt to notify applicants of acceptance within one week of receipt of application.

NOTE: Upon acceptance, there is a non-refundable Food Vendor Fee of \$500.00.

Company Name (Business/Organization that will be operating booth)

Mailing Address

City, State Zip

Contact Name & Title

Contact Phone Number

Contact Email Address

Website

FEIN/SSN/IL Business Tax #:

Type of food to be sold and price (only two items per vendor)

Electrical Voltage needed (circle one) 110v 220v (\$150 charge for electricity)

Need for Grease Disposal (circle one) Yes No

Names of people assigned to work in vendor booth at Crawfish Mambo (up to 4)

I hereby acknowledge and accept all terms of this vendor application by which will be considered a legal contract between myself (Vendor) and the University of New Orleans International Alumni Association. I therefore accept all terms and conditions of this agreement, including all rules and regulations and understand that I am legally bound by this agreement. Vendor acknowledges that at no time is the University of New Orleans International Alumni Association empowered to negotiate fees, offer discounts or refunds. Under all circumstances unless stated in the rules and regulations, there are no refunds.

Signature: _____ Date: _____

Print Name: _____

Send completed Application Form to alumni@uno.edu or via fax at 504-280-1080

2018 CRAWFISH MAMBO COOK-OFF FOOD VENDOR RULES & REGULATIONS

Acceptance & Confirmation: Vendor selection and notification will be by rolling admissions beginning February 1, 2018 based on variety, quality, price point, originality, etc. We will confirm receipt of all applications and will notify applicants accepted within one week of receipt application. To confirm participation and reserve their space, Vendor must submit fee within one week to avoid forfeiting space to another vendor. Participation is not considered confirmed until Food Vendor Fee has been received.

Exclusivity: We will strive to limit vendors but do not provide guaranteed exclusivity to any vendor.

Water: Running water is not provided on-site. You must provide your own fresh water.

Electricity: No personal or small portable generators are permitted on grounds of the event for use within your booth. All electricity on site is portable and provided by a third party vendor designated by the University of New Orleans International Alumni Association. Any service disruptions and/or blackouts will not result in a rebate or refund of any kind.

Set-up and Tear-down: Each vendor is responsible for the set-up, tear-down and clean-up of his or her stand. Vehicles are allowed on site only for set-up prior to the event and tear-down once the event closes. You will be notified when it is safe to bring your vehicle onto the site. Unless otherwise noted, parking is not provided to any vendor. Load-in/set-up times will be provided in the confirmation letter sent to each vendor prior to the event. You must remove your vehicle immediately after unloading your merchandise. Set up must be complete and vendor must be operational by event opening. You are allotted two (2) hours from the closing time of the event break-down to vacate your space. Please bring the necessary assistance/manpower to ensure this.

Trash Disposal: Each space must remain clean throughout the event. Trash receptacles and bags will be provided. Trash (in bags) will be picked up from your space by a third party.

Event Hours: Vendors must remain open during festival hours, 11:00am-5:00pm.

Taxes/Licenses: Vendor is responsible for all tax liability and licenses due to the City of New Orleans and the State of Louisiana.

Occupational License: Prior to the event, each vendor will be required to submit proof of their occupational license for the City of New Orleans.

Insurance: The vendor is to submit a certificate of insurance naming the University of New Orleans and the University of New Orleans International Alumni Association as additionally insured on vendor policy.