



## Food Vendor Application Community Vendor

VENDOR NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

DAYTIME PHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

ELECTRICAL NEEDS: Please specify amp size of each piece of cooking equipment: \_\_\_\_\_

**VENDOR SPACE FEE:**

- Fee includes access to: hand washing station and restroom, one electrical connection, two 8' tables, and 2 chairs. Standard booth size is 8'x10' – accommodations will be made for catering trailers
- Vendors are responsible for supplying their own generator, extension cord(s) and tent, if needed

\$300 per space – if received by August 31

AMOUNT TO BE PAID: \$ \_\_\_\_\_

\$325 per space – if received after August 31

*make check payable to BPCCC Foundation*

ITEMS TO BE SOLD: Only those items listed below will be considered for approval. Only approved items may be sold.

DESCRIPTION OF ITEM	PRICE
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

(Attach additional sheet if necessary.)

**STATEMENT OF AGREEMENT:** The undersigned acknowledges that he/she has received and read the **VENDOR POLICIES** of the BPCCC 100 and agrees to comply with all policies stated herein. Furthermore, he/she agrees to: Participate in and occupy the assigned space at the BPCCC 100 in return for remittance of the vending fee (Refund policy: 50% refund will be given to cancellations **received in our office by** the close of business **((4:30PM))** on Friday, September 4, 2009. **REFUNDS WILL NOT be granted** after September 4, 2009.) Vendor will comply with municipal laws and ordinances, including applicable tax requirements. Vendor is responsible for collecting and remitting all applicable taxes to the appropriate agencies. Vendors indemnify, defend, and hold harmless the **BPCCC Foundation, Inc Board members and all representatives of BPCCC 100** from and against any and all liabilities by reason of vendor's participation in the BPCCC 100.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Submit application and vendor space fee to:

**Bossier Parish Community College Foundation, Inc.;** Attn: Marjoree Harper; 6220 East Texas St.; Bossier, LA 71111

**Proof of Insurance is required for each food vendor with equipment that may be hazardous to bystanders. Bossier Parish Community College and the BPCCC Foundation must be named as additional insured and a certificate of insurance must be furnished one week prior to the event.**

Dear Vendor,

Thank you for your interest in the BPCC 100 Mini NASCAR Race, a fundraiser to benefit the Bossier Parish Community College Foundation. Our goal is to make this event the region's premier fund-raiser, and by offering a wide variety of quality food from reputable, well-known vendors, we can satisfy hungry race faces while at the same time, provide a fun and profitable weekend for you!

Below are some FAQs regarding the race:

**SCHEDULE OF EVENTS:**

Friday, September 25, 2009

10:00 a.m.	Car Inspections; Team Contests; Team Contest Awards
12:30 p.m.	Parade and Kick-Off Celebration
1:00 p.m.	Qualifying Laps

Saturday, September 26, 2009

8:00 a.m.	Drivers' Meeting
9:00 – 11:00 a.m.	Cup Races
12:00 – 1:30 p.m.	Lunch Break
2:00 p.m.	Main Event Race
3:00 p.m.	Championship Race
4:00 p.m.	2 <sup>nd</sup> Chance Qualifier
5:00 p.m.	Champion Shoot-Out
6:00 p.m.	Trophy Presentations

**VENDOR HOURS OF OPERATION:**

Friday, September 25, 2009

11:00 a.m. to 4:00 p.m.

Saturday, September 26, 2009

8:00 a.m. to 6:00 p.m.

**VENDOR SET UP:**

Vendor set up is from 8:00 – 10:30 a.m. on Friday, September 25, 2009. Vehicles must be out of the vendor area no later than ONE HOUR before the event opens each day, and may not re-enter until after 8PM on Friday and after 6PM on Saturday.

**FOOD VENDOR POLICIES:**

- The same food item may not be sold by more than one BPCC organization or community vendor. In case of duplicate requests, consideration will be given on a first come, first served basis.
- In keeping with the Louisiana Health Regulations, all food items must be prepared on site or in a certified kitchen off-site.
- Pepsi will be the ONLY beverage concessionaire. No other vendors will be approved to serve drinks of any kind.
- Possession of alcohol and/or chemical substances or the consumption of these items is strictly prohibited.
- Vendors are responsible for equipping their own vending area with signage.
- Vendors are responsible for providing their own generator and/or tent if needed.
- Vendors are responsible for complying with all Department of Health regulations.

**VENDOR SPACE FEE:** (Fee includes access to hand washing station and restroom, one electrical connection, one 8' table, 2 chairs, and one extension cord)

\$300 per space – if received by August 31

\$325 per space – if received after August 31

**GOT QUESTIONS:**

Contact Marjoree Harper, Vendor Coordinator, at 678-6035 or at [mharper@bpcc.edu](mailto:mharper@bpcc.edu)