



# Pelican Park Vendor Application



63350 Pelican Drive Mandeville, Louisiana 70448 www.pelicanpark.com (985) 626-7997

## CONTACT INFORMATION

Company Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Vendor Contact Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
First & Last Name

### Vendors will need to provide Recreation District #1/ Pelican Park with the following information:

- **Business or Occupational License**  
 \*\*(NOTE: If you don't have one, we can give you a form from St. Tammany Parish for a temporary occupational license. You will be responsible for filling it out and sending to the Parish, along with a \$10 fee.)\*\*
- **General Liability Insurance listing Recreation District #1 as additional insured**  
 \*\*(NOTE: If your business does not carry this type of insurance, there's an additional charge of \$25 to be added to Pelican Park's insurance.)\*\*
- Do you have an occupational license?  Yes  No If no, temporary Occupational License will be provided to send to the Parish.
- Do you have general liability insurance?  Yes  No If no, \$25 will be added to invoice.

**\*\*Food Vendors MUST have their own general liability insurance and Business/Occupational License\*\***

### Pelican Park will be selling concessions (Coke products). Vendors are not allowed to sell competing items with Pelican Park.

- Which of following would you categorize your business as? (Circle One) **Food      Non-Food Vendor**
- Describe the sales or activity you propose in detail.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- All items sold or promoted must be listed.*

### 10' x 10' booths & food trucks will be located near the Pelican Park -Groves, Pelican Park staff will determine location.

- 10' x 10' vendor booth for arts, crafts, promotional products, prepackaged consumables, etc = \$25
- On-site preparation of food/drink for consumption or food trucks = \$100
- **The fee is for your space, tables/chairs are not provided.**

Fees can be paid in the form of a check, but must be received 14 days prior to event date (March 2, 2023). If deadline has passed, certified funds must be collected (cash, money order or cashier's check). Checks should be made payable to Recreation District #1/Pelican Park and addressed to 63350 Pelican Drive, Mandeville, LA 70448. Should payment come back as Non-Sufficient Funds, the entire application and contract will be voided and the vendor will not be allowed to work in the Park.

- **Vendors must plan on being self-sufficient, providing their own tents, tables, chairs, water, etc.**
- **Electricity will not be available, if you're bringing a generator, it MUST be the silent type, no more than 70 decibels.**

### Layout Information:

How many 10 x 10 spaces will you need? \_\_\_\_\_

Will you be using a Food Truck/Trailer?  Food Truck  Trailer  No  
 If yes, what is the size of your food truck/trailer: \_\_\_\_\_

Will you be using a canopy/tent?  Yes  No

# VENDOR RULES AND OPERATION POLICY



Recreation District #1/ Pelican Park  
63350 Pelican Drive, Mandeville LA 70448

Contact: Lacey Gill - laceygill@pelicanpark.com

## VENDOR QUALIFICATIONS :

- Must have a business or occupational license, name of business must be on the license. NOTE: If vendor doesn't have one, we will provide you with a temporary occupational license form from St. Tammany Parish. You will be responsible for filling it out and sending to the Parish, along with a \$10.00 fee. Food vendors must possess business or occupational license.
- Must provide District with proof of general liability insurance. NOTE: If vendor doesn't carry this type of insurance, an additional \$25 fee will be collected. Food vendors must possess general liability insurance.
- Must be able to adhere to the operations and rules listed below.

### FIRST COME, FIRST SERVED

**\*\*Applications will be reviewed in the order they were received.  
Once capacity has been reached no other applications will be reviewed\*\***

## VENDOR OPERATIONS & RULES

- Vendors must be set up and ready for sale by 11:00am the day of the event. Event time is 8:00a-5:00pm. Vendors may not start leaving until 3pm.
- Vendors may not sell any products being sold in the District's concession stands, (Coke Products). Vendors must list all proposed items you plan on selling on the application form.
- Vendors may NOT serve water, soft drinks or sports drinks, Pelican Park will be providing these items.
- Gas generator noise levels may not exceed 70 decibels. No helium tanks allowed.
- Vendor is responsible for providing their own tents, tables, chairs, electricity, etc.
- Water is not available in the vicinity.
- All State and Parish health codes must be met by the vendor as well as State and Parish taxes.
- Dishes cannot be washed in the Park's bathrooms, must be washed off-site.
- All aspects of the vendor's operations must be kept inside the designated area.
- The vendor is responsible for the actions of staff or volunteers working for them.
- Cancellations or no-shows will not be refunded.
- In the event of rain, we'll hold Paddles on Paddy's Day in the Brown Gym.
- If any, the vendor agrees to adhere to current COVID-19 mandates imposed by the State and/or Parish.
- All authorized vendors participating shall be responsible to Pelican Park for any loss, personal injury, deaths, and/or any other damage that may occur as a result of the vendors' negligence or that of its servants, agents or employees. All vendors hereby agree to indemnify and hold harmless Pelican Park, it's employees and management from any loss, cost damages and other expenses, including attorneys' fees, suffered or incurred by Pelican Park by reason of the vendors' negligence or that of its servants, agents and employees.

**I have read and agree to the terms of operation with event rules and regulations for being a vendor of "Pelican Park's Paddles on Patty's Day" and understand that I will be charged all vendor fees on the date of my application acceptance. All vendors hereby agree to indemnify and hold harmless Pelican Park, it's employees and management from any loss, cost damages and other expenses, including attorneys' fees, suffered or incurred by Pelican Park by reason of the vendors' negligence or that of its servants, agents and employees.**

Signature \_\_\_\_\_

Dated: \_\_\_\_\_

Contact Lacey Gill at laceygill@pelicanpark.com, (985) 626-7997 or visit [www.pelicanpark.com](http://www.pelicanpark.com)

