

Food/Beverage Vendor Application
For the

2025 Jingle Jeepin' Parade & Market

Saturday - December 6, 2025

10:00 am till 8:00 pm

West Baton Rouge Tourist Information & Conference Center - Port Allen

Make checks payable to: WBR CVB

Company/Concession Name _____

Contact Person(s) _____

Mailing Address _____ City _____ State _____ Zip _____

Phone Number () _____ Fax Number () _____ Other () _____

Email: _____

VENDOR FEE: \$ 100.00

WATER & ELECTRICAL NEEDS must be provided to vendor as follows:

YES:	NO:	Comments (BE SPECIFIC):
WATER _____	_____	_____

Note: YOU are responsible for checking out the logistical set-up prior to the event and must provide your own water unless arrangements are made in advance and are suitable to your request. Water spigots are limited and within a reasonable distance from the vendor area.

ELECTRICAL/POWER needs: Vendors are required to provide their own generators as a back-up for emergency. There is electricity and each electrical pull is required in advance - please be specific! Please remember to plan ahead for lights, fans, etc. in addition to your other electrical needs! NO LAST MINUTE ELECTRICAL NEEDS WILL BE SUPPLIED! Do you have a generator? YES _____ NO _____

SPECIAL REQUESTS (please be specific for repeat location, different location, 'next to' or 'not next to', etc.):

SPACE REQUIREMENTS (please be specific by giving dimensions of tent, trailer, etc. - include entire set-up area AND whether you have a supply trailer, etc. that needs to be next to your vendor location.): _____

DETAILED LIST OF ITEMS TO BE SOLD OR DISPLAYED (i.e. menu, merchandise, etc., - ALL items must be listed and approved in advance by the event coordinator; NO EXCEPTIONS OR LAST MINUTE ADDITIONS!)

Item	Price	Item	Price
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

Note: Item prices are for event coordinator review only. **You are required to list a COMPLETE list of all items being sold.** Additionally, all items must be pre-approved prior to event day. **NO ADDITIONAL ITEMS MAY BE ADDED WITHOUT THE CONSENT OF THE VENDOR COORDINATOR.** Each vendor will receive confirmation of approved items. It is our goal to avoid extreme duplication of items being sold. Please list additional items on the reverse side of this form. No items that are harmful or illegal will be sold or authorized. Unauthorized merchandise includes: fireworks, sparklers, pyrotechnics, smoke bombs, etc. DO NOT attempt to sell or list these in items for sale.

PAYMENT REQUIREMENTS: Checks payable to: WBR Convention & Visitors Bureau (the official host). Please enclose a check with your application. There will be no refunds given due to inclement weather or if you do not show (unless medically necessary, written proof required). If you have any questions, please call Lois at: 225.344.2920. Mail application to: WBR Convention & Visitors Bureau, 2750 N. Westport Drive, Port Allen, La 70767

INSURANCE: You are responsible for your own business insurance. Please make sure you have the proper insurance or rider to your current policy in effect. Verification that your business is legitimate, along with insurance verification will be required for participation. We recommend a minimum of \$500,000 of liability coverage with the following additional insured's named: Jingle Jeepin' Parade & Market, WBR Convention & Visitors Bureau, City of Port Allen, Parish of West Baton Rouge.

HEALTH REQUIREMENTS: Please read the health guidelines (enclosed) carefully to make sure that you comply with these requirements.

PLEASE ATTACH & MAIL: Completed Vendor Forms, Payment in full; diagram or picture of your vendor tent/trailer or layout/detailed description if available.

EVENT COORDINATOR:
Lois Webre Office-225.344.2920

SPECIAL RULES & REGULATIONS: Vendors are **NOT** allowed to sell the following items: beer, cold drinks or items prohibited by law.

SIGNATURE REQUIRED:
I have read this agreement along with the applicable health guidelines. By signing this document, I agree to comply with all the terms and conditions required by the Jingle Jeepin' Parade & Market in order to become a vendor for 2025. I also understand that if I do not comply with the rules and regulations in this agreement that I will not receive a refund. I understand that after review by the vendor coordinator, I will be notified immediately upon acceptance. I also understand that if I choose to not comply with all guidelines and requirements that I may be not accepted, removed from the premises on event day, or not allowed to return for future events.

Signature of vendor representative: _____ Date: _____

****SIGNATURE REQUIRED FOR APPROVAL ON THIS APPLICATION & HOLD HARMLESS AGREEMENT****

2025 Jingle Jeepin' Parade & Market - Waiver of Liability and Hold Harmless Agreement

In consideration for receiving permission to participate in the 2025 Jingle Jeepin' Parade & Market, I hereby release, waive, discharge and covenant not to sue the West Baton Rouge CVB, City of Port Allen, Parish of West Baton Rouge, State of Louisiana, and all their sponsors, volunteers, assignees, representatives, officers, agents, servants, or employees from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by me, or any of the property belonging to me, whether caused by the negligence of any of the above entities, or otherwise, while participating in such activity, or while in, on or upon the premises where the activity is being conducted.

I am fully aware of the risks involved and hazards connected with being a vendor for the 2025 Jingle Jeepin' Parade & Market, and I hereby elect to voluntarily participate in said activity with full knowledge that said activity may be hazardous to me and my property. I voluntarily assume full responsibility for any risks of loss, property damage or personal injury, including death, which may be sustained by me, or any loss or damage to property owned by me, as a result of being engaged in such an activity, whether caused by the negligence of any of the above entities or otherwise.

I further hereby agree to indemnify and hold harmless all of the above entities from any loss, liability, damage or costs, including court costs and attorney fees, that they may incur due to my participation in said activity, whether caused by negligence of the above entities or otherwise.

I understand that the West Baton Rouge CVB does not maintain any insurance policy covering any circumstance arising from my participation in this event or any activity associated with or facilitating that participation. As such, I am aware that I should review my personal insurance portfolio and provide my own insurance appropriate to cover myself, my employees, volunteers and customers.

I further understand that I and my vendor area including all volunteers, employees, or appointees hired or used by me to assist in my vendor areas fall solely under my responsibility and it is my full responsibility for any and all insurance or claims arising from any type of negligence.

It is my express intent that this Waiver of Liability and Hold Harmless Agreement shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representative, if I am deceased, and shall be deemed as a release, waiver, discharge and covenant not to sue the above-named entities. I hereby further agree that this Waiver of Liability and Hold Harmless Agreement shall be construed in accordance with the laws of the State of Louisiana.

In signing this release, I acknowledge and represent that I have read the foregoing Waiver of Liability and Hold Harmless Agreement, understand it and sign it voluntarily as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent; and I execute this release for full, adequate and complete consideration fully intending to be bound by same. I further acknowledge and agree that I have received a copy of this agreement.

This agreement is signed in the presence of a witness on this date: _____

Participant Name: _____ Signature: _____

Vendor/Company: _____ Witness: _____

If you have any questions, please contact Lois Webre at 225.344.2920. Thank you.

BOTH THE APPLICATION AND HOLD HARMLESS AGREEMENT MUST BE SIGNED AND A CHECK RECEIVED IN ORDER TO PROCESS.

2025 – Jingle Jeepin’ Parade & Market - Vendor Guidelines & Regulations

As a vendor, you signed an agreement with the WBR Convention & Visitors Bureau that you will comply with all rules and regulations for Jingle Jeepin’ Parade & Market. PLEASE READ THIS DOCUMENT CAREFULLY. ANY VIOLATION WILL RESULT IN A VENDOR BEING REMOVED FROM THE PREMISES. Let’s make it a FUN and SAFE event for everyone involved!

Kathy Gautreau/Lois Webre Event Coordinators - 225-344.2920

PERMITS NEEDED:

Business License
Mobile Food Vendor Permit
Health Department Permit
Food Handlers Permit

PUBLIC HEALTH GUIDELINES -- You MUST comply with the following regulations:

- Protect food from contamination
- Partition food preparation area off from public
- Utensils must be "single service" (unless 3 compartment sink exists) and should be used in lieu of excessive handling by hand
- Approved utensils do not include: wooden, Styrofoam ice chests, etc.
- Two water containers should be used: 1) one for hand washing with soap (use paper or cloth towels for drying hands), and 2) a mixture of sanitizing solution (ex: chlorine, iodine, quaternary ammonia)
- No open condiments allowed (must be put in containers with spouts, etc.)
- Garbage & liquid waste must be properly stored and disposed of properly
- No smoking in food prep areas
- Perishable foods must be kept at proper temperatures to retard bacteria growth (45 degrees or below; 140 degrees or above)
- *Employees are supposed to wear hair restraints*
- VENDORS ARE NOT ALLOWED TO SELL OR PROMOTE PRODUCTS NOT LISTED ON ORIGINAL APPLICATIONS & APPROVED BY THE VENDOR COORDINATOR. If you would like to add additional items, please contact Kathy or Lois immediately!
- NO GIVE-AWAYS, RAFFLES, PRIZES, DRAWINGS, OR DISTRIBUTION OF LITERATURE IS ALLOWED IN VENDOR BOOTHS UNLESS AUTHORIZED IN ADVANCE!
- NO “SUB-CONTRACTING” OF VENDORS IN YOUR VENDOR AREA ARE ALLOWED! NO EXCEPTIONS WITHOUT AUTHORIZATION IN ADVANCE!
- NOTICE - WE RESERVE THE RIGHT TO CLOSE DOWN ANY VENDOR THAT DOES NOT COMPLY WITH THE RULES SET FORTH! THANK YOU, IN ADVANCE, FOR COMPLYING WITH THESE REGULATIONS. THIS MAKES FOR A FAIR PLAYING GROUND FOR ALL VENDORS PARTICIPATING! BY SIGNING YOUR APPLICATION, YOU ACKNOWLEDGE YOU HAVE READ THESE REGULATIONS & AGREE TO COMPLY!

By signing this agreement, you agree that you are aware of these rules and regulations and agree to comply with them fully. If you do not comply with these rules, you acknowledge and understand that you will be closed down and no longer allowed to participate in Jingle Jeepin’ Parade & Market. I further acknowledge I have received a copy of these rules and regulations:

Vendor Name: _____

Signature of Authorized Representative

Date