

2008 JAZZ FEST FOOD VENDOR INFORMATION

Thank you for your interest in applying for a food booth at the 2008 New Orleans Jazz & Heritage Festival presented by Shell. For the past 38 years, the Jazz Fest Food Fair has offered delicious examples of favorite local and regional dishes, as well as international cuisine relevant to the ever-changing demographic of our state.

Our food fair lineup is as integral to the identity of this festival as the music offerings. Because of this, we have a very involved process to seek out new vendors who can meet our rigorous policies. Please, carefully review this information packet before completing your application.

IMPORTANT DATES

Deadline for application submission for the 2008 Festival has been postponed!

November 15, 2007 – Vendors chosen for sampling will be notified by this date.

December 15, 2007 – All applicants will be notified of their status by this date.

February & March, 2007 – Contract Signing Meetings

**Jazz Fest is traditionally held each year on the last weekend in April, and the first weekend in May.*

MENU

The range of food items offered at Jazz Fest is extensive. The common thread is a maintained focus on what we refer to as "Louisiana Heritage Food." This encompasses traditional creole and cajun recipes, contemporary creole innovations, New Orleans standards, and foods that reflect the rich influx of international influence that the region has seen over the last 30 years. Please consult our website, <http://www.nojazzfest.com> for the 2006 menu.

RULES & REGULATIONS

The applicant pool typically exceeds the number of booth openings. Here are some key points to keep in mind when proposing an addition to the Food Fair Menu in your application:

- All applicants must be full-time Louisiana residents.
- No self-contained vending structures or vehicles are permitted.
- No "carnival food" items will be considered. Each year we get numerous inquiries regarding sales of kettle corn, funnel cakes, hot dogs, and the like. We intentionally avoid this type of food because it is contradictory to the mission of our food fair – to provide an array of foods exemplifying the culinary culture of our region.
- No beverages will be considered. The Festival Food Department has no jurisdiction over beverage sales at the Festival.
- Significant experience operating a high volume, high quality food service and/or catering business is an important factor in our selection process. Be prepared to provide references for each event in which you have participated. For our purposes, "large scale" denotes 5,000 portions per day or more.
- We permit *minimal* duplication of food items. These duplications are permitted solely at the discretion of the Festival Producers.
- Food Vendors are contracted to operate for all event days.
- Food items must be prepared and/or produced by the vendor(s) applying for a booth.
- All foods must be prepared with fresh, wholesome and natural ingredients. Festival does not allow pre-smoked or pre-cooked meats, pre-packaged mixes and/or seasonings, foreign crawfish, processed cheese-food and parboiled (converted) rice without express written consent of Food Director.
- All food must be obtained from sources that comply with all health laws relating to food and food labeling.
- All food preparation areas must be inspected and approved by the Louisiana Department of Health & Hospitals (DHH) prior to the preparation of food items. This includes restaurants, church and school kitchens. The sale of food prepared at home is prohibited.

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RULES & REGULATION, continued:

- *Food Vendors must furnish proof of general liability, vehicle liability, and workers' compensation insurance, including a Waiver of Rights of Subrogation no less than six weeks prior to start of Festival.*
- The vendor will be expected to be cooperative and to operate according to Festival requirements.
- The Festival producers reserve the right to accept or reject any and all food items and applications at their sole discretion.
- Late applications will be returned unopened. Incomplete applications will not be considered.
- Please DO NOT bring or send food items to be sampled unless we specifically request a sampling meeting.

SAMPLING PROCESS

Our sampling process allows you to present your proposed food item(s) to an experienced and knowledgeable panel of tasters. Food Items must be presented in the manner you would serve them at Festival: appropriate serving vessels, cutlery, condiments, etc. You will be rated according to your cleanliness, punctuality, ability to adhere to rules and regulations, as well as flavor and presentation of your food.

BOOTH FEE INFORMATION

- Booth fees are considered confidential and are only discussed upon vendor's acceptance.
- The Food Department requires a contractual deposit of **\$300.00** within one business week following notice that you have been selected as a vendor.
- Booth fee includes rental of booth space (approximately 10' x 20'), a plywood floor, a 2'x10' sign, screening, a front counter, a maximum of 6000 watts of electricity, and limited use of refrigerated truck and dry storage facilities.
- No outside refrigerated vehicles or generators are allowed.
- All booth structures are provided by Jazz Fest. No self-contained vending structures or vehicles are permitted.

FEES & DOCUMENTS DUE AT CONTRACT SIGNING:

1. Full Booth Fee Payment plus deposit if not already remitted.
2. List of staff members working in booth.
3. Proof of General Liability Insurance naming proper Additional Insureds. (We will provide this information upon acceptance.)
4. Proof of Workers' Compensation Insurance naming proper Additional Insureds. (We will provide this information upon acceptance.)
5. Finalized Schedule of Equipment to be used, including voltage, wattage, and any propane and water requirements.
6. Completed Louisiana Department of Health & Hospitals (DHH) schedule of food items and preparation & storage methods (We will provide this form upon acceptance.)
7. Proof of vehicle liability insurance for all vehicles to be used on Festival site.
8. DHH Approved Safe Food Handling certification. Call 225.763.5553 to obtain a list of organizations offering approved food safety classes.
9. Copy of DHH permit for kitchen to be used to prepare food items