



May 27 - 28, 2011

Friday: 3 pm to 8 pm

Saturday: 10 am to 8 pm

Ike Hamilton Expo Center – 501 Mane St..
West Monroe, LA 71292

Sponsored by: The City of West Monroe

Terms and General Information

Vendor/Exhibitor management through: Sandy Lyons, Garland & Lyons, Inc.; P.O. Box 852, West Monroe, LA 71294
318.355.2495 (voice); 318.644.5698 (fax) or e-mail: garlandandlyons@comcast.net

ALL EXHIBITORS

The Application must be accompanied by a check or money order for 100% of total space cost. Payment may be made by Master Card or Visa; complete all required information on contract. Additional \$5 will be assessed to help cover fees charged by credit card company. Space assignments will not be made until appropriate payment is received. If space is not assigned, payment received will be returned in full.

EXCLUSIONS

The City of West Monroe, Festival Sponsor, reserves the right to all beverage sales. No outside vendor will be allowed to sell beverages. The Festival (City of West Monroe) also reserves the exclusive right to use festival name, logo and dates. Any items with the unauthorized use of any of these products will be removed.

APPLICATION DEADLINE: MAY 13, 2011

SPACE ASSIGNMENTS

All spaces will be located in "barn" area of the Ike Hamilton Expo Center. These 10' x 10' stalls feature asphalt floors, 5 amps of electricity and wooden walls; under roof & shaded; overhead lights, no air conditioning. Space assignments will be at discretion of show management, and last minute changes may be necessary due the best interest of the show. Space assignments will be communicated to exhibitors/vendors approximately 10 days in advance of event.

CANCELLATION POLICY

All cancellations must be in writing. Cancellations received one or more months prior to the show date will be refunded in full less a \$15 cancellation fee. Cancellations received within one month of the festival will receive no refund.

BASIC EXHIBIT REQUIREMENTS

Basic Exhibit areas are 10' x 10' and consist of SPACE ONLY. Exhibitor must provide all furniture, signage and furnishing for exhibit area. Tents are not needed, as all spaces are under roof. Space is not air conditioned, but is shaded. Walls of exhibit area are wood. No nails, screws, staples, etc. allowed on divider walls. No permanent alterations of any kind. Tape and Zip ties are fine.

ELECTRICITY

5 Amps of electricity is provided. Exhibitor must provide extension cords/power strips. YOU MUST TELL US ALL ITEMS YOU INTEND TO USE THAT DRAW ELECTRICITY. IF WE DO NOT KNOW IN ADVANCE WHAT YOU ARE USING, WE MAY HAVE TO ASK YOU TO DISCONTINUE USING THE EQUIPMENT. ELECTRICITY IS LIMITED. The staff will take great care to place exhibitors so that their electrical needs are met, provided we know what they are. Your cooperation is critical to make sure we are not drawing more current than the circuits allow.

BADGES

All Exhibitors will receive company badges for use of employees/exhibitor workers. 1st 10' x 10' booth receives 2; 2nd 10' x 10' booth receives 3, etc. Each additional 10' x 10' contiguous booth will receive one additional badge. If more badges are needed, they can be purchased for \$15 each (good for unlimited admission throughout event.) Workers may leave badges at vendor entrance for other workers, if exhibitor wishes to rotate workers throughout the day.

OTHER PROVISIONS

- Signs and banners must fit within the confines of the exhibit area.
- Exhibit and Exhibit materials, including all merchandise and merchandise display fixtures, must fit within the confines of the exhibit area
- Video is allowed; all music or amplified presentations must be maintained at a level that will not unduly disturb a neighbor.
- Exhibitor may carpet booth space if desired, but is not required.
- Exhibitor must furnish all tables, chairs, etc needed in the exhibit space.
- No nails, screws, staples, etc. allowed on wooden walls. No permanent alterations of any kind. Tape and Zip ties are fine.

General Information

LOCATION; The Ike Hamilton Expo Center, 501 Mane Street, West Monroe, LA 71292. The IKE is visible from I-20 at Downing Pines Rd. Exit.

SHOW DATES/HOURS: May 27-28, 2011; Friday: 3 pm to 8 pm; Saturday: 10 am to 8 pm. **NOTE;** These are minimum hours. Exhibitors may stay later if they prefer, as music will continue much later.

WEB SITE: www.lasouthernfriedfestival.com. Exhibitor Applications can be downloaded from the site.

INCLEMENT WEATHER: In the event weather forecasts call for heavy rain, most activities will be moved underneath cover of arenas and barns at the Ike.

MOVE-IN SCHEDULE: Friday, May 28 . . . 7 a.m. to 1:30 p.m. All exhibits must be set up and fully operational by 1:30 p.m. Friday, May 27. If additional set-up time is needed, please contact Sandy Lyons, 318.355.2495.

NOTE: NO VEHICLES ALLOWED IN SHOW AREA DURING SHOW HOURS. STRICTLY ENFORCED FOR SAFETY REASONS!! If you need to move merchandise during these times, must be done with hand cart. Please bring your own.

MOVE OUT SCHEDULE: After 8 pm Saturday, May 28. **MOVE OUT OR DISMANTLING IS NOT ALLOWED BEFORE 8:00 P.M. Saturday.** Sunday move-out permitted if needed. Please notify Sandy Lyons at 318.355.2495.

LOADING/UNLOADING: All exhibitors will enter through vendor entrance on the East side of the Ike Hamilton Barn. It will be possible to drive close to your space, unload and move vehicle to designated parking. Parking under the barn is not allowed. Only temporary loading/unloading will be allowed.

SHOW OFFICE: Will be located at the East Entrance to Barn during set up and for the duration of the festival. It will be staffed during move in hours and one hour before and after show hours. Badges may be obtained/returned to the show office for rotating personnel.

EXHIBITOR PARKING: Ample parking on the south side of Ike Hamilton. No charge. All Vendor/Employees will

need a parking pass to enter this parking lot during show hours, as it will be gated and controlled. You will need to order your parking passes with your show registration, and they will be provided with badges when you check in.

RV PARKING: Ample RV parking is available on South side of Ike Hamilton with full hook-ups. Fee is \$20/per night. Contact Ike Hamilton Office for details: 318.325.9160.

INTERNET/TELEPHONE: Wireless internet is available inside the Ike Hamilton Barn free of charge. Telephone lines are not available.

SHOW SET-UP: Exhibitors may use their own transport vehicles and labor for move-in and set-up of all exhibits and move-out. Materials not transported by exhibitor must be shipped pre-paid to arrive at the Ike Hamilton Expo Center on or after May 23, 2011. The center does not have a formal receiving dept., and provides this service as courtesy. They accept no responsibility for shipped materials. Ship to address: Louisiana Southern Fried Festival/for your booth name, c/o Ike Hamilton Expo Center, 501 Mane St., West Monroe, LA 71292.

EXHIBITOR CREDENTIALS: Exhibitors may pick up badges at move in. Each badge gains admission for one person. . . friends/children/family will not be allowed in during show hours without individual passes or tickets. All exhibitor personnel must wear badges while working on the show floor. When leaving the festival, personnel may return their badge to the show office to be used by another worker that day or another day. Please provide a list of worker's names to festival office.

TAXES: All exhibitors making sales at the show are required to report and pay sales tax at the end of the show. Local exhibitors with regular sales tax reporting may include their sales on regular reporting forms. Each exhibitor will be furnished a tax packet at move in, and will be required to sign that they have received it. West Monroe tax rate is 9.5%. Taxes and tax packets may be turned in to festival office at end of show.

SECURITY: Overnight uniformed West Monroe Police security will be provided Friday and Saturday nights. Exhibitors are encouraged to cover exhibits when they leave for the evening.

MAINTENANCE: Exhibitors are required to keep their exhibits clean and trash free at all times. The Ike will provide aisle and general show cleaning.

TRASH CANS: Large trash cans will be strategically located. Each Exhibitor is encouraged to bring a small trash can for their booth. This is not provided by Ike Hamilton Expo Center.

AREA RESTAURANTS: Within 2 miles of the Ike, a wide selection of restaurants area available including 4 Mexican restaurants, one Chinese, several national chains i.e. Chili's, Outback Steak House, Cheddar's, Cracker Barrel (and more), local favorites Mohawk Tavern and Bayou Bistro, and a variety of fast food.

AREA HOTELS: Within 2 miles of the Ike, select from the following: Hilton Garden Inn (across street from Ike), Holiday Inn Express, Quality Inn and Suites, Motel 6, Jameson Inn, Best Western, Wingate Inn.