



2018 Ascension Hot Air Balloon Festival Merchandise Vendor Information

Thank you for your interest in participating in the 2018 Ascension Hot Air Balloon Festival. Your addition will give over 50,000 expected guests a wide variety of consumables to partake in to make their visit the best it can be. Below is information we ask you to keep close by, as it contains all you will need to make your time with us run as smoothly as possible.

Remember, all vendors MUST check in by 2:00 PM on Thursday, September 21 in order to receive credentials for the duration of the festival. If you are unable to pick up your materials before this time, you can pick them up at the Lamar-Dixon Administrative office when you arrive for set-up. Please email the names of ALL workers to JGautreau@lamardixonexpo.com. Each worker will receive an entry credential and parking pass which MUST be appropriately displayed for the duration of the festival.

Event Dates and Location

The festival portion of the 2018 Ascension Hot Air Balloon Festival takes place Friday, September 21 and Saturday, September 22 at Lamar Dixon Expo Center located at 9039 South Saint Landry Avenue in Gonzales, Louisiana 70737. The venue may be reached by telephone at 225-450-1009.

Driving and Directions

Take I-10 to Gonzales, exiting right at exit 177, LA Hwy. 30. Continue right towards Tanger Outlet Mall. For entrance 1, make a left turn onto South Saint Landry Avenue and Lamar Dixon will be on your right. For entrance 2, pass South Saint Landry Avenue and turn left onto Ashland Road. Drive approximately one mile and the entrance will be on your left. You may also take the following exit, exit 179 onto LA Hwy. 44, and continue right onto W. Edenbourne Pkwy. Once intersected to South Saint Landry, Lamar Dixon will be on the right.

Accommodations

The Lamar Dixon Expo Center houses roughly 300 full-service RV lots, restrooms, showers, 30 amp and 50 amp electric service as well as water and sewer connections. For rates and reservations please call 225-450-1009.

Booth Set-up Times

We ask that you set-up booths between 2:00 PM and 6:00 PM on Thursday, September 20.

Booth Set-up Locations

This year, we are extending the opportunity for all merchandise vendors to have two separate locations for sales. This will be included in the vendor fee of \$2,000.00.

Booth Operating Times

Booths may be operational during the following times:

- 3:00 PM – 10:00 PM on Friday, September 21
- 11:00 AM – 10:00 PM Saturday, September 22

Booth Tear Down Times

Booths may be dismantled between 10:00 AM and 3:00 PM on Sunday, September 23.

Clean-Up

Each vendor is responsible for cleaning up their own space before leaving each night. An area will be provided for the cleaning of any equipment, or disposing of trash. The event will provide booths with trash cans along with regular trash pick-up throughout the event. Dumpsters are available for the disposal of any additional trash.

Ice

Extra ice will be provided by Lamar Dixon for \$4.00 per 20 pound bag.

Traffic

To insure the safety of our guests, no vehicles will be allowed within the festival area from 30 minutes before the gates open to 30 minutes after the Ascension Parish Sheriff's Office has cleared the crowd from the event area. This policy WILL be strictly adhered to with NO EXCEPTIONS.

Contact Information

If you find that you have reason to contact us with any questions, or to gather additional information you may contact us in any of the ways listed below:

Mail to: Attention Jill Gautreau
9039 South Saint Landry Avenue Gonzales, LA 70737
Phone: 225-450-1009
Fax: 225-647-8804

Feel free to email Jill Gautreau at: jgautreau@lamardixonexpo.com for more information



2018 Ascension Hot Air Balloon Festival Merchandise Vendor Application

Please complete and submit this form to: Attention Jill Gautreau 9039 South Saint Landry Avenue, Gonzales, LA 70737, email to JGautreau@lamardixonexpoctr.com, or fax to 225-647-8804 by Friday, August 31, 2018. Cost for vendor booth space is \$2,000.00 (this price includes an optional additional booth space).

Name of Company/ Individual

Contact person's first name

Contact person's last name

Mailing Address

City

State

Zip

Email Address

Contact Phone Number

Insurance Requirements

A certificate of insurance covering all aspects of vendor liability must be submitted with this application. A minimum of \$1,000,000 general liability is required. Ascension Festivals and Cultural Council Inc, Lamar Dixon Expo Center and The Parish of Ascension must be listed as the additional insured's on the policy.

Merchandise Items

Please use this space to give a detailed description of the items you are planning to sell at the event, giving retail amounts for each individual item. Please include a photo of each item that you intend to sell.



Booth Space

Standard space is 10'x10'. **If you will be utilizing a second space, please indicate accordingly.** Each booth will be provided with one eight foot table and two folding chairs. Please indicate if you need additional tables or chairs. No tent will be provided.

Booth spaces needed: 1 or 2 Additional tables _____ @ \$8.00 each= _____

Additional Chairs _____ @ \$1.00 each= _____

Electrical Needs

For all electrical needs, please review and fill in the enclosed packet from Gulf Coast Event Services. These must be submitted, with payment, by Friday, September 14, 2018. There will be an upcharge associated with any services requested day of.

Gulf Coast Event Services:
17257 Highway 44 Prairieville, LA 70769
Phone: 800-488-3836

Accommodations

The Lamar Dixon Expo Center houses roughly 300 full-service RV lots, restrooms, showers, 30 amp and 50 amp electric service as well as water and sewer connections. For rates and reservations please call 225-450-1009.

Payment Information

Vendor space can be paid by check or credit card. Make checks payable to Ascension Festivals and Cultural Council Inc. The total should include your \$2,000.00 vendor fee plus any additional fees for chairs and tables etc. Payments for beverages should be coordinated through EventCatering@lamardixonexpo.com. No spaces will be reserved until full vendor payment is received and the proper insurance documents have been received.

Check Number: _____ MasterCard: _____ Visa: _____ Discover: _____

Name on card

Card number

Expiration Date

Security Code

Amount

Contact Us

If you find that you have reason to contact us with any questions, or to gather additional information you may contact us in any of the ways listed below:

Mail to: Attention Jill Gautreau
9039 South Saint Landry Avenue, Gonzales, LA 70737
Phone: 225-450-1009 or Fax: 225-647-8804
Email: Jgautreau@lamardixonexpo.com

Attention: Exhibitor

The following order forms are for ancillary services that are provided by Gulf Coast Event Services.

Please direct your questions, orders and payments for these services directly to **GULF COAST EVENT SERVICES**. Failure to do so may delay your order and/or incur additional charges.

Thank you for your cooperation.

Gulf Coast Event Services

NOTICE TO EXHIBITORS

Undraped Table Rental White Vinyl Top Only

Qty.	Description	\$	Total
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_____ 6' long x 24" wide table \$30.00 \$_____

_____ 8' long x 24" wide table \$45.00 \$_____

_____ Skirt Table \$20.00 \$_____

Sub Total \$_____

9.5% Tax \$_____

Total Cost \$_____



RETURN FORM TO:
 17257 Hwy 44
 Prairieville, La. 70769
 800-488-3836 (F) 225-673-2142
 office@gcevents.biz

ELECTRIC

STANDARD ELECTRICAL SERVICE				208 VOLT ELECTRICAL SERVICE			
Qty.	Description	\$	Total	Qty.	Description	\$	Total
	110 Volt, 0 - 500 Watt Outlet	85.00			208 Single Phase 15 Amp	215.00	
	110 Volt, 500 - 1000 Watt Outlet	100.00			208 Single Phase 25 Amp - 100 Amp	250.00	
	110 Volt, 1001 - 2000 Watt Outlet	115.00		For 208 Volt Orders Only: Place an "X" on the below diagram to designate the general locations of booth outlets. <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;"> <p>Rear</p> <div style="border: 1px solid black; width: 100px; height: 40px; margin: 0 auto;"></div> <p>Standard Booth</p> <p>Aisle# _____</p> </div> <div style="text-align: center;"> <p>Aisle# _____</p> <div style="border: 1px solid black; width: 100px; height: 40px; margin: 0 auto;"></div> <p>Island Booth</p> <p>Aisle# _____</p> </div> </div>			
	110 Volt, 2001 - 3000 Watt Outlet	165.00					
IMPORTANT:							
Special Orders not covered by the above will be charged on time and material basis . Work performed on exhibitor's equipment including repairs and special wiring will be charged in ½ hour increments (\$27.00 per ½ hr). All floors orders will be charged an additional 40%.				<div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> Total </div>			

Please enter the info requested below. Advanced orders must be received with payment by below Deadline Date. Send completed forms and keep a copy for your records. Phone orders are not accepted. Full refund if cancelled within 48 hours of move-in.

Event Name: BALLOON FEST Order Deadline: Friday, September 14, 2018

Company Name _____ Date _____

Address _____ Booth# _____

Ordered By (please print) _____

Phone _____ eMail _____

Please note: "Method of Payment" form must accompany this order.

ELECTRICAL GUIDELINES: READ VERY CAREFULLY

IT IS VERY IMPORTANT THAT YOU REVIEW THE FOLLOWING ITEMS CAREFULLY TO UNDERSTAND YOUR RESPONSIBILITY AND SAFETY CONCERNING ELECTRICAL POWER. SERIOUS RISKS ARE INVOLVED, BUT CAN BE REDUCED WITH ACCURATE UNDERSTANDING OF BASIC REQUIREMENTS. SAFE WIRING INSIDE AN EXHIBIT AREA IS ESSENTIAL.

1. **Gulf Coast Event Services** is NOT responsible for power failures or voltage fluctuations on service lines.
2. All electrical equipment and materials must be grounded properly.
3. All 120 volt electrical cords must be of the three-wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to energize, shall be grounded
4. Ripcords/Zipcords and two wire cords are not acceptable by **Gulf Coast Event Services** unless the cord is a component part of an assembly which is specifically approved
5. All equipment, regardless of source of power, must comply with National Electrical Codes as well as state and local safety codes
6. Safe wiring is top priority. **Gulf Coast Event Services** is responsible for the total electrical distribution system and the linking of all electrical items in an exhibit with the power services of the building. All electrical work must be done by **Gulf Coast Event Services** electricians (including installation of all cords under the carpet).
7. Electricity will be turned on one (1) hour prior to show opening and turned off thirty (30) minutes after show closing.

ELECTRICAL CONNECTIONS NOTE:

Rates include bringing circuits to the rear of the exhibit booth. If it becomes necessary to run lines into a booth, connect motors or panels, install ball or track lights or any other electrical illumination, and for removal of same equipment at closing of show, a labor order must be placed with **Gulf Coast Event Services** and will be assessed based on time and materials. All 480 volt service will be assessed based in time and materials, plus outlet charge. All electrical connections and disconnects must be made by **Gulf Coast Event Services'** electricians. Power of outlets ordered after installation of booth will accompany floor charges plus time and material.



RETURN FORM TO:
17257 La Hwy 44; Unit 2
Prairieville, La. 70769
800-488-3836 (F) 225-673-2142
office@gcevents.biz

METHOD OF PAYMENT

PLEASE NOTE: For your order to be processed, this form must be completed and returned with payment before show setup.
Order Deadline: Friday, September 14, 2018
Onsite orders will be charged an additional 20%.

Mark an "X" on one of the following:

CASH

COMPANY CHECK

Make checks payable to: Gulf Coast Event Services

CREDIT CARD

For your convenience, we will use this authorization to charge the credit card account for your advance orders, and for any additional amounts incurred as a result of on-site orders placed by the designated representative.

Please complete information below:

Select one: Visa Mastercard Am Ex	Select one: Personal Business	
Account #:	Expiration Date:	CVV #:
Cardholder's name:	Signature:	
Cardholder's Billing Address:		

BALLOON FESTIVAL 2018

Company Name _____ Date _____

Address (if different from above) _____ Booth# _____

Ordered By (please print) _____

Phone _____ eMail _____

Please Note: "Method of Payment" form must accompany this order.

PAYMENT TERMS, CONDITIONS & INSURANCE

PAYMENT

Full payment, including applicable tax, is due in advance or at show site. Gulf Coast Event Services does not accept Purchase Orders as payment.

DISCOUNTS

Prices indicated on Gulf Coast Event Services' order forms for rental items and signs are discounted rates. Additional charges, as indicated on each order form, will be applied to orders received without payment and/or orders received after the deadline date.

RENTALS

All materials & equipment are on a rental basis for the duration of the show. All rentals include delivery, installation and removal from your booth

CREDIT

It is your responsibility to advise our on-site representative of any order problems and to check your invoice for accuracy prior to show closing.

CANCELLATION

Original charge will be applied if service was provided at the time of cancellation. A one-hour "per person, per hour" charge will be applied for all labor orders that are not cancelled in writing at least 24 hours prior to the scheduled start time.

INTERNATIONAL EXHIBITORS

We require 100% pre-payment of advance orders. Any orders or services placed at show site must be paid at the show. Payment may be made with a Credit Card or in U.S. Funds.

TAX EXEMPTION

If you are exempt from payment of sales tax, we require you to forward an exemption certificate from the state in which the services are to be used.

UNPAID BALANCES

Should there be any unpaid balance after the close of the show, balance will be due upon receipt of invoice. Effective 30 days after the invoice date, any unpaid balance will bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, and future orders will be on pre-payment basis only. Gulf Coast Event Services' Payment Terms and Conditions agreement shall be governed by and construed in accordance with the laws of the state of Louisiana.

INSURANCE

Exhibiting companies will defend, hold harmless, and indemnify Gulf Coast Event Services, Inc. from and against all liability cost and expenses arising out of promoter's operation of show.