



2017 Ascension Hot Air Balloon Festival Merchandise Vendor Information

Thank you for your interest in participating in the 2017 Ascension Hot Air Balloon Festival. Your addition will allow over 30,000 expected guests a wide variety of things to do or items 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 run as smoothly as possible.

Remember that all vendors MUST check in by 2:00 PM on Thursday, September 21st in order to receive parking passes 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 Balloon Pilot Tent when you arrive for set-up. Please email the names of ALL workers to jtraylor@lamardixonexpoctr.com. Each worker will receive an arm band which MUST be work for the duration of the festival.

Event Dates and Location

The festival portion of the 2017 Ascension Hot Air Balloon Festival takes place Friday, September 22nd and Saturday, September 23rd 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 you left.

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 21st.

Booth Operating Times

Booths may be operational during the following times:

- 3:00 PM – 10:00 PM on Friday, September 22nd
- 11:00 AM – 10:00 PM Saturday, September 23rd

Booth Tear Down Times

Booths may be dismantled between 10:00 AM and 3:00 PM on Sunday, September 24th

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 equipment and utensils. 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

Ice will be available for \$3.00 per 20 pound bag from the Lamar Dixon Expo Center.

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 Jazz Traylor
9039 South Saint Landry Avenue Gonzales, LA 70737
Phone: 225-450-1009
Fax: 225-647-8804

Feel free to email Jazz Traylor at: jtraylor@lamardixonexpoctr.com for more information



2017 Ascension Hot Air Balloon Festival Merchandise Vendor Application

Please complete and submit this form to: Attention Jazz Traylor 9039 South Saint Landry Avenue Gonzales, LA 70737, email to jtraylor@lamardixonexpoctr.com, or fax to 225-647-8804 by Wednesday, August 30th, 2017. Cost for vendor booth space is \$2,000.00

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 need additional space please indicate how much. 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.

Additional tables _____ @ \$8.00 each= _____ Additional Chairs _____ @ \$1.00 each= _____

Electrical Requirements

For all electrical needs, please contact Gulf Coast Event Services at:
 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 25-450-1009.

The Following Hotels are near the Festival Grounds:

Clarion Inn & Conference Center
 1500 Highway 30
 Gonzales, LA
 Phone: 225-647-8800 or 800-465-4329

Holiday Inn Express
 2806 Highway West 30
 Gonzales, LA
 Phone: 225-743-8000

TownePlace Suites (Marriott)
 2823 South Outfitter Drive
 Gonzales, LA
 Phone: 225-450-3400

Payment Information

Pay by check or credit card. Make checks payable to Ascension Festivals and Cultural Council Inc. The total should include your \$2,000.00 registration fee plus any additional fees for chairs and tables etc. No spaces will be reserved until full 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