



Ponchatoula Strawberry Festival

Booth Rules & Regulations

Booth Eligibility

New applying organization must:

- ❖ Be a non-profit civic or service organization.
- ❖ Have been established for at least 3 years.
- ❖ Submit proof when the organization was formed and permanent address.
- ❖ Submit a roster of officers, including their address and phone number.
- ❖ Submit a completed application to the booth chairman.
- ❖ Submit EIN number used by the organization with the application.
- ❖ Must complete Louisiana State Tax Form R-1048 and submit to the LA Department of Revenue.
- ❖ Submit a copy of organization's Louisiana Business Filings report from the Louisiana Secretary of State's website (<https://coraweb.sos.la.gov/commercialsearch/commercialsearch.aspx>). **Organization must be in good standing.**
- ❖ No new booths will be allowed in the festival after April 1, 2024. The PSFB Chairman can suspend this rule if there is a need to fill space.

Booth Types Available:

- ❖ Non-profit ONLY. NO exceptions (for-profit vendors must contact Ponchatoula City Hall).

Booth Fees:

- ❖ Frontage 10 ft. space, \$425.00. Includes insurance.
- ❖ Each additional 10 ft, \$325.00 (All booths are 20' deep).
- ❖ Any booth using larger than a 30-amp breaker will be required to pay an additional \$100.00. Fee included up to 30 amps per 10ft of space. (Ex. 10ft-up to 30amp, 20ft-up to 60 amp, 30ftup to 90 amp, and so on.) ALL breakers are provided by the booth owner.
- ❖ In the event the festival is canceled for the year by local, state, or national government, booth fees will be rolled over to the following festival unless the organization contacts the Ponchatoula Strawberry Festival Board (PSFB) Booth Chairman in writing by June 1st.

Application Deadlines and Fees:

Requirements are:

- ❖ **Completed application and fees must be submitted by December 29, 2023.**
 - If booth fees are not paid by December 15, 2023, a \$50.00 per 10ft of space fee will be assessed.
 - **Unpaid fees (with penalty) by December 29, 2023, will result in forfeiture of booth space.**
 - Your main item {1} and any secondary items {3} for sale must be listed on your application for insurance purposes.
 - Booth fees must accompany the application, made payable to: Ponchatoula Strawberry Festival, Inc.

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Returning organization (had a booth for 2024 Festival):

- ❖ Submit a copy of organization's Louisiana Business Filings report from the Louisiana Secretary of State's website (<https://coraweb.sos.la.gov/commercialsearch/commercialsearch.aspx>). **Organization must be in good standing.**
- ❖ Any balances from previous years must be paid in full to participate.
- ❖ Booth placement is at the discretion of the booth chairman. There is no guarantee that your booth will be in the same spot as the previous year.
- ❖ Has priority to the same main item (1) this year.
- ❖ Any item change from previous year must be submitted with application and approved by the PSF Board.
- ❖ All drinks sold must be purchased from the Ponchatoula Strawberry Festival Board (PSFB).
- ❖ Drink orders need to be made no later than March 13, 2024, to the PSFB Booth Chairperson.
 - If drinks are NOT pre-ordered, then you will not be allowed to pick up drinks until after the pre-orders are fulfilled.
 - All drink fees are due no later than the first Tuesday after the festival, April 16, 2024, from 4-7 pm. Any fees not collected by that time will be assessed as a 10% penalty on booth fees the following year.
 - **Full cases of drinks may be returned for a refund by Sunday, April 14, 2024 before 4:00pm.**
 - Any cases of drinks not returned by Sunday, April 14, 2024, by 4:00pm will not be eligible for a refund. Organization will be responsible for full payment of all cases not returned.

Booth Operating Hours & Guidelines:

- ❖ Festival Hours:
 - Friday, April 12, 2024 12:00pm – TBD
 - Saturday, April 13, 2024 9:00am – TBD

 - Sunday, April 14, 2024 10:00am – 6:00pm (10:00am optional, but must be open by 12:00pm)
- ❖ Booths in violation of the opening and closing rules can be assessed a fine of \$100.00. The organization can also lose their booth space. The PSFB will make the final decisions on violations.

Booth Construction/Setup:

- ❖ Each space will be marked by the size paid for and each booth **MUST** be inside those marks, or you will be required to move the booth. ***If you are not sure, please ask the Booth Chairperson before setting up.***
- ❖ All booths in Memorial Park are allowed to start construction on Tuesday, April 9, 2024. If weather dictates, booths on trailers may be notified to place their trailers on grounds on Monday or Tuesday to prevent destruction of festival grounds. The booth contact will be notified in this case and should be prepared to set up earlier if necessary.
- ❖ **All booths in Memorial Park must be completed by 4:00pm on Thursday, April 11, 2024.**
- ❖ No vehicles will be allowed on or around the grounds between 3:00pm and 9:00pm on Thursday, April 11, 2024, or past 9:00am on Friday, April 12, 2024 without prior approval from the PSFB Booth Chairperson.
- ❖ **No booths may be constructed on 6th Street and Hickory Street before 12:00pm on April 12, 2024,** unless authorized and notified by the PSFB Booth Chairperson. (These booths affect nearby businesses if set-up begins earlier.)
- ❖ All tents must be securely fastened with ropes and stakes that are clearly protected and marked.

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Booths Rules:

- ❖ If decorated, then decorations must be a strawberry theme. PSFB has the right to request removal of any decorations deemed inappropriate by the PSFB.
- ❖ Must display the name of the organization and booth number.
- ❖ Must be painted.
- ❖ Must have weatherproof throw or circuit breaker box installed at the rear of the booth approximately 6 feet off the ground. Receptacles, breakers, wiring, and lights will be the organization's responsibility.
- ❖ Must have a 5lb ABC fire extinguisher (if booth is using butane).
- ❖ Must be always manned by members of the organization renting the space.
- ❖ Booths using water must have a holding tank unless a sewer tap is available.
- ❖ Waste from cleaning pots, utensils, etc., cannot be discarded on the ground or in the ditches.
- ❖ NO private port-a-lets will be allowed in any booth serving food items. NO EXCEPTIONS.
- ❖ Booth personnel must see that all trash is picked up inside and outside of the booth each day.
- ❖ Trash cans are located at the center of the park. Each booth is responsible for getting a can for their booths.
- ❖ Booth personnel must lower P.A. system if a PSFB member requests it.
- ❖ Booths are not allowed to place anything (equipment, chairs, etc.) on the street or sidewalk behind their booth. These areas must be kept clear for Emergency Access.
- ❖ **All booth items are to be sold in the confines of your rented space and no one is allowed to solicit their products in the front or on the outside of their booth.**

Booth Item Rules:

- ❖ No raffle tickets may be sold unless a booth fee has been paid for that purpose. The proper permit from the State of Louisiana is also required.
- ❖ Nothing may be served in a glass container or a can.
- ❖ All drinks, including water, sold on festival grounds must be purchased from the PSFB. All drinks will be settled on the Tuesday after the festival. Failure to attend this meeting will result in the forfeiting of next year's booth space.
- ❖ If you are a returning organization who sold an approved drink not purchased from the PSFB at the 2018 Festival, you will be grandfathered in.
- ❖ If drinks are NOT pre-ordered by March 13, 2024, then you will not be allowed to pick up drinks until after the pre-orders are fulfilled. **Full cases of drinks may be returned for a refund on Sunday, April 14, 2024, by 4:00pm. No later.**
- ❖ **All drink fees are due no later than the first Tuesday after the festival. PSF booth committee will be at the building on April 16, 2024 from 4-7 pm to settle accounts.** Any fees not collected by that time will be assessed as a 10% penalty on booth fees the following year.
- ❖ Any HOMEMADE / HANDMADE strawberry food product may be sold by ANY vendor

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- ❖ participating in the PSF. Examples: Fried, Dipped, Cake, etc. Strawberry items are NOT a protected item.
- ❖ Only approved items, quantities, and prices listed on the application may be sold. Please see the protected booth items list when selecting your food items. You may not sell a protected item that belongs to another booth.
- ❖ **All price increases, changes in serving size, additions or deletions of food items and other products must be presented to the PSFB for approval. All changes must be submitted no later than December 12, 2023.**

Vehicle Usage during the Strawberry Festival:

- ❖ No inbound or outbound vehicle traffic during festival hours. This includes golf carts and ATVs.
- ❖ All vehicles must be off N 6th Street and Hickory Street one hour prior to festival opening on Friday, Saturday, and Sunday.
- ❖ No vehicles will be allowed in for booth and material removal until 7:00pm, Sunday, April 14, 2024.
- ❖ Any violation of vehicle rules and regulations will result in towing the vehicle at owner's expense.

Booth Dismantle/Removal:

- ❖ No booths may be dismantled before 6:00pm, Sunday, April 14, 2024.
- ❖ No vehicles allowed on grounds or 6th Street removing booths until 7:00 pm.
- ❖ Each organization is responsible for the removal of the booth and all left-over material. Failure to clean up will result in a \$100.00 fine.
- ❖ All booth and panel boxes off the grounds (6th Street & Hickory), MUST be removed by Sunday, April 14, 2024, at midnight.
- ❖ All booths and panel boxes on the festival grounds MUST be removed by Monday, April 15, 2024.

Contact information:

Jay Kershenstine & David Atkins

Booth Co-Chairmen

Email: Jayk12377@gmail.com AND davidatkins6@yahoo.com OR strawberryfest@bellsouth.net

Please type Attn: Booth Committee and your Organization's Name in the subject line.