



VENDOR APPLICATION

15TH ANNUAL: STARRY NOVEMBER NIGHT

FRIDAY NOVEMBER 15, 2019

DEADLINE TO SUBMIT APPLICATION IS OCTOBER 30TH

Events are an important part of what we do at the Hammond Downtown Development District. Large community gatherings like Starry November Night encourage regulars and newcomers alike to experience all that our historically hip Downtown has to offer. In one night, Hammond will greet thousands of people, encouraging them to shop with retailers, eat at one of our fine restaurants, and tour our ever developing district. Join us on November 15, 2019 as we set out to make the 15th annual Starry November Night the best one yet!

The Starry November Night Mission Statement:

Starry November Night is a Hammond Downtown Development District event that invites both tourists and residents of all ages to get an at-a-glance preview of the many attributes Downtown Hammond has to offer, while remaining profitable and contributing to the success and development of the district.

Best Regards,

Chelsea Tallo

Executive Director

Hammond Downtown Development District

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Hammond Downtown Development District Mission Statement:

The Hammond Downtown Development District is devoted to progressing and stimulating business development and diversity. We protect, unite and rejuvenate the district in order to benefit residents and local commerce; making Downtown a promising place to socialize, do business and call home.

Hammond Downtown Development District Vision Statement:

- We believe that Downtown is the heart of Hammond, and we strive to protect and preserve its foundation in an effort to stay "Historically Hip."
- We aspire to establish Downtown Hammond as a vibrant destination for locals, travelers and culturists.
- We seek to unify the district's businesses, patrons and residents in an endeavor to maintain our successful and sustainable economy.



VENDOR EVENT GUIDELINES

I. Application Process:

1. Complete the Vendor Application through the signugenius link found on our website or Facebook page.
2. After a review of the application and product, vendors will be notified via email or phone call that their application has been approved or denied.

This is a smaller event. The only vendors that will be allowed are those in Hammond Farmers Market, artists, or select non-profits. Only 30 vendors will be allowed.

II. Official Eligibility Requirements:

SNN's first mission is to support Downtown Hammond and its small businesses, therefore, participation policy is to be acknowledged and respected by all those seeking to participate.

1. Non-profits
 - a. Pay a vendor fee of \$50.
 - b. Electricity is included for lighting only.
 - c. Will be placed at the discretion of the Hammond DDD. No exceptions.
2. Hammond Farmers Market Vendors
 - a. Must be active vendors as of October 1, 2019.
 - b. Pay a vendor fee of \$50.
 - c. Electricity is included for lighting only.
 - d. Will be placed at the discretion of the Hammond DDD. No exceptions.
3. Artists
 - a. Pay a vendor fee of \$50.
 - b. Electricity is included for lighting only.
 - c. Will be placed at the discretion of the Hammond DDD. No exceptions.
4. Our goal is to house a diverse array of vendors and products at SNN. Vendors will be approved at the discretion of the Hammond DDD.
5. Interactive activities and/or traditional vending must take place in all booths. Vendors strictly offering informational/networking items (pamphlets, flyers, etc.) will not be accepted to participate at the event.



III. Payment Requirements and Dates:

1. All approved applicants who participate in SNN are required to pay a fee for the space which they use.
2. Advanced payment *via check* is required. Make checks payable to Hammond Downtown Development District. A receipt will be given the night of the event. Unofficial receipts are available upon request.
3. The vendor fees for SNN can be found in Section II. Official Eligibility Requirements.
4. Fees for approved vendors should be paid by November 8th. A \$10 late fee may be charged for those wishing to pay after this date. Vendors who have not paid their vendor fees by November 8th may not be advertised in our 2019 Starry November Night advertisements. Please note when mailing a check, the DDD must receive it by the deadline, even if backdated, you may not be listed in advertisements if not received by the deadline.
5. SNN payments will not be processed until your application has been approved.
6. **Applications will not be accepted after October 31th at noon. No exceptions.**

IV. Taxes

1. All vendors are required to pay the appropriate taxes. These include state, local, and/or special event taxes from the state of Louisiana.
2. The DDD does not provide tax advice for vendors. Any questions regarding Sales Tax can be directed to:

Tangipahoa Parish School System – Sales and Use Tax Division
P. O Box 159
Amite, LA 70422-0159
985-748-5229

OR

Special Events
Louisiana Department of Revenue
Sales Tax Return
1450 Poydras St. Suite 800
New Orleans, LA 70112-0800

OR

Your trusted financial advisor.

V. Setup and Operation Time:

1. Approved vendors will be placed in designated spots for SNN at the DDD's discretion.
2. Vendors will be provided with a 10ft x 10ft space to set up their booth. Any vendor requested additional space will be required to pay an additional vendor fee. Fees can be found in Section II. Official Eligibility Requirements.



3. Vendors are responsible for providing their own equipment (tables, tents, extension cords, supplies, etc.). **DDD equipment may not be utilized during this event. No exceptions.**
4. Vendors are responsible for the setup of their booth.
5. Vendor check-in will begin at 2:00pm. Check-in is located in the parking lot across the from DDD office. Check-in time is subject to change. Approved vendors will be notified within 24 hours via email of any changes that may occur. **Maps with placement may be available prior to event date.**
6. Booths must be set up by 5:00pm on the day of the event. Disassembly begins at 10:00pm on the same day. Vendors will not be allowed to disassemble until 10:00pm. If a vendor sells out of product, the vendor signage and tables/coverings must remain set up at the booth, along with a sign indicating that the vendor is out of product (this is to ensure pedestrian safety).
7. All vendors shall cleanup their areas at the end of the event. Vendors are responsible for the cleanliness of their selling area.
8. The DDD reserves the right to condense or extend vending hours.
9. All signage shall be clean, free of foul language, and function in a way that limits potential harm to patrons (extreme example: hanging a wooden sign overhead with dry rotted rope). Vendors must keep all signage in close proximity to their assigned spaces, as signs in walkways could be seen as a hazard.
10. Profanity, shouting and disruption to the event *will not be tolerated*. Vendors may be asked to leave if they are found to be a disruption to other vendors or customers. No refund will be given.

VI. Electricity

1. All vendors are eligible to have electricity.
2. The maximum amount of electricity available is two 120volt outlets. Availability may vary.
3. Electricity is included on first come first serve basis.
4. Uses for electricity include fans, lights, etc. **All kitchen equipment should run from generators unless approved by the DDD.**

VII. Health Regulations

1. All vendors participating in SNN must comply with the sanitary rules and regulations of the parish and state health departments. All food must be elevated off the ground at least six (6) inches and must be produced in accordance with all local, state, and federal regulations.

VIII. Weather

1. Starry November Night is expected to operate rain or shine. Dependable vendor turnout is critical to establishing a dependable customer turnout. If you have concerns about weather affecting your product, please include this in your application.
2. In the event of a tornado warning or a City of Hammond closure/state of emergency, SNN may be cancelled or postponed.
3. In the event of a cancelled event, the Hammond DDD may choose to reschedule the event.
4. No refunds will be given for event cancellations due to weather.



IX. Hold-Harmless Clause and Insurance

All authorized vendors participating in Starry November Night 2019 shall be individually responsible for any loss, personal injury, deaths, and/or any other damage that may occur as a result of the vendor's negligence or that of its servants, agents, and employees, and all vendors hereby agree to indemnify and save the Hammond Downtown Development District harmless from any loss, costs, damages, and other expenses, including attorney's fees, suffered or incurred by the Hammond Downtown Development District by reason of the vendors' negligence or that of its servants, agents and employees; provided that the vendors shall not be responsible nor required to indemnify the Hammond Downtown Development District for the Hammond Downtown Development District's own negligence or that of its servants, agents, and employees. Because no insurance is provided to participants in Starry November Night 2019, each vendor is encouraged to carry his/her own product liability insurance.

