

Welcome to our festival! I appreciate your involvement as a vendor and recognize we couldn't do this without you! It is my hope that you and your organization have a very successful and enjoyable weekend with us as we strive to provide you with the support necessary to do so. Enclosed & below is what you'll need to know for the weekend. Take a few moments now to familiarize yourself with this information.

- **Map:** This map identifies your assigned location. Keep it in your booth. Visitors will stop and ask directions and grounds information. We solicit your assistance by having this information available and assisting them where possible.
- **Change:** Each organization is responsible for their start-up cash and currency needs. We will provide change at our Souvenir Booth to the best of our abilities, but cannot guarantee the denominations you require will be available.
- **ISHF Souvenir Booth** serves as "Festival Central" throughout the weekend. Board members staffing the booth have radio contact with all other board members on the grounds, so please notify them if any issues arise.
- **Security:** We have provided private overnight security on grounds for Friday and Saturday. While every effort is made to secure the area, ISHF is not responsible for lost, damaged or stolen items, so please exercise your best judgment in protecting your belongings.
- **Survey & Gross Proceeds Report:** Become familiar with this form and complete it throughout the weekend. Seal it in the enclosed labeled envelope and return it during check out at the Souvenir Booth on Sunday afternoon. *Please provide us with this very important feedback* as we strive to improve upon our vendor's experience year after year. Any monetary information gathered is used ONLY to gauge our success, estimate crowds and measure growth year over year. This information is held in strict confidence and no identifiable information is disclosed, disseminated, or published to anyone, including our own membership.
- **Tax Forms:** As per the Tangipahoa Parish Sales and Use Tax Division, "All food/craft/souvenir vendors must report and remit sales tax on the total sales for each event they attend". As such, ISHF is required to provide you with a copy of the enclosed sales tax return with instructions to *"complete and return the form and tax remittance to the sales tax department at the end of the event. Interest and penalty will accrue and be assessed on late payments."* Any questions should be directed to the contact information at the top of the sales tax form.
- **Food Vouchers:** Please honor \$1 vouchers presented to you by our special guests. They are to be used for food only. No change is to be given. You may redeem them for cash throughout the weekend at the Souvenir booth. All redemptions must be complete by 5:30 PM on Sunday.
- **Festival Hours:** Our hours are Friday: 5PM – 10PM, Saturday 11AM – 11PM, Sunday 11AM – 6PM. You are expected to remain open during these times.
- **Trash & Cleanup:** Keep the area in and around your booth free of trash and debris at all times and leave the space in the same condition in which it was received. Dumpsters are located on Calhoun Street and North end of the festival grounds.
- **Fire Extinguishers:** By order of the Independence Fire Chief, any booth using fryers or open flames must have a fire extinguisher in the booth. If you need an extinguisher, notify a festival official. Supplies are limited. Please make every effort to have your own.

Ardy Johnson, 2019 Festival Chairman

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