



## **CALL TO RESTAURANTS AND FOOD VENDORS!**

**The Young Leadership Council (YLC) Wednesday at the Square**

**11th Annual Concert Series**

**March 24 – June 9, 2010**

**5:00-7:30 PM**

*YLC Wednesday at the Square* concert series will host Food Vendors to offer food for concert goers. The 12-week series is held in Lafayette Square across from Gallier Hall.

For a share of the revenue you collect with the YLC (details below), you can promote your business, your menu, and feature dishes for an audience of up to 6,000 people every week. You will receive space with water and electricity (upon request), a 10X10 pop up tent, a sign, 2 tables, and chairs. You may decorate your booth, and should bring and/or prepare the food. You should also properly staff the booth to keep up with demand.

*YLC Wednesday at the Square* attracts an audience of downtown professionals with a desirable demographic – male and female administrative to management level professionals, middle to upper income, ages 25-55 years. It also draws weekly diehards from as far away as the Northshore, Mississippi, and the river parishes. Last year's crowds set attendance records, and this year's response is expected to be similar.

There are a limited number of Food Vendor booths available. When they are fully booked, we will not make additional space. **So hurry!**

If you have any questions, please contact Vera Lester at [vera@youngleadershipcouncil.org](mailto:vera@youngleadershipcouncil.org). If you would like to participate, just fill out the following forms and return to the Young Leadership Council at:

Attn: Food Vendor Booth  
PO Box 56909  
New Orleans LA 70156-6909

You may also email agreements to [food@wednesdayatthesquare.com](mailto:food@wednesdayatthesquare.com), or fax to (504) 585-1511.

***The Restaurant/Food selection process is managed by YLC volunteers.  
We will evaluate applications and confirm with you by March 8, 2010.***

***YLC Wednesday at the Square***  
**2010 Food Vendor Application**

If you would like to participate as a Food Vendor in the *YLC Wednesday at the Square* concert series in Lafayette Square scheduled each Wednesday evening, March 24, 2010-June 9, 2010, please check the dates below you want to participate.

*Please Note: Preference will be given to vendors who commit to multiple dates, and have a proven history of success with our audience.*

**All dates**

**Talent will be released mid-February.**

**Food vendor applications are due March 1, 2010.**

- March 24
- March 31
- April 7
- April 14
- April 21
- April 28

- May 5
- May 12
- May 19
- May 26
- June 2
- June 9

Food Vendor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Website: \_\_\_\_\_

Weekly contact person (if different): \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

**Please describe the food items you intend to sell (include price points):**

We will need Ice.       We will need Water.       We will need power. # Outlets \_\_\_\_\_

### Booth Banners:

Signage can be one line or two. Either only your business name will appear on one line, i.e. “**My Restaurant**”, OR your business name on one line and the item you’re selling on a second line, i.e., “**My Restaurant/Hot Dogs**”. The choice is yours. However, the YLC will only pay for one banner. If you want to change mid-season, you’ll be charged the cost of a new banner (approximately \$75).

### **We would like our booth banner to read:**

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#### **The Young Leadership Council will provide:**

1. A reserved station with two tables, two chairs, a sign, and electricity upon request (you must provide your own grounded extension cords)
2. Signs displaying your menu that day;
3. Security at Lafayette Square from 4:30pm until 8pm;
4. General promotion of food via the web site, weekly e-mail blast, and weekly Gambit advertisement;
5. Share in the revenue with the food vendor (details below);
6. A bucket for collection of redeemed tickets;
7. Ice (if needed). **Please advise in advance.**

#### **The Food Vendor agrees to:**

1. Provide your own food, food preparations, serving materials (plates, utensils, napkins, etc), and staff;
  - **Please Note:** Hard Plastic/acrylic plates and cups, glass of any kind, swizzle sticks, toothpicks, etc., are not allowed in Lafayette Square Park due to their affect on grass regrowth, etc. Please respect Parks & Parkways and Lafayette Square Conservancy rules when purchasing supplies.
2. Sign the attached Hold-Harmless agreement and Parking Provision;
3. Agree that the YLC is not responsible for damages or theft of assets at the concert site;
4. Inform the City of any income made at the concerts on your monthly tax statement;
5. Share in revenue with the YLC (details below);
6. Arrive at an agreement with the YLC on what foods will be served prior to the start of the series;
7. Provide YLC with your final menu each Monday prior to the concert;
8. Staff the booth from 4:30 pm until 7:30 pm and be prepared to sell product by 5 pm sharp;
9. Bring sufficient product to serve until 7 pm;
10. Exchange food or product **ONLY** for current tickets sold by YLC (examples to be given). **Vendor also is responsible for keeping tickets in dry and in good shape.** YLC cannot guarantee accurate counting without tickets in good shape;
11. Provide proper storage and serving equipment to keep hot foods at the safe temperature of 140-degrees or higher and cold foods at the safe temperature of 45-degrees or lower;
12. Take all measures commonly expected in the food industry and by the State of Louisiana to keep food safe for consumption;
13. Provide YLC with a “Certificate of Insurance” indicating the following coverage levels:
  - General Liability / Liquor Liability: \$1,000,000 per occurrence / \$2,000,000 Aggregate
  - Automobile Liability: \$1,000,000 per Occurrence
  - Workers Compensation: Louisiana Statutory benefits. Employers Liability \$500,000 each accident / \$500,000 disease policy limit / \$500,000 disease each employee;
14. Complete, sign and return the enclosed W-9 Tax Form;
15. Provide transportation and parking to and from the concert for all staff and equipment (SEE PARKING PROVISION);
16. Give the YLC notice of any cancellation of participation forty-eight (48) hours in advance of the start time of each concert (Monday by 5 pm). Failure to properly cancel will result in responsibility of a \$500 rental fee by Food Vendor;
17. If the YLC cancels the event for any other reason, the Food Vendor may request reserved space at a make-up date, depending on availability.

**REVENUE SHARING DETAILS:**

- There is no upfront fee for Food Vendors to participate in Wednesday at the Square.
- The Food Vendor is responsible for setting the price on their saleable item(s).
- The revenue will be shared with this split: **Food Vendor 62%, YLC 38%.**
- The YLC’s share helps offset considerable production and other costs. (Entertainers, promoters, stage and light set ups, audio, labor, permits, advertising, signage, booths, tables, electricity, security, and ice)
- Food Vendor will receive YLC-approved tickets for 2010 year, in a bucket to be provided by the YLC. At the end of each night, a YLC representative will meet with a Food Vendor representative to receive that day’s tickets.
- YLC collects all redeemed tickets, counts them, and then reimburses the Food Vendor on a monthly basis. A report of that week’s sales will be available to Food Vendor by the Friday after each concert. **Please note, the YLC cannot guarantee accurate counting for tickets that are wet or otherwise damaged.** Only current 2010 Series tickets will be honored (examples to be given).

**I understand and agree to all details above in the 2010 Food Vendor Agreement for the YLC’s Wednesday at the Square Concert Series.**

Food Vendor Name: \_\_\_\_\_

Representative’s Signature : \_\_\_\_\_

Representative’s Name (Please Print): \_\_\_\_\_

Today’s Date: \_\_\_\_\_

**2010 “Hold Harmless” Agreement**

Food Vendor agrees to indemnify and hold harmless YLC from all fines, suits, claims, demands, actions or judgments of any kind and nature accruing against Food Vendor or the YLC for loss of life, injury or damage to persons or property, or misappropriation or infringement of copyright or other intellectual property growing out of, resulting from, or by reason of any act or omission connected in any way with the operations of Food Vendor, its agents, servants or employees while engaged in or about or in connection with the discharge of performance of services under its YLC Wednesday at the Square 2010 Food Vendor Agreement with the YLC. Food Vendor assumes all the risk in the operation of its business in connection with the performance of the services called for under this Agreement, and shall be solely responsible and answerable in damages for any and all accidents, injuries or other harms to persons or property that arise as a result of its performance of the services called for under this Agreement.

Please sign below to signify that you have read, understand, and agree to these provisions

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signed Name

\_\_\_\_\_  
Date

**2010 Parking/Vehicle Provision:**

Due to limited parking around the Lafayette Square, participating Food Vendors agree to park legally and in no bagged (closed) metered space. Discount parking is available at 650 Poydras Street. Clearly marked loading zones will be available for set up unloading. ANY FOOD VENDOR’S CAR FOUND PARKED ILLEGALLY AROUND THE SQUARE WILL BE IMMEDIATELY TOWED. THE FOOD VENDOR WILL BE REMOVED FROM THE SQUARE FOR THE DURATION OF THE 2010 SERIES. Please also note, **absolutely no motorized vehicles** are allowed on Lafayette Square Park grounds. Any Vendor found driving on the square will be removed for the duration of the series.

Please sign below to signify that you have read, understand, and agree to the Parking/Vehicle Provision:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signed Name

\_\_\_\_\_  
Date