



16<sup>th</sup> Annual  
**Starry November Night**  
Friday November 19, 2021

**VENDOR APPLICATION PACKET**

\*Deadline to submit applications is November 5<sup>th</sup>

**I. Application Process:**

1. Complete the Vendor Application online [LINK HERE](#) (\*only online applications will be accepted)
2. If application is accepted, vendors will be notified via *email only*. (\*Please do not call about the status of your application.)
3. The email will include an *invoice*.
4. No applications will be accepted after **Friday, November 5<sup>th</sup>**.

**II. Vendor Eligibility Requirements**

1. To be eligible to participate as a vendor at Starry November Night, applicants must:
  - i. Be located **outside** the Downtown Development District boundary (\*If you are a brick-and-mortar business **inside** the Downtown Development District boundary, please see the *Merchant Packet*.)
  - ii. Pay a vendor fee of
    1. **\$200** per 10x10ft space
  - iii. Offer 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.
2. \*A note: **Food trucks/trailers ARE allowed to vend** at Starry November Night. Please note that spaces are sold as 10x10ft.
  - i. Trucks and trailers that exceed the designated 10x10ft space are required to purchase additional space. A **second space costs \$150**.

**III. Payment Requirements and Dates:**

1. Vendors must pay their invoice within *7 days* of receiving. (Each contract will clearly state that vendor's due date.)
2. Past due invoices will **not** be accepted. (\*The DDD reserves the right to release spots of unpaid vendors.)
3. Only credit card payments will be accepted.
4. No refunds for Hot August Night or Starry November Night 2021 will be given past November 19<sup>th</sup>. Those that do not show to Starry November Night forfeit their refund.

**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 and/or Tangipahoa Parish.





2. The DDD does not provide tax advice for vendors. Any questions regarding Sales Tax can be directed to:
  - i. Tangipahoa Parish School System – Sales and Use Tax Division  
P. O Box 159  
Amite, LA 70422-0159  
Phone: 985-748-5229
  - ii. Special Events  
Louisiana Department of Revenue - Sales Tax Return  
1450 Poydras St. Suite 800  
New Orleans, LA 70112-0800
  - iii. Your trusted financial advisor.

#### V. **Booth Setup/Operation Details:**

1. Booth location is determined at the discretion of the Hammond DDD. No exceptions.
2. Electricity is included for lights only. (See Section VII for more details.)
3. Vendors may not switch or change spots once assigned.
4. Vendors will be provided with a 10ft x 10ft space to set up their booth, unless additional spaces have been purchased.
5. Vendors are responsible for providing ALL of their own equipment (tables, tents, extension cords, supplies, etc.). **No DDD equipment may be utilized during this event. No exceptions.**
6. Equipment **must not exceed** the assigned 10ft x 10ft space/s.
7. Vendors are responsible for setup and breakdown of their own space/s.
8. Vendor check-in will begin at **2:00pm**. Check-in location will be announced at a later date. Maps with placement will be provided via email prior to event.
9. Booth/s **must be set up by 5:00pm** on the day of the event.
10. Disassembly **begins at 10:00pm** on the same day. Vendors **are not allowed to disassemble until 10:00pm**. (This is to help ensure pedestrian safety.)
11. If a vendor sells out of product, vendors must remain set up at the booth and post a sign indicating that the vendor is out of a certain product. (This is to ensure pedestrian safety.)
12. Vendors are **not allowed** to sell alcoholic beverages.
13. All vendors must cleanup their areas at the end of the event. Vendors are responsible for the cleanliness and sanitation of their selling area.
14. The DDD reserves the right to condense or extend vending hours.
15. Signage
  - i. All signage should be easy to read, free of profanity, and function in a way that limits potential harm to patrons (extreme unacceptable example: hanging a wooden sign overhead with dry rotted rope).
  - ii. Vendors must keep all signage in close proximity to their assigned spaces, as signs in walkways are seen as a hazard.
  - iii. If a vendor sells out of product, vendor signage must remain up, along with a sign indicating which product is out (This is to ensure pedestrian safety)

#### VI. **Vendor Expectations**





1. Vendors will be approved at the discretion of the Hammond DDD. Therefore, the participation policy must be acknowledged and respected by all those seeking to participate.
2. Profanity, shouting, and any other disruptions during the event *will not be tolerated*.
3. Vendors are expected to interact with all attendees in a respectful and professional manner.
4. Vendors may be asked to leave if they are found to be a disruption to other vendors or customers. No refund will be given.

#### **VII. Electricity**

1. Electricity is provided for all vendors for lighting ONLY. Vendors are required to provide their own extension cords/surge protectors/etc.
2. The maximum amount of electricity available is two 120 volt outlets.
3. **All kitchen equipment is to be run from generators unless approved by the DDD.**

#### **VIII. Health Regulations**

1. All vendors participating in Starry November Night must comply with the sanitary rules and regulations of the parish and state health departments.
2. Vendors selling food items are required to wear gloves.
3. 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.

#### **IX. Inclement Weather Clause**

1. Starry November Night is expected to operate rain or shine.
2. Starry November Night may be cancelled or postponed in the event of:
  - i. A state-issued state of emergency
  - ii. A severe weather warning
  - iii. City of Hammond closure
3. In the event of a cancellation, the Hammond DDD may choose to reschedule the event to a later date. No refunds will be given if event is rescheduled.
4. In the event of Starry November Night being cancelled and not rescheduled, full refunds will be given to vendors.

#### **X. Hold-Harmless Clause and Insurance**

1. All authorized vendors participating in Starry November Night 2021 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 2021, each vendor is encouraged to carry his/her own product liability insurance.

Thank you for your support of Downtown Hammond and Starry November Night!  
We hope to see you on November 19, 2021!

**CONTACT US**

Email: [tallo\\_ca@hammond.org](mailto:tallo_ca@hammond.org)

Phone: 985-277-5680

**VISIT THE STARRY NOVEMBER NIGHT EVENT PAGE:**

[dddhammond.com/starrynovemberrnight/](http://dddhammond.com/starrynovemberrnight/)