

# **Ministry Booths, Vendor Booths, and Worker Information**

## ***DA PARISH CRAWFISH BOILING CHAMPIONSHIP***

**BOILING COMPETITION IS APRIL 14, 2018.**

**ST. JOSEPHS CATHOLIC CHURCH  
125 EAST WADDIL STREET  
MARKSVILLE, LA 71351**

### **The Event**

*Da Parish Crawfish Boiling Championship* is a charitable event sponsored by St. Joseph's ACTS. The purpose is to raise funds for St. Joseph's ACTS Apostolate events and activities while providing an entertaining event for all to enjoy and a good-natured competition for those in the community who wish to prove they have the best boiled crawfish.

We anticipate boiling 6,000 pounds at this year's event.

### **Sponsoring Organization**

St. Joseph's ACTS Apostolate

### **Ministry Booths**

All Church Ministries are encouraged to participate in this event to raise funds for their ministry. There will be no charge for a Church Ministry to set up a booth other than requiring all their workers to purchase an Adult Event Wristband.

Ministries shall submit to the Event Director an Application and Business Plan for their proposed booth. The Application and Business Plan will be reviewed and must be approved by the Event Director and Event Coordinators.

Ministries shall supply all workers, supplies, and equipment. Ministries should not expect to have use of the Church Hall or any tables or chairs assigned to the Church Hall.

Ministries are responsible for all costs associated with their booths.

All sales must be in increments of \$1.00 as no money will be used for purchases. The Event Financial Coordinator will have a booth to sell event tickets valued at \$1.00. These tickets will be the financial instrument/currency of the event.

Each worker with the ministry booth is encouraged to wear identical caps, t-shirts or aprons to identify that each is a member of a ministry.

Each ministry will be assigned a 10 foot long by 10 foot wide (10'x 10') spot to set up their booth. If the ministry will be setting up a canopy or cover, it will be a white (or the ministry's theme color and logo) commercially produced 10' x 10' self-standing canopy (no guy wires) in good condition. All items and equipment must fit with designated ministry area. Only ministry workers are allowed in the assigned area throughout the event.

Each Ministry is encouraged to display a reasonably sized banner or logo that identifies their ministry and booth.

Each Ministry is responsible for maintaining a clean and safe area.

Parking will be limited. Ministries will be allowed to bring their vehicles on Friday after 5:00 PM to set up their booth.

After Friday evening, equipment will have to be hand carried into the booth. No vehicles may enter the grounds on Saturday!

Each ministry is responsible for transporting its own equipment, supplies, tables, chairs, etc. Dollies and carts are recommended. The evening before the event will be designated as an allowable load-in and set-up time. Overnight security will be provided.

**No other portable tents of any kind can be erected in front of or to the side of a ministry's assigned area.**

**No ministry will be allowed to have outside music in their booth including, but not limited to, DJ equipment. Measures have been made to ensure all will hear the music provided by the organizers of the competition. No exceptions will be made.**

Competition officials will supply potable water.

**No electrical power will be supplied and generators are not allowed.**

Water will be shared so cooperation is expected and encouraged.

St. Joseph's ACTS and its competition officials reserve the right to remove anyone from the fair grounds for any reason and to revise these rules and regulations prior to the commencement of the competition to adjust for unforeseen circumstances.

## **Rules for Workers Involved in Ministry Booths**

All workers will be required to purchase an Adult Event Wristband for \$20 (in advanced) or \$25 (at the Gate).

There will be NO admittance without a wristband.

Workers should arrive 30 minutes before your shift begins and be prepared to stay 30 to 60 minutes after your shift ends.

Remember this is a fund raising event, the boiling teams, paying customers, and judges are our guests and should be treated as such.

If you see something that needs to be done, please do it or say something by advising the Event Director immediately.

## **Vendors Booths**

There will be a \$25.00 fee for a Vendor Booths to set up a booth in addition to requiring all their workers to purchase an Adult Event Wristband.

Vendors shall submit to the Event Director an Application, Business Plan, and the \$25.00 fee for their proposed booth. The Application and Business Plan will be reviewed and must be approved by the Event Director and Event Coordinators.

Vendors shall supply all workers, supplies, and equipment. Vendors should not expect to have use of the Church Hall or any tables or chairs assigned to the Church Hall.

Vendors are responsible for all costs associated with their booths.

Each vendor will be assigned a 10 foot long by 10 foot wide (10'x 10') spot to set up their booth. If the vendor will be setting up a canopy or cover, it will be a white (or the vendor's theme color and logo) commercially produced 10' x 10' self-standing canopy (no guy wires) in good condition. All items and equipment must fit with designated ministry area. Only vendor workers are allowed in the assigned area throughout the event.

Each Vendor is encouraged to display a reasonably sized banner or logo that identifies their ministry and booth.

Each Vendor is responsible for maintaining a clean and safe area.

Parking will be limited. Vendors will be allowed to bring their vehicles on Friday after 5:00 PM to set up their booth.

After Friday evening, equipment will have to be hand carried into the booth. No vehicles may enter the grounds on Saturday!

Each vendor is responsible for transporting its own equipment, supplies, tables, chairs, etc. Dollies and carts are recommended. The evening before the event will be designated as an allowable load-in and set-up time. Overnight security will be provided.

**No other portable tents of any kind can be erected in front of or to the side of the vendor's assigned area.**

**No vendor will be allowed to have outside music in their booth including, but not limited to, DJ equipment. Measures have been made to ensure all will hear the music provided by the organizers of the competition. No exceptions will be made.**

Competition officials will supply potable water.

**No electrical power will be supplied and generators are not allowed.**

Water will be shared so cooperation is expected and encouraged.

St. Joseph's ACTS and its competition officials reserve the right to remove anyone from the fair grounds for any reason and to revise these rules and regulations prior to the commencement of the competition to adjust for unforeseen circumstances.

## **Rules for Workers Involved in Vendor Booths**

All workers will be required to purchase an Adult Event Wristband for \$20 (in advanced) or \$25 (at the Gate).

There will be NO admittance without a wristband.

Workers should arrive 30 minutes before your shift begins and be prepared to stay 30 to 60 minutes after your shift ends.



Remember this is a fund raising event, the boiling teams, paying customers, and judges are our guests and should be treated as such.

If you see something that needs to be done, please do it or say something by advising the Event Director immediately.

For questions about the event, please contact Event Director: Rhett A. Desselle by email at [rhettdesselle@bellsouth.net](mailto:rhettdesselle@bellsouth.net) or by phone at 318-481-9793.

PRESENTED BY

ST. JOSEPH  
MARKSVILLE



A.C.T.S.

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# APPLICATION

## FOR MINISTRY OR VENDOR BOOTHS

### *1<sup>ST</sup> ANNUAL DA PARISH CRAWFISH BOILING CHAMPIONSHIP*

Event will be held on Saturday April, 14<sup>th</sup> 2018 at St Joseph Catholic Church in Marksville, Louisiana from 11:00 AM to 6:00 PM.

MINISTRY/VENDOR SPONSOR:

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MINISTRY/VENDOR NAME (if different):

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MINISTRY/VENDOR LEADER/OWNER/RESPONSIBLE POINT OF CONTACT

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ADDRESS

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PHONE NUMBER(S)

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EMAIL

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DESCRIPTION OF BOOTH SALES/PURPOSE

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NUMBER OF WORKERS AND/OR STAFF PER SHIFT

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NUMBER AND TIMES OF SHIFTS

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LIST AND DESCRIPTION OF EQUIPMENT, SUPPLIES TO BE USED IN BOOTH

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***Please note that ASSIGNED SPOTS will be SELECTED BY EVENT DIRECTOR after the March 14<sup>TH</sup>.***

Comments or Questions:

MINISTRY/VENDOR LEADER/OWNER/RESPONSIBLE POINT OF CONTACT  
SIGNATURE: \_\_\_\_\_

MINISTRY/VENDOR LEADER/OWNER/RESPONSIBLE POINT OF CONTACT  
PRINTED NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

The Application and Business Plan with Fee for Vendor Booths may be mailed to the following address:

Rhett A. Desselle  
634 Foster Drive  
Marksville, La 71351

The information may be e-mailed to [rhettdesselle@bellouth.net](mailto:rhettdesselle@bellouth.net) or turned into Ms. Nancy Desselle at the church office.