

MANDEVILLE TRAILHEAD COMMUNITY MARKET (MTCM)

Vendor Application

Please return this application to:

Mandeville Trailhead, 675 Lafitte Street, Mandeville, LA 70448

Phone (985) 624-3147 **Fax** (985) 792-7298 **E-mail:** mandevillemarket@gmail.com

For questions regarding application, please contact **Donna Beakley @ 845-4515(cell)**

Vendor Applicant _____

Phone: Day _____ Night _____ Cell _____ Fax _____ E-mail _____

Company/Business

Name(optional) _____

Address _____ City _____ State _____ Zip _____

Date you wish to begin _____

Describe the sales or activity you propose in detail. ALL items sold or promoted **MUST** be listed.

Attach a separate sheet of paper if needed:

Will you use a Charcoal BBQ or Grill? _____ Do you require electricity? (if so, what use?) _____

Vendor spaces are approx. 8'x8'. How many do you want to rent? _____

I am applying for a space in the **MTCM**. I agree to follow all of the rules put forth by the Market in the Rules & Regulations attached. I understand that there is a Wednesday cancellation policy with no exceptions, except acts of God. I agree to this arrangement. There are NO rainout refunds. The Market goes on rain or shine. See the Market Rules & Regulations for more information.

SIGNED _____ DATE _____

Market applications are reviewed weekly. The Market Coordinator will contact you in a timely manner to let you know if your application has been approved, or if you have been placed on a waiting list. Please do not send money with the application.

Please remember: You are only allowed to market the products that you have indicated on your application and that you have been approved to sell. This measure is not meant to stifle creativity on your part but rather to ensure a sustainable product mix in a small market and the authenticity of its mission as a growers' market. Should you wish to expand your line of products, please contact the Market Coordinator about additions for approval.

If your product is not invited into the market, it may not reflect upon the quality of your product. Rather, products are chosen based upon the market's stated criteria and specific needs for a balanced product mix. Although some products are delicious, they may not lend themselves to this forum due to outdoor conditions of the Market.

Thank you for your interest in our Market! Donna Beakley, Market Coordinator (985)845-4515

MANDEVILLE TRAILHEAD COMMUNITY MARKET (MTCM) RULES AND REGULATIONS

I. ELIGIBILITY REQUIREMENTS:

All persons who produce food and agricultural products or handcrafted original art & crafts they intend to sell at the Mandeville Trailhead Community Market (**MTCM**) are eligible.

II. GENERAL RULES:

A. Definition of Farm Vendor and Farm/Production Facility: All products sold must be grown or produced by the vendor. "Vendor" shall be defined as the producer of goods sold and shall include the spouse, siblings, children, parents and employees of the applicant who assist in the cultivation of the same property listed in the application under the "name of the farm/production facility." Produce grown or produced at a location not listed on the application is not eligible to be sold. The resale of items purchased by the vendor shall not be permitted. Farmers may sell limited amounts of products from neighboring farms on a temporary basis at the discretion of the Market Coordinator. All farm vendors shall allow market representatives to inspect their production facilities at any time, with or without notice, so as to maintain the integrity of a producers' market.

B. **Permitted Items for sale in Farmer's Market** include raw vegetables and fruits; edible plants; eggs; honey; shelled peas and beans; cut, washed and unwashed, bagged vegetables; nuts; garlic; spices; grains; herbs; bedding plants; native wines, herbal vinegars, pastries, cookies, cakes, cheesecakes, chocolates, fruit syrups, jellies, jams, herbal and vegetable spreads, vegetarian focaccias and sandwiches, pies, stuffed breads, fresh pasta, fresh juice and cider; raw and frozen meats (beef, lamb, mutton, pork, goat); raw and frozen small poultry; raw and frozen game bird and rabbit; raw and frozen fin fish and seafood (crustaceans, fish, turtle, alligator); live seafood (shellfish, crustaceans, oysters); fluid milk and fresh dairy products; cheese; canned and pickled products; cured sausage and meat are eligible.

C. **Permitted Items for sale in the Artisan Market** must be a handcrafted original made by the artisan.

D. **Vendors are only permitted to sell the items that the board has approved them for sale. All vendors must charge parish tax of 5.25% and remit to the parish. See market coordinator for the form.**

E. **Health regulations:** All vendors participating in the MTCM must practice safe handling procedures for Open-Air Farmers' Market. (Example: use gloves for handling, keep foods hot or cold)

F. **Rent:** All approved applicants who sell goods in the market are required to pay rent for the space that they use. This rent shall be paid to the market coordinator in the correct change. Market rent is \$20 for farmers and artisans. All vendors must notify market coordinator weekly— no later than the Monday prior to Market – if they will be participating that week. Cancellations must be called in no later than the Wednesday before market, if a fine is not to be imposed. Vendors may e-mail confirmation/cancellation to mandevillemarket@gmail.com, but must also call 985-624-3147 or 985-845-4515 (Donna's cell) and leave a message.

G. **Hold Harmless Clause and Insurance:** All authorized vendors participating in the MTCM shall be individually and severally responsible to the Mandeville Trailhead/City of Mandeville for any loss, personal injury, deaths, and / or any other damage that may occur as a result of the vendors' negligence or that of its servants, agents, and employees, and all vendors hereby agree to indemnify and save the Mandeville Trailhead/City of Mandeville harmless from any loss, cost, damages, and other expenses, including attorneys' fees, suffered or incurred by the Mandeville Trailhead /City of Mandeville 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 Mandeville Trailhead/City of Mandeville for negligence, its servants, agents and employees. Because

no insurance is provided to participants in the MTCM, each vendor must carry his / her own product liability insurance.

H. Market Location: The MTCM is held weekly on Saturdays, rain or shine, at the Mandeville Trailhead & Cultural Interpretive Center, 675 Lafitte Street, Mandeville, LA, 70448.

I. Space Assignment: The Market Coordinator assigns spaces on or before market day. Vendors are allowed enough space to accommodate one 6' to 8' table. Canopies and umbrellas are allowed. **All vendors must furnish their own tables; chairs; and tent (if needed). Vendors will need to park in the lot across from the TH on Lafitte ST. Vendors not in compliance will be asked to move or suffer a \$15 fine.**

J. Set-up and Clean up: The set up of the market may begin at 8:00am. NO selling shall begin before opening bell at 9:00am & selling shall cease after the closing bell at 1:00pm.

Clean up: All vendors shall clean up their areas at the end of each market. All vendors shall load up their vehicles after the closing bell. Vendors shall be responsible for the cleanliness of their selling areas. All vendors agree to bring a broom and trashcan, and **vendors shall not use public trash receptacles for disposal of produce boxes or leftover products.**

K. Miscellaneous: All vendors are responsible for their own change. The trailhead cannot be responsible for changing large bills. No drugs or firearms are allowed on the property.

III. VIOLATIONS:

A. Any complaint against any vendor regarding the origination of their produce or goods, or any other matter, must be directed to the attention of the Market Coordinator or Trailhead Director in writing. Complaint resolution of matters of this nature is the responsibility of the Market Coordinator and the Trailhead Foundation Board of Directors. Together they shall determine, in their sole discretion, what type of investigation, if any, shall be conducted; what type of response (written and oral) a vendor against whom a complaint is made shall be entitled to make; and the time frame in which such a response shall be made.

EXAMPLES OF MARKET VIOLATIONS INCLUDE:

- Arriving late: Vendors must be at their table prepared to sell before the bell rings at 9:00am. Vendors must arrive for setup no later than 8:15am – 8:30am)
- Not showing up: defined as not notifying the Market Coordinator (at least 24 hours prior to Market) that vendors are not coming to Market. The Market allows for acts of God (flat tire, equipment failure, weather, etc.). In those cases, call the market coordinator's cell at 985-845-4515. **You will be expected to pay for your reserved space upon your return to the market if you fail to contact the coordinator.**
- Selling before the opening bell or after the closing bell.
- Leaving early: before the closing bell.
- Failing to pay for table rent. Vendors cannot return to the Market until payment is made. Rent is paid on a weekly basis.
- Selling produce not grown by the vendor.
- Directly violating/undermining the market coordinator's authority.

B. When the Market Coordinator determines, in his/her sole discretion, that a vendor has violated any provision, or performed an action that undermines the smooth operations of the Market, a vendor may receive immediate dismissal and/or the following **penalties**:

- First violation: vendor receives written notification.
- Second violation: vendor can stay for that Market day but will lose the right to sell the following week
- Third violation: vendor can stay for that Market day but then it's time to say goodbye.

C. The Trailhead Foundation reserves the right to cancel the approval of any vendor's application at any time if and when the Trailhead Foundation finds said vendor in violation of any of the aforementioned guidelines and eligibility requirements; or, if the Market Coordinator or Trailhead Foundation Board feels the vendor's presence undermines the smooth operation of the market.

IV. RENT SCHEDULE:

- \$20/week - Please have the correct change.
- The Market needs a stable group of farmers to sell each and every week. Please work with the Market Coordinator to determine a schedule that works for you, but doesn't put the market in a bind if you continually fail to show up.

Cancellation Policy: Vendors must notify Market Coordinator at least 3 days before market (by Wednesday) for them to avoid paying rent. **Otherwise, the rent will be owed for the missed market as your space is reserved and other vendors may be turned away due to lack of space.**

V. MODIFICATIONS:

The Trailhead Board (steering committee) reserves the right to revise the MTCM's Rules and Regulations at any time, as they deem appropriate.