



CHECKS PAYABLE TO: CITY OF MANDEVILLE

MAIL TO: ALIA CASBORNE'
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Mandeville Trailhead Market

675 Lafitte Street - HISTORIC OLD MANDEVILLE

RULES AND REGULATIONS:

MARKET HOURS:

The market will run every Saturday Hours of operations will be 9:00 am to 1:00 pm. All vendors must be ready for business by 9:00 am and can not begin to tear down until 1:00 pm. Vendors will be given 1 hour for tear down unless prior arrangements have been made with the Market Manager.

SELECTION OF VENDORS:

All vendors to the Market must grow, craft, or process what they sell. Resellers are not allowed in the Market. All items will be judged on quality and value and contribution to the market. No used or antique items will be allowed to be sold at the Market. All items offered for sale at the Mandeville Trailhead Market shall be subject to inspection and approval by the Market Manager.

BOOTH SETUP & TEAR DOWN:

Vendors will be allowed into the Market area starting at 8 am. ALL VEHICLES MUST BE REMOVED FROM AREA BY 8:45 AM. We ask that each vendor be considerate and unload their vehicle quickly and then park it. For the safety of customers, no vendor can begin to tear down until the close of the Market at 1 pm. Safety is our #1 priority. PLEASE ALLOW SHOPPERS TO CLEAR THE PARKING AREA.

FEES & PAYMENTS:

Weekly rental fee is \$20 (\$25 with power). Invoices are e-mailed weekly and should be paid in advance of the market date.

VENDOR PARKING

Vendors must park in designated vendor parking areas only.

CLEAN UP:

Each vendor is responsible for leaving their area clean. NO EXCEPTIONS. Mandeville Trailhead is not responsible for items left on the premises.

SIGNS:

All vendors must have a sign clearly marking the name of the business.

PRINTED MATERIAL:

Vendors are allowed to display in their booths materials that pertain to their products. Other than the Vendor materials, no petitions, or other printed material, political or otherwise, will be distributed or displayed at the Market, without prior approval.

PRICING:

Pricing of goods sold at the Market and any applicable taxes are the sole responsibility of the individual Vendor.

AMPLIFIED MUSIC:

Amplified music or paging systems cannot be used by Vendors. No generators are allowed unless approved.

HEALTH PRACTICES:

All Vendors must adhere to sanitary procedures as outlined by the Health Department. All food concessionaires and food samplers are responsible for obtaining proper Health and food handlers permits and registration needed to do business at the Mandeville Trailhead Market **(See Cottage Food and Fire Extinguisher Laws)**. **STATE COVID PRACTICES MUST BE ADHERED TO.**

ORGANIC LABELING:

Use of the phrase "organic", in produce sales, shall be governed and regulated in accordance with the Department of Agriculture regulations. All Vendors are required to advertise truthfully and to respond to customer's questions in a like manner.

ADVERTISING:

Advertising of the Mandeville Trailhead Market will be the responsibility of the City of Mandeville Department of Cultural Development and is for the benefit of all Vendors at the market.

ALL VENDORS:

All vendors are responsible for paying taxes applicable to market sales.

AGREEMENT:

By accepting a stall at the Mandeville Trailhead Market each Vendor hereby agrees to abide by these regulations and must sign the attached Hold Harmless Agreement covering The City of Mandeville. The Management of the Mandeville Trailhead Market reserves the right to cancel the privileges of any Vendor who, in the opinion of Management, has willfully violated the rules and regulations of governing the Mandeville Trailhead Market. The City of Mandeville will enforce the above rules in a fair and consistent manner.

RULES AND REGULATIONS ARE SUBJECT TO CHANGE

I have read the rules and regulations to the Mandeville Trailhead Market and agree to abide by them. PLEASE KEEP A COPY FOR YOUR RECORDS.