



Mandeville Trailhead Market

675 Lafitte Street • Mandeville, LA 70448
www.mandevilletrailheadmarket.org
(985) 624-3147

RULES AND REGULATIONS:

MARKET HOURS:

We are open every Saturday 9:00 a.m. - 1:00 p.m. rain or shine (except in extreme weather, tropical events, or municipal closure) All vendors must be ready for business by 9:00 a.m. and cannot 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.

ELIGIBILITY & PRODUCTS:

All products must be homegrown, handmade, and/or vendor-created from locally owned operations within the state of Louisiana. Resellers are not allowed in the Market. All items will be judged on quality, 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.

In order to ensure an appropriate product mix, vendors are permitted to sell only the items listed and approved on the vendor application. If you would like to introduce new products, vendors must contact the Market Manager to request an amendment to the vendor application.

FEES & PAYMENTS:

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

VENDOR ASSIGNMENTS:

Vendor assignments are at the discretion of the Market Manager, are not permanent, and can be changed at any time.

HEALTH CODES & FOOD SAFETY:

1. All Vendors must adhere to sanitary procedures as outlined by the FDA, USDA, and Parish and State Health Departments.
2. 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.**)
3. Food samples, if offered, must be provided to the public in appropriate containers, maintained at appropriate temperatures, and handled in accordance with health regulations.
4. It is the vendor's responsibility to ensure they maintain all appropriate permits, certifications, or other documentation.
5. All vendors are encouraged to review and understand industry best practices to ensure that produce and all food items adhere to FDA (and/or USDA) standards for safe unadulterated food. Familiarity with the Food Safety Modernization Act is strongly encouraged.

BOOTH SETUP & TEAR DOWN:

Vendors will be allowed into the Market area starting at 7 a.m. Vendors shall be considerate of other vendors, unload their vehicles quickly, and then park them in the approved vendor parking areas. For the safety of customers, no vendor can begin to tear down until the close of the Market at 1 p.m. Safety is our #1 priority. PLEASE ALLOW SHOPPERS TO CLEAR THE PARKING AREA.

VENDOR PARKING:

All Vehicles Must Be Removed from the customer parking area before 9:00 am.

PRICING & TAXES:

1. Each vendor will set their own prices.
2. All pricing should be accurate and clearly displayed at the booth.
3. Each vendor is responsible for collecting their own sales taxes, where applicable.
4. Vendors must have tax certificate(s) available on site.

ATTENDANCE:

1. Vendors are expected to attend the market each week, to the extent possible. Excessive absences and tardiness are grounds for immediate suspension or expulsion of a vendor, at the discretion of the Market Manager. If extended absences are needed, it is the vendor's responsibility to contact Market Manager
2. In the event a vendor is unable to attend when expected, they must notify the Market Manager by Wednesday to avoid booth charge for the week.
3. A no-call, no-show is grounds for immediate suspension or expulsion of a vendor, at the discretion of the Market Manager.
 - a. Vendors are expected to bring enough product to last the duration of the market **and stay for the duration of the market.**

VENDOR CODE OF CONDUCT:

It is essential that vendors act with honesty and respect. Their duties should be carried out in a manner that preserves and enhances public confidence in their integrity and the integrity of the Market.

1. Conduct themselves courteously towards customers, vendors, and staff. Vendors are expected to represent the market in a positive manner at all times **INCLUDING SOCIAL MEDIA.**
2. Show integrity and professionalism adhering to the MTM Rules and Regulations.
3. Treat the Market as you would your individual business, not acting in a manner that is detrimental, disparaging, or negatively impacts other vendors.
4. Bring to the attention of the Market Management any issues they believe will have an adverse effect on the Market.

COMPLIANCE:

1. Violators of the MTM Rules & Regulations will be handled as follows (unless specified as grounds for immediate removal)
 - a. 1st offense: Verbal reminder
 - b. 2nd offense: Meeting with Director
 - c. 3rd offense: Removal from market participation
2. 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 governing the Mandeville Trailhead Market. The City of Mandeville will enforce the above rules in a fair and consistent manner.

HOLD HARMLESS CLAUSE

By accepting a vendor space at the Mandeville Trailhead Market, each Vendor hereby agrees to abide by these regulations. All authorized vendors participating in the MTM agree to hold harmless, defend, and indemnify the City, its agents, insurers, assigns, successors, affiliates, and subsidiaries who or which might now be or hereafter become liable for any loss, personal injury, deaths, and/or any other damage that may occur due to vendor negligence or that of its agents and employees.

Vendor Signature

Vendor Name (Printed)