



**CHECKS PAYABLE TO: CITY OF MANDEVILLE**

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**MANDEVILLE**  
*Trailhead*

## Mandeville Trailhead Market

**675 Lafitte Street - HISTORIC OLD MANDEVILLE**

The Mandeville Trailhead Makers Market is an outlet for local makers (i.e. crafters, jewelers, artists, farmers, and food processors) to sell their wares directly to the public. The following are the rules and regulations for the Market. Please read each page and complete an application to be considered for participation.

### RULES AND REGULATIONS:

#### MARKET HOURS:

Every Saturday 9:00 a.m. - 1:00 p.m. as weather permits. In the case of severe weather forecasts, vendors will be notified in advance and market closure will be promoted. All vendors must be ready for business at 9:00 am and cannot begin to tear down until 1:00 pm. Vendors will be given 2 hours for tear down unless prior arrangements have been made with the Market Manager.

#### SELECTION OF VENDORS:

All vendors 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.

#### SPACE ASSIGNMENTS:

Space will be assigned to Vendors based availability. Space assignment is made at the discretion of the Market Manager. No Guarantee is made that a space will be reserved indefinitely for a vendor. The location determined for the vendor is not subject to dispute.

#### BOOTHS:

1. Booth space will be approximately 10'x 10'. If the vendor exceeds past the 10'x 10' area, they will be charged accordingly, or required to meet the space requirements.
2. No stakes, poles, signs, etc. will be permitted to adhere to the ground or the exterior of any building, these items should only adhere to vendor equipment.
3. Marking or painting on the gravel or asphalt is prohibited.
4. All regular trash must be put inside the designated trash dumpster.
5. No dumping of chemicals, hay/straw, ashes, grease, or foreign items are allowed on the property.
6. ALL TENTS AND AWNINGS MUST BE SECURED WITH PROPER WEIGHTS TO PREVENT BLOWING AWAY AND CAUSING DAMAGE. TENTS PRE-APPROVED BY THE FIRE DEPARTMENT ARE THE EZ-UP FIRE-RESISTANT TENTS - IF YOU DO NOT HAVE A EZ-UP TENT YOU MUST GET YOUR TENT APPROVED BEFORE YOU PARTICIPATE!

# Mandeville Trailhead Market

## (Cont'd)

### **FEES & PAYMENTS:**

Daily Rental fees of \$20 per space (\$25 with electricity) and made payable to The City of Mandeville. Invoices will be emailed on Monday each week for the upcoming market to be paid online by no later than Wednesday.

### **CANCELLATIONS:**

Vendors must inform the Director **at least 3 days** prior to the market if they will not be in attendance for the week.

### **BOOTH SETUP:**

Vendors will be allowed into the Market area starting at 8 am.. Vendors are responsible for their own tents (when not assigned to covered area), tables, racks, shelves and any other display materials and/or signage.

### **BOOTH TEAR DOWN:**

Vendors are responsible for returning the space to its original condition. All trash and personal materials must be removed from the booth area. Vendors are required to stay the duration of the market. For the safety of customers and market consistency, 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.

### **PARKING:**

Vendors must park in designated vendor parking areas only. Please see map for locations. You must unload their vehicle quickly, park in the vendor spaces identified and then return to space to complete setup. **ALL VEHICLES MUST BE REMOVED FROM AREA BY 8:45 AM.** Vendors are not allowed to remain parked in the customer parking area during the market.

### **PRICING & SALES TAX:**

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

### **VENDOR CONDUCT:**

Vendors are expected to treat other vendors, employees and customers in a respectable manner. Vulgarity, threats, and interference with another vendor's ability to conduct business will not be tolerated. In the event of two or more substantiated complaints against any one vendor or two or more altercations between the same vendors, the Market Manager may take any corrective action deemed necessary to address the conflict.

### **SIGNS & PRINTED MATERIAL:**

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

### **SOCIAL MEDIA:**

Vendors posting negative or confrontational messages on social media networks will have their Market privileges suspended for a time to be determined by the Market Management.

### **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

# Mandeville Trailhead Market

## (Cont'd)

and registration required to do business at the Mandeville Trailhead Market. **All food vendors must wear gloves preparing and serving their products.**

### **SMOKING POLICY:**

No smoking or any kind of open flame will be permitted in or around the market area unless otherwise authorized.

### **DRUG AND ALCOHOL POSSESSION POLICY:**

The unlawful possession or use of illegal drugs and/or alcohol on the Market site will not be tolerated.

### **FIREARMS OR OTHER WEAPONS:**

No firearms or other weapons are allowed inside the market or permitted for sale.

### **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.

### **MISCELLANEOUS:**

Failure to comply with any of the aforementioned rules and regulations can result in fine, suspension or expulsion from the market.

### **HOLD HARMLESS:**

All vendors participating in the Market shall be individually responsible for any loss, personal injury, death, and/or other damage that might occur as a result of the vendor's negligence or that of its representatives, agents and employees. Each vendor is responsible for his/her own product liability insurance.

### **AGREEMENT:**

By accepting a booth space at the Mandeville Trailhead Market each Vendor hereby agrees to abide by the aforementioned market rules and confirms understanding of the 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 PRINT A COPY AND KEEP FOR YOUR RECORDS.**