



CHECKS PAYABLE TO: CITY OF MANDEVILLE

MAIL TO: ALIA CASBORNE'

675 Lafitte Street • Mandeville, LA 70448

www.mandevilletrailheadmarket.org

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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 on the following:

- 1) Commitment to market / Frequency of space rental
- 2) Space Availability

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.

PARKING:

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.

TEAR DOWN:

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.

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Vendors are responsible for returning the space to its original condition. All trash and personal materials must be removed from the booth area.

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!

FEES & PAYMENTS:

Daily Rental fees of \$20 per space 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.

VENDOR PARKING

Vendors must park in designated vendor parking areas only. Please see map for locations.

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

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business at the Mandeville Trailhead Market. **STATE COVID PRACTICES MUST BE ADHERED TO. 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.

ALL VENDORS:

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

MISCELLANEOUS:

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

AGREEMENT:

By accepting a booth space 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 PRINT A COPY AND KEEP FOR YOUR RECORDS.**