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.

ELECTRIC USAGE

The Market's available electrical capacity is limited. Payment of the weekly booth fee for power does not authorize unlimited electrical use. City-provided power is limited, must be used safely, and may be restricted by Market Management when necessary to protect the Market, City employees, vendors, customers, or City property. Certain **food vendors** require electricity for approved food-service operations and pay the applicable weekly fee for power. Even where a vendor has paid for power, electrical capacity remains limited and must be managed for safe Market operations.

vendors may use **battery-powered or solar-powered fans or heaters** at their booths. Vendors are **not permitted to plug electric fans or heaters into City-provided power**. Industrial-size fans, high-powered fans, multiple plug-in fans, or other equipment that may overload the Market's electrical system are not permitted.

Vendors in need of cooling and/or heating accommodations should plan accordingly before attending the Market. Because the Market is an outdoor event, vendors should evaluate whether they can safely participate during extreme heat or cold conditions and may choose not to attend during Market dates if conditions are not suitable for their needs.

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:

The City does not tolerate behavior that creates a toxic, hostile, disruptive, or consistently negative environment at the market. This includes, but is not limited to:

- Engaging other vendors, customers, City employees, or members of the public in negative, confrontational, or disruptive conversations.
- Creating or contributing to a toxic or hostile atmosphere through persistent negativity, gossip, disparaging comments, or inappropriate conversations.
- Harassing, intimidating, threatening, or aggressively confronting another person.

- Interfering with another vendor's ability to conduct business or creating an uncomfortable environment for customers.
- Using profanity, offensive language, racial slurs, or other derogatory or discriminatory language toward or in the presence of vendors, customers, City employees, volunteers, or members of the public.
- Engaging in conduct that causes other vendors or customers to feel uncomfortable, unwelcome, intimidated, or unsafe.
- Refusing to respect reasonable requests from market management or City staff regarding vendor conduct or interactions.
- Making disparaging remarks about the market on social media.

Engaging in any of these acts can result in immediate removal from market participation.

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 immediately 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.

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Vendor Signature Vendor Name (Printed)