



# Origin Bank RiverMarket

## Downtown RiverMarket Days Festival

### General Vendor Information

#### CONTACT

[www.DowntownRiverMarket.com](http://www.DowntownRiverMarket.com)

Office address: <b>Downtown RiverMarket</b> 401 Lea Joyner Expressway Monroe, LA 71201	<b>Sheena Burbridge</b> , RiverMarket Coordinator (318) 807-1735   <a href="mailto:River.Market@ci.Monroe.LA.US">River.Market@ci.Monroe.LA.US</a> <b>Myra Gatling-Akers</b> , Director (318) 329-4947   <a href="mailto:Myra.Gatling@ci.Monroe.LA.US">Myra.Gatling@ci.Monroe.LA.US</a>	Riverwalk address: 316 S. Grand St Monroe, LA 71201
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Find us on Facebook at **Downtown RiverMarket**

*The Downtown RiverMarket Days Festival is a member of the Louisiana Fairs & Festivals.*

#### RENTAL RULES

- **Vendor reservations and location requests are not fulfilled until rent fee is paid in full.** Vendors should not assume they will have the same space unless they book the entire season.
- **All non-food vendors will be placed in a pavilion space until those spaces are booked to capacity.** Non-food vendors should not expect parking lot placement. When the pavilions are rented to capacity, the market expands to the parking lot. Vendors in the parking lot will be given a 10x10ft space to accommodate a tent, should they want to bring one.
- **All rental fees are due by 5 PM the Friday before the week of the event.** In order for the event layout to be properly prepared, any vendor paying the week of their rent date will be subject to a \$20 late fee. Vendors who pay for their booth after the cutoff date are not guaranteed the spot they would like. *It is first pay, first serve on all booth spaces!* No booths will be rented the day of the event.
- **Credits will only be given for vendor cancellations if the cancellation is done prior to 5 PM the Friday before the week of the event.** No refunds will be issued for cancellations. No credits or refunds will be issued for no call/no shows. Vendors are allowed a credit for another market day in emergency situations. This is allowed once per season. Any credits must be used by the end of the season. Emergency credit requests are subject to the RiverMarket Director's discretion.
- **If a market day is cancelled by the Downtown RiverMarket office, all paid vendors will be issued a credit.** This credit must be used by the end of the season. Credit/reservations must be redeemed before deadline or vendor will be subject to additional late fee of \$20.
- Downtown RiverMarket staff may cancel a vendor's approval, revoke vendor privileges, refuse or evict a vendor at their discretion, with cause at any time.
- **A fee of \$30 will be applied for all checks returned NSF.**

#### MARKET DAY RULES

- **Vendors needing electricity must provide specific electrical needs on their application (what you will be using electricity for, voltage, amp, and how many plugs needed).** All vendors must supply their own electrical cords for food (14 gauge or higher). Electrical cords should not be used while wrapped on a reel. Each circuit will hold a maximum of 2400 volts. *Please make arrangements with the RiverMarket Coordinator prior to the event if you require more than 2400 volts.*
- **Vendors must provide their own materials including any needed tents, chairs, tables, display items, registers, cash boxes, etc.** The vendor's name/business name should be prominently displayed in their booth.
- **All tents are required to be properly weighted, no exceptions.** Non-weighted tents are a safety hazard. Any vendor who does not weight their tent will be asked to take it down.
- **All vehicles must be out of the market area no later than 9:15 AM.** Any vehicle not removed will be towed by law enforcement. Any vendor arriving for set up after 9:15 AM will not be allowed to drive any

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vehicle, trailer, or food truck to their booth spot. If the vendor is unable to walk their supplies and merchandise to their spot, the spot is considered forfeited and **no refund will be issued.**

- **Any vendor who has not showed up or begun set up by 9:15 AM forfeits his/her assigned spot.** Surrounding vendors may be allowed to expand into his/her spot at the RiverMarket Coordinator's discretion. If the vendor shows up after 9:15 AM, he/she may be allowed to set up in another spot if one is available. If there is no available spot or the vendor is unable to walk their supplies and merchandise to the spot, the spot is considered forfeited and **no refund will be issued.**
- **No smoking is allowed in vendor booths or on the Riverwalk.**
- **Conflicts must be brought to the attention of the on-site RiverMarket Coordinator.** Price wars and intentional undercutting are not permitted. Any vendors found to be in violation are subject to expulsion from the market.
- **No person renting a space is allowed to sell, sublet, or assign the space to another vendor.** If someone other than the person who paid for the space will be running the booth, please notify the RiverMarket at time of payment.
- **All vendors are required to have their booth open for the entire duration of market hours, no exceptions!** If a vendor has sold out of stock he/she must remain open. It is recommended in this situation to place a "SOLD OUT" sign on the booth as being sold out is a great promotion tactic! Any vendor found packing up or leaving early **will not be invited back.**
- **Vendors are responsible for cleaning their area and must provide their own cleaning supplies to do so.** Vendors are asked to keep all walkways and public seating clear. Dumping waste into the river is not permitted.
- **Vendors are subject to the following fees for cleanup if they are found to have dumped trash or grease:**

**Grease Dumping Fee: \$150**

**Trash Dumping Fee: \$50**

*(In pavilions, river, parking lot, or anywhere else on premises)*

### SALES TAX

Any vendors with questions about sales tax may direct their questions to Tim Lewis with the Taxation & Revenue Department at (318) 329-2200.

- **Vendors are required to pay sales tax unless their item(s) meet all of the criteria of the Louisiana Cultural District program.** The criteria are as follows, and the vendor must retain an original exemption certificate:
  - **Original, one-of-a-kind, visual art definition:** Conceived and made by hand of the artist or under his direction, and not intended for mass production, except for limited editions specified below.
  - **Examples of eligible visual art media and products include:** Visual arts and crafts included but not limited to drawing, painting, sculpture, clay, ceramics, fiber, glass, leather, metal, paper, wood, installation art, light and digital sculpture, wearable art, or mixed media, and traditional and fine crafts; and limited, numbered editions (up to 100) of lithographs, photography, silk screen, intaglios, and etchings.
- **Vendors are responsible for charging and collecting the necessary sales taxes from customers.**
- **Vendors are required to complete the Total Collective Sales form each week and return to the RiverMarket Coordinator.** For marketing purposes, an annual collective sales total will be calculated to determine the market's economic impact. Vendor's information will remain anonymous and only used to calculate the market's total revenue. No personal information will be released.

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