

Christmas Market

Vendor Registration Form

Saturday, November 21, 2020. 10am-4pm. Monroe Civic Center Banquet Hall.

Select one: Snack Foods (\$40) Artisan (\$60) Sales (Non-Artisan) (\$150)

Application Fee: \$15

Business: _____

Owner: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Alternate: _____

Email: _____

Please list all items sold within your vendor space. Items not listed on this application are not permitted for sale within your booth. List all brands to be sold or advertised and all direct sales companies to be represented:

Do you need electricity? [Yes] [No] If yes, for what? _____

Snack Foods, if any special needs, list here: _____

Facebook: _____

Webpage: _____

Booth Size: 10x10

Vendors are responsible for their own tables.

Checks made payable to: Friends of the RiverMarket

Mailing Address: PO Box 2525 Monroe, La 71207

Vendor Signature: _____ Print: _____ Date: _____

Rules:

- To assure that you are setting up in the correct space, check in at the information booth located at the Banquet Hall doors before you set up for the day.
- The Map will be sent out a week prior to the Market with location number, aisle, and set up information. Detailed day activities will be included. Tax packets will be distributed at check in.
- All vendors must be set up and ready by 9:30am.
- No vendor will be allowed to set up after 9am day of Market.
- All Vendors are required to stay the length of the Market day. Do not leave early.
- All payments must be submitted either on Eventbrite or by mail, one week prior to Market Day.
- We do not hold booths; all payments must be made to secure a booth. This includes both the application fee and the booth rental fee.
- The Banquet Hall has a roll up door located on the back side of the room. Vendors can park on that side of the building and access through the roll up door for loading and unloading. The Monroe Civic Center has six large carts we can utilize to help if needed. Please note we will have several vendors so all carts may not be available.
- We have added staff to help load any large purchases made by customers. Let us know when setting up that you will need their assistance during the day.
- We will provide a vendor breakfast as well as snacks and coffee throughout the day.
- The Civic Center kitchen is next to the Hall with an ice maker if snack vendors need to make use of that.
- All grease must be dumped in the grease trap at the back of the kitchen. Please let us know if you are using grease so we can show you where the trap is located.
- The Hall has bathrooms that are easily accessible.
- Please be courteous of other vendors. We reserve the right to ask a vendor to leave for disruptive behavior.
- If you have any questions, please contact the Friends of the RiverMarket at 318-807-1735 or river.market@ci.monroe.la.us.