

# Abita Springs Art & Farmers Market Vendor Application

*Please fill out an application and we will follow up with you as soon as we can!*

Please fill out the following application completely. We ask that you allow a minimum of 2 weeks for your application to be processed and for the Market Manager to contact you with a confirmation email.

The primary goal of the Abita Springs Art & Farmers Market is to provide a convenient and enjoyable location for approved vendors to sell their products as efficiently as possible. To accomplish this goal, restrictions must be placed on the types of goods offered, and on the level of supply of certain goods. Not being accepted as a vendor is not necessarily a reflection of the applicant or the product offered; as the Abita Art & Farmers Market grows, and as the demand for goods increases, an application once rejected may be reviewed and accepted in the future.

The Abita Springs Art & Farmers Market is held every Sunday, 10:00 AM – 2:00 PM, rain or shine. You can start setting up as early as 8:30 AM and all vendors MUST be set up by 9:45 AM. If you sell out of product while at market, then additional flyers/advertising should be created to explain your product & you must stay until the end of market.

## Rules & Regulations

Updated September 30, 2024

1. The Abita Springs Art & Farmers Market is a “producer-only” event. “Vendor” shall be defined as the producer of goods sold and shall include the spouse, siblings, children, parents and employees of the applicant who assist in cultivation and/or production at the same property or properties listed in the application under “Name(s) of farm/production facility. All products sold at the market must be grown, cooked, created, etc. by the vendor, or immediate members of the vendor’s family. The vendor may be an employee of the producer. Exceptions may be made on a case-by-case basis by the market managers.
2. Items may not be purchased and resold for profit at the market.
3. Vendors are only allowed to bring items that were approved on their application. At the time of submission, please include a full detailed product list and pictures of products. Prior to introducing a new product, a vendor must complete the appropriate parts of the application form and be approved for the new product. Applications submitted without a complete product list or vague descriptions of said products will not be considered for market. In an effort to not saturate the market with similar products, we reserve the right to accept vendors for some of their listed products and not others.
4. Vendors are not allowed to share booths for any reason. Every vendor must apply, be accepted and assigned a space to sell their products at market. Anyone violating this rule will not be welcome back to the market.

5. Produce and prepared items not grown, cooked, etc., at the address listed on the application cannot be sold at the market.
6. Any vendors who prepare food on-site MUST have a fire extinguisher at all times. This is nonnegotiable. Any vendor required to have one must be able to present it and prove it is in good working order or they will be asked to leave immediately and not asked back to market. Upon Applying for the market potential vendors are required to sign a copy of the rules set out by the Fire Marshal.
7. All vendors shall allow an Abita Springs Art & Farmers Market representative to inspect their facility at a convenient, scheduled time.
8. Products that may conflict with any copyright infringement laws including but not limited to: sports teams, films, music etc. shall not be allowed at market.
9. All signage shall be clean, free of foul language, and function in a way that limits potential harm to patrons. Vendors must keep all signage in close proximity.
10. Hold Harmless Clause: All authorized vendors participating in the Abita Springs Art & Farmers Market shall be individually responsible for any loss, personal injury, death, and/or other damage that may occur as a result of the vendor's negligence or that of its servants, agents and employees. Because no insurance is provided to participants in the Abita Springs Art & Farmers Market, each vendor is responsible for his/her own product liability insurance.
11. **Sales Tax** - Each vendor will operate as an individual business entity and, as such, each vendor is responsible for collecting his/her own local and state sales tax, where applicable.
12. Farmers and producers of fruits, vegetables, grains, or meats selling direct to consumers are tax exempt.  
[CLICK HERE](#) to view Louisiana Revised Statutes 3:3673 for detailed information regarding this law.
13. Each vendor is responsible for applying for LA Sales Tax ID Number.
  1. [CLICK HERE](#) for LA Secretary of State Business Services
  2. [CLICK HERE](#) for GeauxBIZ.com Steps for Starting a Business**\*\*This must be forwarded to our department before the start of market!**
14. Each new vendor is responsible for applying for LA Sales Tax Registration Account Number for St. Tammany Parish and with the State. Proof of application is required before acceptance to the market.
  1. [CLICK HERE](#) for St. Tammany Parish Registration for Sales/Use of Tax ID#
  2. [CLICK HERE](#) for LA Department of Revenue Business Homepage
  3. [CLICK HERE](#) for LA Department of Revenue Business Registration
  4. [CLICK HERE](#) for LA Department of Revenue Sales Tax information
15. **Vendors should inform the Market Manager by 12:00 PM on Wednesday if they will not be participating that Sunday in order to receive a credit. We understand that life happens and there will be days you will not be able to attend. Please call or email Taylor or Angie**

@ 985-892-0711, ext. 3960 or market@abitaspringsla.gov

#### 16. Booth Rental

1. Booth assignments are made at the discretion of the Market Manager. **No guarantee is made that a booth will be reserved indefinitely for a vendor.** The location determined for the vendor by the Market Manager is not subject to dispute.
2. Booth sizes are 10x10.
3. You are required to provide your own table, tent, umbrella, seating, etc.
4. All spaces are uncovered and open-aired.

#### 17. Rent Prices

1. \$25.00 Day Vendor (Includes electricity)
2. \$80.00 Monthly Vendor, per 4-week month (Includes electricity - Savings of \$20.00)
3. \$100.00 Monthly Vendor, per 5-week month (Includes electricity - Savings of \$25.00)
4. **All fees must be paid by 12:00 PM on Wednesday or vendors will not have a spot at the market that week. It will not be the responsibility of the market manager to track down payments.**

#### 18. Rent Schedule

1. Rent of \$80.00 per 4-week month (\$100.00 per 5-week month) will be due on the Wednesday prior to the 1st Market Sunday of the month.
2. If you do not pay the monthly fee on the Wednesday prior to the 1st Market Sunday of the month, you will pay the \$25.00 Day Vendor fee for each Sunday of the month.
3. We are a rain or shine market. This means if you pay for the month, you will not receive a refund/credit if you do not attend unless the market managers are notified by Wednesday at 12:00 PM.
4. If the market manager decides to close the market on a Sunday due to severe weather (or any other unforeseen circumstance) you will be refunded/credited for that day.
5. Absence from the market for 4 consecutive weeks will require a reapplication, which may or may not be done by telephone and will result in the loss of the vendor's space in the market. It is the responsibility of the vendor to contact the Market Manager regarding his/her return. After two weeks of no call/no show, the vendor will be removed from the market rotation.

19. **Complaints** – Any complaint against any vendor regarding the origination of produce or goods, or any other matter, must be directed to the attention of the Market Manager

20. A vendor's acceptance may be rescinded based on the diminished quality of product, inconsistent attendance, or for other significant reasons.

21. Rules & Regulations are subject to change at the discretion of the Market Manager.

### Vendor Code of Conduct:

It is essential that vendors act with honesty and respect. Their duties should be carried out in a manner that preserves and enhances public confidence in their integrity and the integrity of the Market.

1. Conduct themselves courteously towards customers, vendors, and staff. Vendors are expected to represent the market in a positive manner at all times INCLUDING SOCIAL MEDIA.
2. Show integrity and professionalism adhering to the MTM Rules and Regulations.
3. Treat the Market as you would your individual business, not acting in a manner that is detrimental, disparaging, or negatively impacts other vendors.
4. Bring to the attention of the Market Management any issues they believe will have an adverse effect on the Market.

### 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. A no-call, no-show is grounds for immediate suspension or expulsion of a vendor, at the discretion of the Market Manager. Vendors are expected to bring enough product to last the duration of the market and stay for the duration of the market.