

# Market at the Greens

CENLA's Open-Air Market!

## 2009 Vendor Handbook

90 Harold Miles Road

**On the Grounds of the former Rapides Golf & Country Club**

**Post Office Box 11830 ♦ Alexandria, Louisiana 71315**

# **WELCOME to Market at the Greens!**

The Market at the Greens (“the Market”) is a creative use of space on the grounds of the old Rapides Golf & Country Club, envisioned by Jay Pearson and his partners in Market at the Greens, L.L.C. The Market offers spacious vendor booths – constructed within the old golf cart sheds that have been refurbished to give vendors cover for themselves and their merchandise, and which keeps the customers from staying home! The Market is truly a weather-friendly open air market! With lots of parking space, free advertising and a beautiful setting, the Market will be a top spot in CENLA!

In order to keep the Market operating with quality vendors and one-of-a-kind merchandise, it is important that each Vendor be aware of and agree to adhere to the following information, policies, rules, and procedures. **For any questions, please do not hesitate to call Market at the Greens, at 318/792-4636.**

## **I. MARKET HOURS OF OPERATION:**

The Market operates the **1<sup>st</sup> full weekend of each month**, rain or shine! Market hours are **8:00 a.m. to 5:00 p.m.** Saturday and **10:00 a.m. to 4:00 p.m.** on Sunday. 2009 dates are as reflected on the “2009 Vendor Application”.

## **II. APPLICATION; CONFIRMATION; CANCELLATION:**

Once the Vendor Application is completed, mail the application, signed participation agreement and applicable booth rental fees (payment is accepted by money-order only) to:

**Market at the Greens**

**P.O. Box 11830 ♦ Alexandria, LA 71315**

Although there is no deadline for applications, vendor space is limited and, to guarantee participation, it is recommended that the applications be submitted as early as possible. If your application, agreement and fees are received after the spaces are sold out, a waiting list of acceptable, paid applications is made on a first-come, first-serve basis in the event any vendor withdraws from the Market. Your fees are returned to you if we are unable to accommodate your request for participation.

Applications are evaluated for acceptance based on the applicant’s merchandise and experience, so as to allow the Market to maintain a consistent, unique quality and character. You will be notified by phone and/or e-mail within seven (7) days of receipt of your application whether you are accepted or rejected.

Any cancellation by a Vendor within ten (10) days of the Market date will result in \$25.00 being withheld as a cancellation fee. The remainder of the booth fees will be returned to the Vendor. There are no refunds for inclement weather, even if the Market closes early or is canceled, but a credit will be issued for the next market date.

## **III. POLICIES & PROCEDURES:**

The Market strives to make this a fun and profitable experience for each vendor, while providing high quality, unique products to the public. To achieve this, the Market depends on its vendors operating in a

professional, courteous manner. The success of each vendor and the Market as a whole is directly related to the cooperation of the vendors and their recognition of and adherence to the following:

- a. Vendors are required to remain open through Market hours, manning their booths the entire time, unless otherwise agreed upon. Partial breakdown of booths prior to close of Market is not permitted unless the Market deems it necessary for the protection for the vendors and/or quality of their merchandise. **Packing up early does not promote a buyer-friendly atmosphere and reflects poorly on the Market in general.**
- b. Food and Beverage vendors are accepted by the Market, but only if they are in compliance with all State and local regulations for the sale of consumable items and provide proof of liability insurance.
- c. **BOOTH ASSIGNMENTS:** You will be notified by phone, e-mail or both no later than the Thursday prior to Market of the booth space you have been assigned. After initial participation in the Market, booth spaces may be reserved. If you will miss a month but want to retain your space, please be sure to reserve for the next month following your absence.
- d. **UNLOADING. SET-UP & PARKING:** Vendors are welcome to begin set-up on the Friday prior to Market weekend, beginning at 8:00 a.m. If vendor chooses to do so, vendor can lock the booth with his own lock. **No security is provided.** All vendors are required to be set up and ready to sell prior to the open of the Market at 8:00 a.m. on Saturday. Vendors will have sidewalk access to their space and may pull up as close as possible without blocking the walkway or entrances to unload. Please be considerate of the vendors around you and ask for help if you need it. Unloading takes place on a first-come basis. As soon as unloading is done, Vendors are to move their vehicles to the designated parking space.
- e. **VENDOR VEHICLE ACCESS TO MARKET AREA:** All vendor vehicles are to be removed from the Market area by 7:45 a.m. on Saturday and by 9:45 a.m. on Sunday. After those times, no vendor vehicles will be allowed on the Market grounds for safety purposes. At the close of the day, Vendors will be allowed to retrieve their vehicles and bring them onto the Market grounds no earlier than 5:15 on Saturday and 4:15 on Sunday. This is to ensure that all customers have had ample opportunity to exit the Market safely AND will prevent the disallowed early breakdown of booths by Vendors.
- f. **Subleasing of booth:** Subleasing is not permitted except with prior written consent given by the Market.
- g. **DO NOT BLOCK WALKWAYS.** It is important for customers to be able to walk through the market safely and conveniently. Keep them clear of merchandise.
- h. **PROHIBITED ITEMS:** The Market is interested in maintaining a family-friendly atmosphere and the following items are acceptable: antiques, collectibles, architectural salvage, art, photography, jewelry, home & garden accessories and other unique items. The Market DOES NOT accept sales of old, unwanted household items, junk, or potentially dangerous, hazardous, or offensive items to be sold. Generally, the following items are unacceptable:
  - Alcohol & Drugs
  - Pornography
  - Knives (other than cutlery) & Guns
  - Beanie babies
  - Cell phones

- i. **AMENITIES PROVIDED/NOT PROVIDED:** The Market provides electricity to each Vendor. However, any fixtures, such as tables or chairs, are not provided and must be brought by the Vendor. Vendor must bring everything needed for the sale of items.
- j. Trash and any unsold/unwanted merchandise shall not be left behind at the close of market. This includes packing materials and boxes. Trash must be thrown in the trash receptacles provided, while all merchandise, boxes and packing materials must be disposed of by you off the grounds of the Market.
- k. **Sales Tax** due to the City and Parish is the responsibility of the participating vendors. Such taxes shall be collected, reported and paid by said Vendors according to the requirements of the City of Alexandria and Parish of Rapides, State of Louisiana. For more information, sales tax application/registration, or questions concerning taxes, please contact the local sales tax departments.
- l. It is the Vendor's responsibility to determine the need for an Occupational License and to comply with all rules and regulations therewith.
- m. Vendor parking is free, but should be toward the back of the Market area, leaving the main parking lot available for customers. Any vendor parking in an inappropriate area will be expected to move upon request.
- n. **The Market assumes no liability for Vendors and/or their property. Any loss due to fire, theft, damage or injury is the vendor's responsibility.**

#### **IV. VENDOR INCENTIVES:**

In an effort to increase the size of the Market, Vendors are incentivized as follows:

- a. You can receive 10% off next month's rental of booth space for every person you refer as a vendor who actually rents a booth. The maximum discount you can receive in any one month is 50%. Your name MUST be written on the new vendor's application in order for you to receive the discount.
- b. Additionally, any Vendor who has rented booth space for six (6) months of any calendar year receives ½ off the booth fees for the 7<sup>th</sup> month.
- c. If you choose to participate in nine (9) months of the Market in any calendar year, your booth fees for a 10<sup>th</sup> month will be waived.

#### **ONE FINAL NOTE:**

**MARKET YOUR BOOTH!!!** Although Market at the Greens provides free advertising on radio and in the newspaper, anything you can do to bring people to the Market can only benefit you. Tell your friends and

neighbors, hand out schedules or place signs around town. Word of mouth is the best advertising!!

Ideas include, but are not limited to:

- Sending a copy of our Newsletter to each customer of yours
- Calling in to radio stations and reminding everyone of Market hours