



# Origin Bank RiverMarket Downtown RiverMarket Days Festival Food Vendor Information

## CONTACT

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

Office address:  
**Downtown RiverMarket**  
401 Lea Joyner Expressway  
Monroe, LA 71201

**Sheena Burbridge**, RiverMarket Coordinator  
River.Market@ci.Monroe.LA.US  
(318) 807-1735 / (318) 372-7220  
**Myra Gatling-Akers**, Director  
Myra.Gatling@ci.Monroe.LA.US  
(318) 329-4947

Riverwalk address:  
316 S. Grand St  
Monroe, LA 71201

*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 if the rental fee has not been paid.
- **All rental fees are due by 5 PM the Friday before the week of the event.** In order to be properly prepared for the event, any vendor paying the week of their rent date will be subject to a \$20 late fee. Vendors who pay for their booth during this time are not guaranteed the spot they would like. *It is first pay, first serve on all booth spaces!*
- **No refunds will be given for vendor cancellations or no-shows.** Vendors are allowed a credit for another market day in emergency situations. This is allowed once per season, and the credit must be used by the end of the season. Emergency credit requests are subject to the RiverMarket Coordinator'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 unless otherwise approved by the RiverMarket Coordinator. Credit must be redeemed before deadline or vendor will be subject to additional late fee of \$20.
- **Rental consistency and reliability are critical as repeat customers are created by vendors consistently attended the market.** Please consider booking multiple dates per season.
- It is the right of the Downtown RiverMarket staff to 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 (10 or 12 gauge). 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 somewhere around their booth.
- **All tents are required to be 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 9:45 AM.** Any vehicle not removed will be towed by law enforcement. Any vendor arriving for set up after 9:45 AM will not be allowed to drive any 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!**

Vendor Initial \_\_\_\_\_



# Origin Bank RiverMarket Downtown RiverMarket Days Festival Food Vendor Information

- **Conflicts must be brought to the attention of the RiverMarket Coordinator.** Price wars and intentional undercutting are not permitted. Any vendors found to be in violation are subject to temporary or permanent 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 or at least 24 hours before the event.
- **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 or, he/she must consult with the RiverMarket Coordinator for further instruction. Please consider the length of the event and bring enough product to accommodate. Any vendor found packing up or leaving early will not be allowed to return to the RiverMarket in the future.
- **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.
- **ANY VENDOR FOUND DUMPING GREASE WILL NOT BE ALLOWED BACK TO THE MARKET, IS SUBJECT TO A FINE, AND WILL BE REPORTED TO THE PROPER AUTHORITIES.**
- **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**

## 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.

- **Food vendors are required to pay sales tax.** Vendors must remit all sales tax collected via mail. Tax packets are included in vendor packets provided to all vendors on market days.
- **Farmers selling produce grown by them directly to consumers are sales tax exempt.** Produce, plants, and grass sod being sold by a farmer directly to the consumer are exempt from both state and city tax. Supplemental items (jams, jellies, salsa, etc) not grown or produced by the vendor are subject to both state and local sales tax.
- **Vendors are responsible for charging and collecting 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.

## FOOD HANDLING RULES

- **All hot-food vendors must bring a fire extinguisher and have it easily accessible in their booth during the duration of the market day.**
- **Proper sanitation protocol should be utilized by all vendors in order to prevent cross contamination.**
- **Each vendor is required to have at least two buckets of water.** One bucket shall be used and labeled exclusively for use in removing extraneous materials or excess food particles. The second bucket must contain a sanitizing solution as a hand dip. Sanitizing solution should have 100 ppm chlorine, 25 ppm iodine, or 200 ppm quaternary ammonia.
- **Water sources are located near the center court clock tower.** Bathrooms should not be utilized as a water source for food vendors.
- **Ice for consumer use shall be dispensed only by employees with scoops, tongs, or through an automatic dispenser.** All tongs or scoops must be stored in between serving in a clear, covered container and not in or near other food products.

Vendor Initial \_\_\_\_\_



# Origin Bank RiverMarket Downtown RiverMarket Days Festival Food Vendor Information

- **When used as a method of cooling food, ice shall not be used to consumers.** Sandwiches are not to be stored in direct with ice as only dry ice or frozen gel packs should be used for cold storage and kept at a temperature of 41 degrees Fahrenheit.
- **All packaged food shall be labeled and sold in water resistant packaging.**
- **All cooked and/or heated food shall be at 164 degrees Fahrenheit or higher.** Each food vendor is required to have temperature gauges/thermometers to measure the temperature for hot and cold food.
- **Barbeque pits must have a cover.**
- **No oysters allowed for sale or consumption.**
- **Seafood boilers must be covered.**
- **Equipment must be removed at the end of each festival day, including food trucks and trailers.**
- **Only Coca-Cola products are allowed to be sold at the Downtown RiverMarket.**

## PRODUCE RULES

- **All produce must be locally or regionally grown by the vendor.** Produce is considered locally grown only if it is grown within 50 miles and regionally grown if from Louisiana, Mississippi, South Arkansas, or East Texas. Supplemental produce is allowed only if locally or regionally grown.
- **Substandard or inappropriate produce is subject to expulsion from the market.**
- **All produce vendors must supply their own certified scales.** Weights and measures must be in accordance with all applicable local, state, and federal rules. All scales must be approved by the Louisiana Department of Agriculture & Forestry.
- **Vendors should display name, farm location, and product prices at their booth.** Other signage is allowed but must not obstruct view or interfere with neighboring space.
- **Farmers must allow a RiverMarket representative and/or parish Cooperative Extension personnel to inspect production facilities at any time, with or without notice.** Farmers must follow state and federal pesticide control laws. Products designated as organic must be certified by the Louisiana Department of Agriculture & Forestry, and proper certification must be posted.
- **Downtown RiverMarket strongly encourages produce vendors to participate in the Farmer's Market Nutrition Program (FMNP) by accepting coupons for low-income seniors and WIC clients.** It is the vendor's responsibility to obtain proper certification from Louisiana's Department of Agriculture & Forestry. Vendors must possess their Farmer Vendor Stamps throughout the season. Copies of the Farmer's Handbook & Farmer Applications are available by request or online. Questions may be directed to the Louisiana Dept. of Agriculture and Forestry, Michelle Estay, FMNP Director at (985) 345-9483.
- **Vendors may contact the RiverMarket Coordinator for information on having a booth space for produce on weekdays during summer.** Special rates may apply.

Vendor Initial \_\_\_\_\_