



**RIVERMARKET VENDOR APPLICATION**  
**Downtown RiverMarket & Development**  
*A Division of the City of Monroe Department of Community Affairs*  
**401 Lea Joyner Expressway: Monroe, LA 71201**

Name \_\_\_\_\_ Name of Business (if applicable) \_\_\_\_\_

Are you a [NEW] or [REPEAT] vendor? (Circle one)

St. Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone 1 \_\_\_\_\_ Phone 2 \_\_\_\_\_ Email \_\_\_\_\_

Website/Facebook Page Address (if applicable) \_\_\_\_\_

What are you planning to sell: \_\_\_\_\_

Business or Product Description to be used in RiverMarket vendor marketing material. Tell us about yourself! Describe your product, the story of how you became an artist/craftsperson and/or any other interesting information that we can use to entice customers to visit your booth. If you're a returning vendor, you can also describe your experience at the RiverMarket. (Use the back of the page if necessary).

\_\_\_\_\_

\_\_\_\_\_

Dates you plan to attend: \_\_\_\_\_ How many spaces do you need? \_\_\_\_\_

**Do you need electricity?** \_\_\_\_ **If yes, what will you be using it for** (example: crockpot, microwave etc): \_\_\_\_\_

**NOTE: If RiverMarket pavilions sell to capacity, vendors will be able to set up booths in the parking lot.**

We have started a *Friends of the RiverMarket* group. Donations from "the Friends" will go to RiverMarket enhancements. We provide a 10% discount from participating market vendors as a membership benefit. Are you interested in providing this discount when a "friend card" is presented? **[YES] or [NO]**

**Prepared Food Vendor Section Only:**

List of Items you plan to sell with pricing listed: \_\_\_\_\_

\_\_\_\_\_

Do you have a food trailer or need booth space? \_\_\_\_\_

Any special electrical needs?(Example: 220 volt, 50 amp RV Plug) \_\_\_\_\_

\_\_\_\_\_

**Produce Vendors Section Only:**

Name of Farm \_\_\_\_\_

Are you certified organic? \_\_\_\_\_ (Please submit copy of certificate). Is your product grown by you? \_\_\_\_\_

Grown by local farmers using you to distribute? \_\_\_\_\_ Bought from a wholesale or retail source? \_\_\_\_\_

**ALL VENDORS:**

**I have read and agree to follow the Rules & Regulations for the RiverMarket by the sponsoring entity the City of Monroe.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Make checks or money orders payable to City of Monroe, RiverMarket. NO cash.**

**The one-Time Application Fee (\$15) must be a separate check or money order from rental payment.**

Mail or hand-deliver the following: 1) Application 2) Rental Fee 3) App Fee to:

**RiverMarket Office, Monroe Civic Center, 401 Lea Joyner Expressway, Monroe, LA 71201.**

**Applications received after Wednesday, 10:00am before Saturday's market will be charged a Late Fee of \$20.**

Office use only: Date received payment: \_\_\_\_\_ Amount received: \_\_\_\_\_

***Vendors are subject to approval.***