

Downtown RiverMarket Days Festival Vendor Application



A member of the Louisiana Fairs & Festivals

Downtown RiverMarket & Economic Development

A Division of the City of Monroe Department of Community Affairs

401 Lea Joyner Memorial Expressway, Monroe, LA 71201

All Vendors

Circle all that apply: [Artisan] [Manufactured/Direct Sales] [Hot Food] [Snack Food] [Produce] [Non-Profit] [Information]

Name _____ Name of Business (if applicable) _____

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

Street _____ City _____ State _____ Zipcode _____

Phone 1 _____ Phone 2 _____ E-mail _____

Website/Facebook Page Address (if applicable) _____

Please list all items to be 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, what for? (example: crockpot, microwave, etc) _____

Rental Dates _____ Number of spaces needed _____

Food Vendors Only

Do you have a food trailer or need booth space?

Do you have any special electrical needs? [YES] [NO] If so, what? _____

Produce Vendors Only

Are you certified organic? [YES] [NO] (Please submit copy of certificate)

Product grown by: [] Yourself [] Local farmers using you to distribute [] Purchased wholesale/retail

All NEW vendors must pay the one-time \$15 application fee at time of application. Payment must be either check or money order, separate from rental payment, made payable to the Downtown RiverMarket.

Mail or deliver to: Downtown RiverMarket, 401 Lea Joyner Expressway, Monroe, LA, 71201

Submit your vendor application and application fee. You will be contacted with your approval if your application meets market standards. If you have not heard back about your status in a week, contact the RiverMarket office at **(318) 807-1735**. Once approved, submit Rental Fee for desired days.

Long term rentals allow you to reserve four market days at a discounted price.

Booth Type*	Daily Rental Fees	Long Term Rental Fees**	Daily Rental + Late Fee***
Produce/Farmers (7 ½ x 14 ½ ft)	\$6	n/a	n/a
Nonprofit information Booth (7 ½ x 14 ½ ft)	\$20	n/a	\$40
Artisan (Half booth) (7 ½ x 14 ½ ft)	\$40	\$30	\$50
Artisan (Full booth) (15 x 14 ½ ft)	\$70	\$60 per day	\$90
Sales (Non-Artisan) (15 x 14 ½ ft)	\$80	\$70 per day	\$100
Snack Foods (10 x 10 ft)	\$40	\$30 per day	\$60
Hot prepared food (18 x 13 ft)	\$80	\$60 per day	\$100
Alcohol and food (18 x 13 ft)	\$100	\$80 per day	\$120

*Booth sizes are based on pavilion spaces. Once these spaces are filled, vendors are placed in the parking lot. Parking lot vendors must provide their own 10x10 tent.

**Long term rentals must be paid in full at time of reservation in order to secure discount.

***Rental payments received after the Friday a week before the event are subject to a \$20 late fee.

Vendor Signature _____ Print _____ Date _____

By signing above, the vendor acknowledges that they have received and read a copy of the RiverMarket rules applicable to their product.