



## *Vendor Application*

St. James Parish Government is proud to host our Market Days the second Saturday of every month. Our Market Day is located in an outdoor space at the heart of the history of our parish, the Tourist Welcome Center Pavilion. As a parish filled with chefs, farmers, gardeners, crafters, and small businesses, we want to provide an easy way to access locally grown, hand-made, authentically created crafts, food, and produce to our residents and residents around us.

In our vendor space, there will **ONLY** be arts and crafts, food, and produce sold. At the sole discretion of St. James Parish Government, sales, displays, or activities that are deemed inappropriate and offensive will be asked to be removed and ceased. Vendors will be asked to leave the market if actions or sales continue. To become a vendor at our Parish Market Day, vendors must apply monthly for selection, regardless of past participation. To be considered an arts and crafts vendor, vendors must adhere to the following:

- Local vendors will receive first consideration for our Market Day, but all are encouraged to apply.
- Merchandise made available for sale will be limited to food items that have been cooked/baked by the vendor, home grown produce, and/or arts and crafts items that have been sculpted, painted, photographed, designed, constructed or otherwise fashioned by the artist/vendor.
- Submit a complete list of proposed items to sell. Only items on the approved list will be allowed for sale at our market.
- Please note that arts and crafts vendors are expected to be on-site and ready to sell by the opening of the event and must close operations at the close of the event in accordance with market hours.
- No political groups or special groups will be allowed to participate.

# MARKET RULES AND REGULATIONS

## Deadline to apply

Applications will be accepted until **Thursday, October 27, 2022 at noon** at the Tourist Welcome Center. **Online Applications** are available through our website - stjamesla.com. Applications may be delivered in person between the hours of 8:00am - 4:00pm Monday - Thursday or can be mailed to the **Tourist Welcome Center at P.O. Box 629, Gramercy, LA 70052.**

## Fees

There are no fees required to be a vendor at our Market Day.

## Booth Space and Tents

Each vendor will be provided a booth space. Booth spaces will be determined by St. James Parish based on electrical requirements and space needed. Upon acceptance, you will receive a call or email on where your booth space will be located.

If your assigned booth space is outside of the pavilion, you are required to bring your own tent.

- tents can be no larger than 10' x 10'.
- **ALL** vendors are required to bring their own supplies, table, chairs, and setup equipment as we do not provide these items.
- **NO** power or utilities are included with the exception of a few outlets.
  - If your booth requires utilities, please come prepared.
  - We do ask if a generator is needed for your booth, please be considerate of noise and use a quiet generator.

## Vendor Parking

Vendors are allowed to pull up and unload all their equipment and items in front of the pavilion. Once unloaded, vendors will be directed to park in the front lawn of the Tourist Center Building along Highway 61 where signs designate for vendor parking.

## Setup/Breakdown

- Setup will begin the morning of at 7:00am
- Vendors are required to be on site setting up by 7:45am.
- Takedown can begin at 1:00pm
  - Vehicles will be able to enter near vendor area when it is deemed safe by staff.
  - Booth space must be cleared of any trash before leaving. Failure to clean-up will result in an automatic rejection for next vendor event.

## Terms and Conditions

Please know St. James Parish Government and their affiliates will not be held responsible for any liability, lost, stolen, damaged merchandise, or any injury during the Vendors Market.

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*Signature*

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*Print Name*

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*Date*

# VENDOR APPLICATION - NOVEMBER 12, 2022

## ST. JAMES PARISH VENDOR MARKET DAYS

Saturday,  
November 12

8:00am - 1:00pm

**Tourist Welcome Center**  
1094 Airline Hwy 61,  
Gramercy, LA 70052

**Deadline to Register**  
October 27 at noon

For more information or  
questions please call the  
Tourist Center at  
(225) 562-2525.

*For office use only*

\_\_\_\_\_ Date Received

\_\_\_\_\_ Time Received

Application

Rules and Regulations



Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Preferred way to be contacted: \_\_\_\_\_

Were you a craft vendor at our pervious events:  Yes  No

### Description of items to be sold

Please describe the items that you intend to sell below and attach a photo of the merchandise/food.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

### Electrical Needs

Do you require electrical for your booth?  Yes  No

If yes, please explain what is needed as we only have a few outlets available.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*