

Main Street Market

Policies and Procedures for Day Stall Vendors

Mission of the Market:

It is the mission of Main Street Market to create a sustainable downtown marketplace featuring local agricultural products that support a diverse and healthy community by bringing people together.

BREADA:

Main Street Market is sponsored by BREADA, the Big River Economic and Agricultural Development Alliance. The mission of BREADA is to build community, promote sustainable economic development, and foster stewardship of land and community.

BREADA is a nonprofit organization dedicated to community, economic, and agricultural development through a variety of programs. In addition to Main Street Market, BREADA sponsors the weekly, producer-only Red Stick Farmers Market. BREADA encourages a just and fair local food system through local foods and sustainable agriculture education. BREADA supports a diverse and healthy community through its public marketplace in downtown Baton Rouge and through its Farmers Market programs. We support and promote Louisiana's independent small scale family farms, fishers, local chefs and food artisans.

Main Street Market Day Stalls:

Main Street Market hosts several permanent vendors with a variety of products. In addition to the fulltime stalls, Main Street Market offers day stalls, which include retail area available for rent by the day to farmers, food producers and other local merchants. The purpose of the Day Stall program is to serve small business owners and start-up businesses that are interested in participating in Main Street Market, but may not be able to operate a fulltime stall. We give priority to local agricultural businesses, food artisans, Louisiana artists and craftsmen, and local Louisiana products in which sustainability is a major emphasis.

The designated day stall areas are rented to vendors who meet the requirements and agree to follow the policies and procedures. Vendor participation also provides for a rotation of scheduling so that all who are approved will have an opportunity to be involved as much as possible. Priority is given to vendors who fall within the mission of BREADA and the local foods categories.

The regulations for Day Stall participation follows herein.

Application Procedure

Vendors interested in a day stall should apply to Main Street Market prior to participation. ***An application fee of \$30 is required with all applications.*** After reviewing the following information, prospective vendors should complete the enclosed Application Form and attach the required documents (see Day Stall Vendor Checklist). Applications are reviewed by Market staff to ensure that proper product mix is maintained, and that other

necessary requirements are fulfilled. Applications are given final approval by BREADA staff with approval of the BREADA Board of Directors. Prospective vendors will be notified of approval or denial of applications in a timely manner. Once approved, day stall vendors will sign a letter of agreement that outlines participation and procedure for scheduling.

Hours of Operation Main Street Market is open Monday through Friday, 7:00 a.m. to 4:00 p.m. and 8:00 a.m. to 1:00 p.m. on Saturdays. Customer access to the Market is only available during those times. Day Stall vendors on weekdays have access to the Market from 7:30 AM until 3:30 PM. On Saturdays, day stall vendors may set up booths beginning at 6:30 AM and be available at least 15 minutes prior to opening at 8 AM.

Day Stall Times

Day stalls are available during regular Main Street Market days and hours of operations. Vendors participating in a mid week day stall are required to occupy their booths for at least five consecutive hours; however the booth may be reserved for the entire day. On Saturdays, the day stall vendor is required to occupy their booth from 8:00 a.m. until 1:00 p.m.

Display and Set-up

Vendors who rent a day stall must prominently display their business or trade name on a sign or banner within their booth area. Day stall vendors are responsible for their own tables, racks or shelves and any other display materials or signage. All displays and signage should be designed to fit within the booth space and are subject to review by Market staff. Booth decorations or merchandise may not extend into the aisle or corridor.

Take-down and Clean-up

Vendors are responsible for removing all their materials from the day stall booth and cleaning the stall upon close of business. Failure to completely remove all materials from the stall at the agreed upon time, or improperly cleaning the area may result in fine or expulsion. The Market does not provide any on-site storage for day stall vendors.

Space Assignment

Specific day stall spaces in the Main Street Market are reserved and assigned by BREADA staff. Vendors may request a particular space, but no guarantee is made that prospective vendors will be assigned to the requested space.

Vendor Categories

Agricultural Producers: Included in this category are farmers, fishers, chefs and other producers of agricultural products, including fresh fruits, nuts and vegetables, meat and poultry, eggs, milk, cheeses, fresh cut flowers and plants. Agricultural producers may be expected to prove their production claims through on-site farm visits by Market staff or a representative of BREADA.

Arts and Crafts Producers: Included in this category are artists and craftspeople who create original crafts or works of art. Producers of arts or crafts may also be expected to provide proof of their production claims.

Retail Vendors: Non-producers who intend to sell items other than those they produce on a retail, brokerage, or consignment basis. This category is

limited to representation in the market to not more than ten percent on any given Saturday.

Non Profit Organizations: Non Profit organizations with missions related to farming, gardening, conservation, education, youth and/or nutrition may participate in the Market if space is available. Political organizations or political candidates are not permitted to fundraise, distribute materials or rent booth space in the Market. Organizations which offer items or services for sale shall pay the non-profit rate (\$30) as Day Stall vendors on a space available basis. Organizations which do not have the intent to sell at the Market but are interested in promoting an event or the organization pay a \$25 rental fee to BREADA for the booth space.

Items Permitted for Sale

Day stall vendors are only allowed to sell items listed on the original application and approved by Market and BREADA staff. Any deviance will result in a fine or expulsion from the market. Day stall vendors wishing to introduce new items can complete an additional application listing each product with approval at the discretion of Market and BREADA staff.

Pricing, Weights, and Measures

Vendors participate in the Market as independent businesses and are therefore responsible for setting their own prices. Predatory pricing strategies or intentional undercutting are not allowed and can result in expulsion from the Market. Weights and measures are expected to be in accordance with applicable local, state and federal rules and regulations.

Fee Schedule

Booth fees are collected upon approval of application and prior to participation in the Market, unless otherwise arranged with Market and BREADA staff.

Agricultural Producers: **\$30** per space per day

Non-agricultural producers, individual artists: **\$30** per space per day

Retail vendors: **\$35** per space per day

Non-Profit Organizations: **\$25** per day; **\$30** if selling items

Health Regulations

All food items must be prepared, packaged, transported and displayed in accordance with applicable local, state and federal health guidelines. Day stall vendors who intend to sell fresh or processed foods must be prepared to prove that they have followed all necessary health regulations. No on-site food preparation is allowed in the day stalls.

Sales Tax

Vendors must show state and local sales tax certificates, and are responsible for collecting their own taxes and filing with the appropriate agency, in accordance with the laws of East Baton Rouge Parish and the State of Louisiana. Vendors can register for local sales tax in the City-Parish Governmental Building at 222 St. Louis Street, Room 404 and state sales tax in the LaSalle Building at 617 North Third Street. Occupational licenses are not needed for participation in the Market as a day stall vendor.

Liability Insurance

Vendors selling food items must provide proof of product liability insurance in the amount of \$500,000. All vendors must provide proof of general liability insurance for their business in the amount of \$500,000. Main Street Market and BREADA must be listed as an "additional insured" on all liability insurance policies.

Absence Penalty

Day stall vendors will be charged their regular rent, even if the stall is not used. An absence penalty of \$30 may be charged, in addition to regular daily rent, in the event of an unexcused absence. Vendors should notify Market staff in writing of a foreseen absence as soon as possible to avoid penalties. The notification may be emailed to market@breada.org

Scheduling Request

Shoppers at Main Street Market appreciate a variety of product offering. The BREADA staff will maintain a rotation schedule for day stall vendors. For approval of first Saturday requests, day stall vendors attending on the first Saturday of the month are also requested to attend another Saturday later in the month. No day stall vendor will be scheduled for first Saturdays only.

Suggestions, Complaints or Grievances

In the event of conflict between a vendor and a customer or between two or more vendors, Market staff should be notified immediately. It is the duty of Market staff to resolve any minor conflicts that may arise during Market hours. Should there be a persistent or irresolvable issue, vendors or customers should notify the BREADA staff and BREADA Board of Directors in writing via postal mail. If you have a suggestion or idea for the improvement of the Day Stalls or Main Street Market in general, please submit it in writing to the BREADA staff at the following address:

BREADA
P. O. Box 3976
Baton Rouge, LA 70821

Miscellaneous

No firearms or other weapons are allowed inside the Market. No smoking is allowed inside the Market or near the exits and entrances. No alcoholic beverages are allowed except those approved for sale. No radios or recorded music is allowed in day stalls. No pets, except seeing-eye dogs, are allowed in Main Street Market at any time.

Modifications

The Board of Directors of BREADA reserves the right to revise the policies and procedures for Day Stall Vendors at any time as deemed appropriate.

Questions

Should you have any questions about the application process, please do not hesitate to contact us by email or telephone:

market@breada.org
(225) 267-5060

Main Street Market
and
Red Stick Farmers Market

Guidelines for Food Artisan Vendors
Guidelines for Baked Goods or Value Added Farmers

- 1) Any food sales in regular or day stall booth require that all items must follow DHH and Fire Marshall guidelines. Please provide Serve Safe Certification as needed by DHH. BREADA requires a copy of your Serve Safe Certification on file for food vendors who plan on serving hot meals.
- 2) For onsite caterers and/or food vendors who will need access to the Lamar Community Kitchen, please submit a detailed list of menu items or prepared foods. Menu items may not include fried foods prepared in a deep fryer, i.e. French fries, beignets, donuts, etc. ***Frying is not allowed anywhere in Main Street Market including the Lamar Community Kitchen and the demonstration kitchens of Main Street Market.***
- 3) Submit 'Product Line of Food Items'.
- 4) Submit proof of Sales Tax Registration (city & state).
- 5) Show Proof of Liability Insurance and Product Liability Insurance.

Main Street Market Day Stall Vendor Application

Contact Information

Business Name	
Owner/Contact Person	
Address	City, State & Zip
Mailing Address, if different from above	
Phone	FAX
Email Address	

Business Description

Ownership Structure <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Non Profit
Business Description <input type="checkbox"/> Agricultural Producer <input type="checkbox"/> Non Agricultural Producer <input type="checkbox"/> Retail <input type="checkbox"/> Non Profit
Product Description <input type="checkbox"/> Fresh Foods <input type="checkbox"/> Processed Foods <input type="checkbox"/> Arts/Crafts <input type="checkbox"/> Other (please explain)
Please list individually and in detail the intended products for sale at Main Street Market:
Tax Identification #
Please attach copy of EBR Parish Sales Tax Registration and State of LA Sales Tax Registration Please attach Proof of Product Liability Insurance (if needed) Please attach Proof of General Liability Insurance Please attach application fee of \$30

Upon signing and submitting this application, I hereby attest that I do so with the proper authority as an owner or lawful agent of the business and that the above information is true and correct, to the best of my knowledge. I understand that the submission of this application does not guarantee my participation. I further understand that, upon approval of this application, I will abide by the Policies and Procedures for Main Street Market Day Stall Vendors.

Signed:
Dated:

Submit the completed application and other documents to along with application fee of \$30.00 to:
 BREADA/Main Street Market
 P. O. Box 3976
 Baton Rouge, LA 70802