

**2023 General Regulations**

**Dates:** Friday - Sunday: December 8, 9 and 10 from 5:30-9:30 pm

**Setup:** Friday, December 8: 12:00-4:30 pm

**Breakdown:** Sunday, December 10: 9:30-10:00 pm

*MISSION STATEMENT: The mission of the Roseland Christmas Market is to give local businesses the opportunity to interact, acquire and sell to new and existing customers; develop a local market that operates during Christmas in Roseland so vendors can develop quality relationships with their new customers, create a family event that is easily accessible with ample parking, and has a variety of products.*

A Market Manager (Brandy Boudreau) will be provided to serve as an advisor and be in charge of the Market’s operations. This Manager has the complete backing and support of the American Rose Society in carrying out his or her responsibilities.

* The Market is open to vendors and artist who have high quality products.
* The rental rate for a space is as follows:

1. The cost of a space is $150 for all three days.
2. Cost will not be split if you can’t make both days.
3. Spaces are allocated according to many factors and are assigned at the discretion of the Christmas Market Manager. The manager may change vendors’ location as they deem necessary.

* Space permitting, vendors can lease a maximum of two (2) stalls at the discretion of the Christmas Market Manager. If a display extends into a second or third space, you will be charged for two or three spaces.  No person renting a stall shall be allowed to sell, sublet, or assign such space to another vendor.

**Operating Rules**

1. No vendors can sell water. Focus on what your business does best and you will succeed!

1. All vendors are responsible for reporting sales to the Department of Revenue and Taxation. The Roseland Christmas Market is not responsible for collecting or reporting taxes. Vendors shall conform to the **applicable rules and regulations** of the Louisiana State Department of Agriculture.  It is the responsibility of each vendor to obtain any and all licenses or permits necessary, and to follow safe procedures for the handling and storage of food. Complaints will be investigated, and appropriate action decided by the Market Manager.

1. Any Market-approved, home-prepared food or product must be offered for sale in closed packages or sealed containers bearing a legible label stating the producer's name, contact information, and price, plus, as mandated by the State, **“not produced in a licensed commercial kitchen.”**If the product requires special treatment for its preservation or use, that must be stated on the label. (i.e. “must be refrigerated after opening” or “may contain allergens”)

1. The number of vendors selling those items will be controlled by the Market Manager.

1. Vendors shall provide their own tables for display of their goods, chairs, and change fund, and if electricity is available, a heavy-duty extension cord. Electricity will be available to those who request it beforehand for an additional $10.

1. Vendors are expected to arrive at the Market no later than 30 minutes prior to opening and be ready to sell at the normal starting time. All vehicles in the pavilions must be removed 30 minutes before opening.

1. **Market vendors are required to stay during the entire market day.**  If the vendor has sold out or has too few products remaining to warrant continued presence, he or she may obtain permission from the Market Manager prior to leaving for the day, but only for unique reasons. Upon receipt of permission to leave, the vendor will post a sold-out sign at his or her stall, and contact the manager to be escorted from the premises. Vendors are encouraged to bring ample amounts of their product, as leaving early presents many problems, and will not be allowed regularly.

1. Vendors are expected to clean up after themselves on a daily basis.
2. **All weekend rentals are mandatory**. Daily rentals will not be allocated unless approved by the Market Manager and only for a special occasion. All weekend rentals must be paid for in advance and may be re-sold by the manager if the vendor is not present 30 minutes prior to opening.

1. Anyone unable to attend should call the manager as soon as they know they cannot be there. This enables the manager to keep the market full. You may cancel and request a refund up to 4 weeks before the market starts: Friday, November 4,2022. There will be no refunds after this date.

1. The renter shall indemnify, defend and hold harmless The Roseland Christmas Market, their sponsors and managing agency, employees and volunteers from and against all claims, damages, losses, and expenses arising out the rented space’s use if such claim is attributable to personal injury, bodily injury, disease of death, or injury to, or destruction of property, including the loss of uses there from, and is not caused by any negligent act or omission of willful misconduct of The Roseland Christmas Market, their sponsors or their employees or volunteers acting within the scope of their employment.

**All vendors shall comply with the rules set forth by the Market management. The Market Manager will work directly with the vendors in enforcement and interpretation of said rules. *If you are unable or unwilling to conform to the Market rules, please do not apply.***

**The Roseland Christmas Market Weekend:**

* The manager &/or assistant will open the gates to the market at 12:00 – 4:00pm on December 8th, 2023.
* It is important that you arrive on time and stick to the assigned location unless your location changes.
* Unload car at the circle and take products to your designated space without setting up booth. You may then park your vehicle in the designated area.
* After you have parked your car, return to the building and set up for the day.
* Pets are not allowed at the market. Please leave them at home.
* If you bring your children, keep them in your own booth unless they can function safely, independently, and with good behavior.
* Do not play music from your booth.
* You are expected to bring your own change.
* There will be no ATM on site.
* Cold water is not provided, there will be a vendor selling water and other beverages.
* If using electricity, please bring a long, grounded, heavy-duty extension cord.
* If anyone panhandles, steals, or makes you uncomfortable in any way, including another vendor, please call the manager immediately.
* Trading is allowed and encouraged among vendors. Enjoy yourself.
* The market will end at 9:30 sharp each night. You need to finalize all sales at that time, begin packing up, and leave the area by 10:00 p.m. each night.
* Most accidents take place in the parking lot as people are leaving for the day. Please be mindful, calm, and watch what you are doing as you leave.