

## HARRISON AVENUE MARKETPLACE VENDOR REGULATIONS:

Dear Applicant,

Thank you for expressing interest in becoming a vendor for the Harrison Avenue Marketplace (“HAM”). Please read and review this packet **prior** to applying to become a vendor. All vendors MUST agree to ALL of the following terms, conditions, and requirements PRIOR to applying. **Payment is due at least ten (10) days prior to the event or you space will be cancelled. \*\*\*YOU MUST EMAIL [HarrisonAvenueMarketplace@gmail.com](mailto:HarrisonAvenueMarketplace@gmail.com) THAT YOU HAVE READ AND AGREE TO THESE REGULATIONS PRIOR TO THE MARKETPLACE\*\*\***

### ***City Permits/Requirements:***

In addition to the Harrison Avenue Marketplace Registration Fee, ALL vendors must have a City of New Orleans Vendor Permit prior to the Marketplace. On the day of the Marketplace, ALL vendors must provide the HAM Event Coordinator with a copy of this permit. To download the City of New Orleans Vendor Permit, please [click here](#).

### ***Setup & Breakdown:***

On the day of the Marketplace, all Vendors must check in with the HAM Event Coordinator at the Lakeview Civic booth (across from the stage). Vendors may begin set-up NO EARLIER than 2:30PM. You will have between 2:30PM-3:30PM to arrive for set-up. If you do not show up on site by 3:30PM, your booth space will be forfeited with no refund. Your booth must be completely ready by 4:30PM. Failure to be ready by this time shall result in a forfeiture of future event spaces. Vendor vehicles will only be allowed to drive into the parking lot during setup until 4:30PM. After that time, any late arriving vendors will have to hand carry their items on foot. Breakdown and packing up is not permitted until after 8:30PM. Any vendors violating this rule shall be prohibited from returning.

### ***Space & Equipment:***

Each vendor is given a 10ft. X 10ft space. Your space starts where the parking space lines meet the curb (please see the attached tent diagram). It is very important that you set your tent up in the correct space so that all vendors have the correct amount of space. You are allowed and encouraged to bring whatever you need for your booth space, but you must stay within your space. We strongly recommend that you bring booth lighting. Electricity is included, but you will need your own long extension cord to plug in. Extinguisher with a current inspection tag for the type of cooking you are doing. Hot Food Vendors must have a 2-A:10-B:C Rated fire extinguisher on site for inspection by the New Orleans Fire Department. Reminder: Food Vendors are not allowed to sell any type of drinks.

### ***Parking:***

Once you have unloaded your car, please park somewhere on Harrison Ave. or around the grocery. DO NOT park on Memphis St OR anywhere in the Grocery or West Marine parking lot or your vehicle will be towed.

### ***Cancellation Policy:***

Any requests to cancel your space must be submitted via email to [HarrisonAvenueMarketplace@gmail.com](mailto:HarrisonAvenueMarketplace@gmail.com) AT LEAST ten (10) days prior to the Marketplace. Two or more timely cancellations could affect future participation in the Marketplace.

### ***Contact:***

Allison Signorelli, HAM Event Coordinator  
Harrison Avenue Marketplace  
P.O. Box 24378  
New Orleans, LA 70184  
(504) 535-4486  
[HarrisonAvenueMarketplace@gmail.com](mailto:HarrisonAvenueMarketplace@gmail.com)