



# 2024 Holiday Market

Enclosed is the complete vendor packet with rules and application. The Holiday Market will be held Sunday, December 1, 2024, from 11 AM – 4 PM at the Rayne Civic Center.

The 2024 Fee will be \$30 per space, which is a 10 x 10 area.

*Please review, complete the enclosed application, and return to:*

**Rayne Chamber of Commerce & Agriculture  
107 Oak Street  
Rayne, LA 70578**

The attached guidelines are provided to assure that the market is as fair and simple as possible. Feel free to call or email if you have any questions.

Thank you for your interest in Rayne's Marketplace.

**Marietta Leonards, Chairman**



107 Oak Street  
Rayne, LA 70578  
raynechamber@gmail.com  
337-334-2332  
337-334-8341 FAX

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# 2024 Holiday Market Vendor Application

## General Information:

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

Business or Farm Name if applicable: \_\_\_\_\_

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

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

(if different than mailing address)

## Contact Information:

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

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

(required for notifications and reminders)

## Product Information:

I wish to sell:

\_\_\_ Category I - Fresh Produce, Plants and Flowers (Produced by you and homegrown)

\_\_\_ Category II - Prepared non-edible or edible products (Prepared by you)

\_\_\_ Category III - Artisans (Hand-made items)

\_\_\_ Category IV - Other



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## Sales Information for Product Variety and Mix

Who will sell from your booth at the Market? What are the specific items you plan to sell? List the kinds of produce, variety of items and specific types of goods you specialize in. Only items listed here will be approved for sale at the Market.

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If accepted as a Vendor, I AGREE to abide by the Rules and Regulations of Rayne’s Marketplace as set forth in attached document; and I FURTHER AGREE AND HEREBY INDEMNIFY, DEFEND AND HOLD HARMLESS the Rayne’s Marketplace and its sponsors, the City of Rayne and the Rayne Chamber of Commerce & Agriculture, its employees, agents and elected officials, from and against any and all claims, damages, losses, and expenses arising out the space’s use, whether such claim is attributable to personal injury, bodily injury, disease or death, or injury to or destruction of property, including the loss of uses therefrom. Further I HEREBY RELEASE the City of Rayne, and the Rayne Chamber of Commerce & Agriculture, its employees, agents and elected officials from any and all claims, damages, losses and expenses arising out of my use and occupancy of the space at the Rayne Market. I further agree and understand that any images captured by camera are public and may be uses in any marketing materials by the sponsors of this Rayne’ Marketplace.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_



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# 2024 Holiday Market

## Rules & Regulations

*The City of Rayne and Rayne Chamber of Commerce & Agriculture thereafter referred to as the “Rayne’s Marketplace” is a collaborative effort to serve as a venue for seasonal, farm-based products, and artisanal creations, offered by local and surrounding area producers, artists and vendors of HOME-GROWN AND HANDMADE products in a celebratory atmosphere of community enrichment and entrepreneurship.*

The Rules and Regulations for operation have been established and the City of Rayne has designated their co- sponsor Rayne Chamber of Commerce & Agriculture, and its Executive Director and Board of Directors to serve as the Managers of Rayne’s Marketplace, (hereinafter referred to as the “Market Manager”), whose duties shall include reviewing and approving all vendor applications, reviewing new product appeals by existing vendors if necessary, resolving customer or vendor complaints, and enforcing these rules and regulations.

**VENDOR** shall be defined as a producer of goods sold and vends at Rayne’s Marketplace at the dates and times the Market is held; submits a completed Application, along with a \$30 Booth Fee per market, either by cash, check or money-order and is approved by the “Market Managers”. Checks and money orders made payable to: RAYNE CHAMBER OF COMMERCE (Memo: Rayne’s Marketplace)

**\*\*ONLY HOME-GROWN AND HAND-MADE ITEMS WILL BE CONSIDERED\*\*** Absolutely NO store retail items will be allowed!!

**BOOTH SPACE** will be provided to Vendor at the Rayne Civic Center. The booth space will be no more than approximately 10’ X 10’ with walking space in-between each booth space. The Market Manager will determine where booths will be set up. First Come, first serve, will be considered at the time of the Vendor Application submission. No booths selling “like items” will be next to one another.

Vendor must furnish own table and chairs, and any other items necessary to conduct business, including extension cards, calculators, signs, etc. Electrical outlets are available at the Civic Center.

Each Vendor is permitted to sell only the items that are listed on their Vendor Application.

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# 2024 Holiday Market

## Rules & Regulations

**CATEGORY I – Fresh Produce, Plants and Flowers:** Includes vegetables and fruits, edible plants, herbs, eggs, honey, shelled peas & beans, garlic, spices, bedding plants.

**CATEGORY II – Non-edible Products:** Includes handmade soaps, candles, lotions, body oils, lip balms and other prepared items not suitable for consumption.

**CATEGORY II-A – Edible Products** Includes food usually packaged in plastic bags, glass/plastic bottles or in jars, bottles such as native wines, herbal vinegars, pastries, cookies, cakes, jellies, jams, herbal and vegetable spreads, vegetarian focaccias, sandwiches, pies, stuffed breads, fresh pasta, fresh juice and cider.

**CATEGORY III – Artisans:** Includes items hand-made clothing wear, jewelry, natural material crafts, paintings, housewares, glassware, etc. (in other words...non-edible and no items purchased for resale)

**HEALTH AND SAFETY** All Vendors participating in Rayne's Marketplace must comply with the sanitary rules and regulations of the City, Parish and State Health Departments.

- All produce must be fresh (not last week's produce on sale today) and displayed elevated off the ground by a least 6 inches. Live plants are excluded from this requirement) Farmers must follow state and federal pesticide control laws.
- Food samples, if offered, must be provided to the public in appropriate containers, maintained at an appropriate temperature, and handled in accordance with health regulations.
- The use or possession of alcohol shall not be allowed on the premises of the Rayne Market. Tobacco users shall not smoke in Booth areas. Outside the Civic Center area is allowed.
- Vendor is responsible for collecting his/her own State sales tax.
- No city License is required, except for the Holiday Market.

All Booth Product Categories must be grown or otherwise produced by the Vendor. Vendors warrant the quality of all his/her products when they are offered to the public.

All Vendors shall, if requested, allow the Market Managers to inspect their products prior to the open market.

For Rayne's Marketplace to ensure an appropriate product mix, setup at Rayne's Marketplace may begin at 9:00 am. Vendor entry to Rayne's Marketplace will close at 10:30 am. Vendors arriving after 10:30 am will be excluded from participating in the market for that day.

Neither selling nor bagging shall begin before 11:00 am. Selling shall cease at 4:00 pm.

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## Rules & Regulations

Take down shall not begin before 4:00 pm. If a Vendor sells out of product, the farm or business signage and tables' coverages must remain set up at the booth, (or must get permission from Market personnel) along with a sign indicating that the Vendor is out of product. A vendor should only sign up for Market that he or she can remain present for the entirety of the Market's operating hours.

All Vendors will be responsible for the cleanliness of their selling areas during Rayne Market hours. Vendors will clean up their areas at the end of the day. The Market Manager will approve clean up.

Vendors who are husband & wife or partner vendors can sell a variety of products in the same booth. (Ex: one sells preserves & the other sell hand-made clothing).

Soliciting for events that are not directly related to the Rayne Market is prohibited. All flyers, pamphlets, handouts, and sign-up sheets present at the Rayne market must be approved by the Market Manager a week in advance of the Market at which they are to be distributed.

Each Vendor will operate as an individual entity and, as such, each Vendor is responsible for setting his/her own prices. However, intentional and undercutting and price wars are not allowed.

All Vendors must display their farm or business name at their booth.

All vendors are expected to clearly label all products as necessary and in accordance with all applicable local, state, and federal rules and regulations.

Each Vendor will operate as an individual business entity and as such, each Vendor is responsible for collecting his/her own sales taxes, where applicable.

The Vendor shall indemnify, defend and hold harmless the Rayne Market and its sponsors, the City of Rayne and Rayne Chamber of Commerce & Agriculture, its employees, agents and elected officials from and against any and all claims, damages, losses, and expenses arising out the space's use, whether such claim is attributable to personal injury, bodily, disease or death, or injury to or destruction of property, including the loss of use therefrom.

The Vendor shall release the City of Rayne and the Rayne Chamber of Commerce & Agriculture, its employees, agents and elected officials, from any and all claims, damages, losses, and expenses arising out of the use and occupancy of the space at the Rayne Market.

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