

Outdoor Vendor Policies & Agreement

Working Draft - Outdoor Market Vendors

DRAFT STATUS: This document applies only to outdoor vendors. Indoor Resident Artists are governed by a separate monthly agreement.

1. Purpose and Scope

These policies establish consistent expectations for all outdoor vendors participating in Bayou Artisan Market, including Outdoor Resident Vendors, guest vendors, and other approved outdoor participants.

2. Vendor Eligibility and Market Curation

Bayou Artisan Market is a curated handmade market. Vendors must accurately describe their business and products in the SeenMarkets application. Submitting an application does not guarantee acceptance.

Permitted products: Original handmade art, food, crafts, and other products approved by management.

Permitted food products: Approved small-batch or prepared foods such as breads and baked goods, confections, preserves, sauces, packaged foods, beverages, and prepared meals, when produced, labeled, stored, served, and sold in compliance with applicable requirements.

Not permitted: AI-generated art, unaltered resale merchandise, antiques presented as handmade goods, and multi-level marketing (MLM) products.

Food products not permitted: Food that was not disclosed and approved, is unsafe or adulterated, lacks legally required permits or labeling, cannot be maintained at a safe temperature, or falls materially outside the vendor's approved food category.

Management may accept, decline, or limit vendors to preserve product variety, avoid excessive duplication, meet safety requirements, and support the market's needs. Vendors may sell only approved product categories unless management approves a change.

Food vendors must identify their principal food category and representative menu in the application. They are responsible for all licenses, permits, labeling, safe storage and temperature control, food-safety documentation, sampling practices, and insurance required by law or management. Material menu or category changes require prior approval.

3. Applications, Payment, and Refunds

All outdoor-vendor applications and payments must be completed through SeenMarkets. No separate payment arrangements are accepted through Stripe, cash, or individual staff members.

A submitted application does not reserve a booth. Space is confirmed only after approval and full payment through SeenMarkets.

All vendor-paid booth and equipment-rental fees are nonrefundable. Canceling in SeenMarkets does not create a refund or credit. This includes scheduling conflicts, illness, late arrival, and vendor no-shows.

4. Booth Fees and Equipment Rentals

The standard outdoor booth fee is \$25 per market date. Rentals are limited, first-come, first-served, and must be confirmed in advance.

Rental item	Fee	Market-provided service
Tent	\$20	Market staff sets up and takes down the rented tent.
Table	\$10	Equipment rental only.
Chair	\$5	Equipment rental only.

Rental availability is not guaranteed unless confirmed. Vendors remain responsible for merchandise, displays, signage, and booth decor.

5. Outdoor Resident Vendors and Categories

An Outdoor Resident Vendor demonstrates ongoing commitment by participating weekly or on an established every-other-week schedule. Resident status supports consistent participation but does not create permanent exclusivity or guarantee a specific booth location.

For most product categories, management will designate no more than two Outdoor Resident Vendors of the same general vendor type. Management may approve one additional guest or non-resident vendor in that category for a market date at its discretion.

These numerical limits do not apply to crochet, jewelry, or spa-product vendors. Management determines vendor categories, substantial product similarity, resident status, and whether an additional vendor is appropriate.

5.1 Food Vendor Categories

Food vendors are subject to the same two-resident-plus-one-guest category structure. Management may define food categories by a vendor's principal product line and the amount of substantial menu overlap. Categories may include, for example, sourdough or artisan bread, baked sweets, confections, preserves and sauces, beverages, or prepared meals.

Category limits are based on the vendor's primary product focus, not every shared ingredient, flavor, or incidental menu item. Approval in a food category does not give a vendor exclusive ownership of a recipe style, ingredient, flavor, or secondary product. When menus substantially overlap, management will determine the appropriate category and may request reasonable menu adjustments to preserve variety.

5.2 Maintaining Resident Status

Management may review, suspend, or remove Outdoor Resident Vendor status when a vendor repeatedly cancels, fails to maintain the agreed schedule, is a no-show or does not communicate an absence, frequently arrives after 8:30 a.m., or otherwise stops demonstrating consistent commitment.

Market cancellations and circumstances beyond the vendor's control will not count against resident status. Reinstatement is not guaranteed and depends on attendance, available space, and market needs.

6. Booth Assignments

Management assigns outdoor locations according to layout, safety, attendance, product mix, and operational needs. Acceptance and previous participation do not guarantee a specific location. Management may move or reassign a booth when reasonably necessary.

Vendors who have not arrived by 8:30 a.m. may have their location moved or released. Vendors should contact management promptly if an emergency causes a delay.

7. Arrival, Unloading, Parking, and Setup

Setup begins: 7:00 a.m.

Vehicle access: Vehicles may enter the vendor area only for active loading and unloading.

Parking: After unloading, vendors must move vehicles to the designated grass area behind the paved parking lot before beginning setup.

Arrival deadline: After 8:30 a.m., an assigned location may be moved or released.

Ready time: Vendors must be fully set up when the market opens at 9:00 a.m.

8. Market Hours and Teardown

Regular Saturday hours are 9:00 a.m. to 2:00 p.m. Vendors must remain open for the full market unless management approves an early departure for an emergency or safety concern.

Vendors may not pack merchandise, dismantle displays, or bring vehicles into the vendor area before closing or management approval. Unauthorized early departure may result in loss of future participation privileges.

Vehicles may re-enter only for active loading after management determines it is safe. Vendors must remove all merchandise, equipment, trash, and debris.

9. Booth Safety and Vendor Responsibilities

Outdoor vendors must provide an appropriate tent unless a rental is confirmed. Booths, tents, displays, cords, signs, and merchandise must remain secure and safe.

Vendors must use appropriate tent weights or approved securing methods and follow safety directions. Management may stop operation or require removal of an unsafe item.

Vendors are responsible for merchandise, cash, equipment, licenses, permits, taxes, and business operations. The market does not guarantee protection from loss, theft, weather, or damage.

10. Professional Conduct

Vendors must treat customers, vendors, staff, volunteers, and property respectfully. Harassment, threats, discriminatory behavior, unsafe conduct, intentional disruption, or repeated refusal to follow reasonable instructions may result in removal and loss of future privileges.

Concerns should be brought to management. Vendors should not confront other vendors or enforce market rules themselves.

11. Photography, Video, and Promotional Use

Authorized staff may photograph or record the market, booths, products, and participants for promotion, documentation, and social media. By participating, vendors authorize use of images or recordings containing their booth, products, business name, or presence without additional compensation.

Vendors should notify management before the event of a specific safety or privacy concern. The market will make reasonable efforts to accommodate it but cannot guarantee that a person will never appear incidentally in a public-event image.

11.1 Vendor-Created Content

Vendors are encouraged to support and promote one another through photographs, videos, livestreams, and social-media posts. Vendors may feature another vendor, booth, or products with that vendor's consent. Consent may be given for an individual recording or as ongoing permission between vendors.

General market photographs and brief, positive mentions of neighboring vendors are permitted. Vendors should obtain permission before conducting an extended livestream from another vendor's space, closely filming products or private conversations, or using another vendor's name, image, products, or branding in paid advertising or in a way that suggests a formal endorsement.

Recording may not disrupt customers, vendors, walkways, or market operations. Management may intervene when recording creates a reasonable privacy, safety, conduct, or operational concern. Incidental appearances in recordings of a public market cannot be completely prevented.

12. Management Cancellation

If management cancels because of severe weather, an emergency, or another event beyond its reasonable control, vendors will be contacted at the telephone number listed in SeenMarkets.

Payment for a date canceled by management will transfer to the vendor's next scheduled market date. No cash refund will be issued. Vendors must keep their SeenMarkets telephone number current.

This transfer applies only to a management cancellation. A vendor cancellation, late arrival, or no-show receives no refund or credit.

13. Compliance and Enforcement

Management may require corrections, reassign a booth, remove a vendor, suspend resident status, or deny future participation when a vendor violates these policies or creates a safety, conduct, or operational concern. No refund is issued when removal results from a policy violation.

14. Vendor Acknowledgment

By applying, paying, or participating through SeenMarkets, the vendor confirms that the vendor has read, understands, and agrees to follow the current Outdoor Vendor Policies and that application information, product descriptions, telephone number, licenses, and permits are accurate.

Recommended required SeenMarkets checkbox:

I have read and agree to the Bayou Artisan Market Outdoor Vendor Policies, including the nonrefundable payment policy, arrival and teardown requirements, media permission, and management's authority to enforce these rules.

Outdoor Vendor FAQ

How do I apply and pay?

Only through SeenMarkets. A booth is not reserved until approval and payment are complete.

How much is a booth?

\$25 per outdoor market date.

Can I receive a refund if I cancel?

No. Vendor-paid booth and rental fees are nonrefundable.

What happens if management cancels?

Management will call the number in SeenMarkets and transfer payment to the vendor's next scheduled market date.

When does setup begin?

7:00 a.m. Vendors must unload, move their vehicle, and be ready before the 9:00 a.m. opening.

Where do vendors park?

In the designated grass area behind the paved parking lot.

What happens after 8:30 a.m.?

Management may move or release the assigned booth location.

Can I leave early?

Only with management approval.

Can I feature another vendor in a post or livestream?

Yes. Community promotion is encouraged when the featured vendor consents. Consent may be given once as ongoing permission.

Are categories exclusive?

No. Most categories may have two Outdoor Resident Vendors plus one additional approved vendor. Crochet, jewelry, and spa products are exempt from the numerical limits.