



## Prospective Vendor Application Process

1. Applications will be accepted every day from 10:00 a.m. to 3:00 p.m. at the Flea Market Office, located at 1235 N. Peters St., New Orleans, LA 70116. There is a non-refundable \$5.00 application fee.
2. Applicants must be 18 years of age.
3. All applications must be made in person at the Flea Market office and applicants shall be required to present a valid driver's license or equivalent form of government-issued picture identification to market staff and fill out the Flea Market Merchant Application form.
4. Vendors are required to provide staff with samples of the proposed products.
5. Applications shall not be considered for any Restricted or Illegal Items as defined in Section V. of the 2014 Market Policies and Operations Manual. These items are: Consumable items/ food (Only allowed in Farmer's Market)
  - Counterfeit Goods
  - Drugs & Drug Paraphernalia, Surgical tools
  - Duplication of License plates or photos ID's (state & driver's licenses)
  - Explicit Sexual Materials
  - Live Animals, as well as any products of Endangered Species
  - Massage services
  - Phone Cards
  - Professional Advisors, Solicitation for other businesses or services
  - Tobacco and smoking related products
6. As needed, to protect the economy of the Flea Market certain items may be considered a "moratorium" item. Applications cannot be accepted for items under moratorium. **Prospective vendors must acknowledge they are aware of the moratorium items by initialing the application.** Currently the items considered "moratorium items" are as follows:
  - Belts
  - Jewelry
  - Sundresses
  - Mass produced souvenirs
  - Sunglasses
  - Cell phone accessories
  - T-shirts
  - Lighters
  - Clothing
  - Handbags/Luggage
  - Hats
  - Photography
7. **As the first step in the approval process, the FMC Staff and Vendor Committee will meet once a week on Mondays, at 1008 N. Peters St., New Orleans 70116.** At this meeting, the French Market Corporation Staff and Vendor Committee will review each prospective vendor application and will issue an **approval** or **rejection** of the Application.
8. If an application is approved the vendor must take a copy of the approved application to City Hall in order to obtain a City of New Orleans Occupational License. The cost for this license is \$50.00 at current. (Only checks or money orders accepted)
9. Approved applicants must register for City Sales Tax in City Hall, 1300 Perdido Street--First Floor--Room

1W15 Department of Finance/ Bureau of Revenue [504.658.1637].

10. Finally, approved applicants must register with the Louisiana Department of Revenue for Sales Tax ONLINE PROCESS. <http://rev.louisiana.gov/sections/business/intro.aspx>
11. Once an approved applicant has obtained the Occupation License and has a sales tax registration office (1235 N. Peters Street) with the aforementioned documents on the date they wish to commence selling in the market. Please note that approved applicants will be required to purchase a Vendor Id card at a cost of \$25.00.
12. At current the market rental rates are as follows:

**Flea Market Rental Rates:**

ROW	WEEKDAY
A	23.00
B	16.00
C	15.00
D	11.00
LOT E-L	7.00

ROW	SATURDAY / SUNDAY
A	41.00
B	33.00
C	25.00
D	19.00
LOT E-L	14.00

