

The Pass Market

Vendor Application

Date: _____

Name: _____

Business Name: _____

Address: _____

Phone Number: _____

Please list item(s) to be sold: _____

Applicant Statement:

I agree to abide by the Guidelines of The Pass Market and to sell ONLY products produced by myself and/or employees. To pay twenty dollars annual fee or prorated amount if paid after September of each year.

To be responsible for keeping records of my sales applicable sales tax of 7%. A designated member of the Market Advisory Board will collect taxes from qualifying vendors on the 1st or last Saturday of each month for collection of that month's sales. Please refer to guidelines.

I further agree to indemnify and hold harmless The Pass Market Board of Directors, management team and the City of Pass Christian, from any damages arising out of the sales of my product. ***I fully understand I am 100% responsible for any and all damages caused by my product and or booth set-up.***

Please read The Pass Market Guidelines and Weight Requirements for Canopy Tent set-up, and return the signed applications and signed guidelines requirements to The Pass Market manager.

Thank you

Signed by: _____

Printed Name: _____

Our Mission Statement For The Pass Market

Our Mission

We strive to build a community of vendors that feels like family—a family that supports one another, celebrates together, and proudly represents the fine City of Pass Christian through their unique talents.

However, our sense of family extends beyond talent alone. It's rooted in kindness, respect, and hospitality—toward one another and toward the guests who visit our beautiful market. To uphold these values, we will not engage in social media negativity nor defend our market on public platforms. Instead, we will focus on fostering a positive environment and leading by example.

We aim to be a meaningful part of our city: a community that strengthens local businesses, enhances our local economy, and serves as a beacon of positivity for Pass Christian.

A Request from the Market President

Let's set ourselves apart by staying true to our purpose. Let's avoid gossip and bickering that so often disrupt other markets, and instead let our shared passion and purpose inspire us. Together, we can build a vendor family and a market community free from negativity—a space where division has no place, and where encouragement and unity thrive.

Core Values

No Gossip or Negativity: Gossiping, bullying, or causing discord among vendors will not be tolerated.

Kindness and Respect: Treat each other and our guests with dignity, kindness, and respect.

Community First: Remember, we are not just vendors—we are a family within our market and an extension of the Pass Christian community.

Let us uphold these principles as we grow together, always keeping our purpose in mind. By doing so, we can remain a source of pride and positivity for our city and for one another.

Note: There is ZERO tolerance for this negative hurtful behavior and vendors who participate in this behavior will be removed from The Pass Market Immediately!

The Pass Market BOD

As of April 2024, The Pass Market is now a Re-Certified Farmer's

Market Mississippi Certified Farmers Markets Program

The Mississippi Certified Farmers Market program is a voluntary branding program, created and administered by the Mississippi Department of Agriculture and Commerce to promote and identify a market place for Mississippi grown fruits, vegetables, plant materials, and other products made and/or processed in the state.

What does this mean for our customer's?

At a certified farmers' market you can...

Find Seasonal Fruits & Veggies. ...

Get the Freshest Produce Possible. ...

Cut Your Ecological Footprint. ...

Opt for Organic. ...

Make Friends with Your Farmers. ...

Get Expert Advice. ...

Grow Awareness. ...

Feel the Love.

Most importantly certified markets are held to higher standard or quality. As with all markets food safety is a priority. As a certified market safety is held by higher levels and not just the market level. Being a Certified market ensures the customer they are receiving a quality product.

By becoming a Mississippi Certified Farmers Market The Pass market will be recognized as offering the highest quality products in the marketplace; not to mention, connecting farmers, consumers, growing seasons, the community, and providing support for the number one industry in the state: Agriculture! Vendors Space and Closing Gaps

Vendors space is on a first come basis.

There are no reserved spot, other than Managers, Growers, and Market Assistants who help within the Market.

You may have a favorite spot, but remember it is not your spot. Please do not be upset, or bully other vendors if they happen to set up in your fave spot.

Keep in mind we are a growing market with new vendors weekly, so you will not always be able to get the same spot.

If you have been bumped out of your fave spot — Look at this as an opportunity to meet other vendors, and gain new customers. You may find you like other spots too. Its ok to move around!. Your customers will find you, they are not going to come to market and not look for you. TRUST ME your customers will look for you and or ask where you are set up.

Each vendor has a 12x12ft space. This is so you have room to put a 10x10ft tent and have 1ft on each side. This does not mean all vendors will this much space.

CLOSING GAPS

When setting up you booth, **please set up your booth to ensure there is only 2ft between you and your neighbor.** If there is a larger gap than 2ft you may be asked to move your booth closer to close the gap. So, please make sure you are closing gaps as you set up. **This is very important,** and managers will ask you to move if the gaps are not close.

One of the reasons for closed gaps is to prevent customers from cutting in-between vendor set-ups. We want to keep them on side walk. It offers vendor protection against theft. Most importantly it looks very professional and, bonus for closed gaps, during winter you may stay a little warmer. **So, please make sure you are closing gaps as you are setting up.**

Vendors Parking

Please make sure to park in vendor parking only. Behind the cones on Scenic Dr. and Behind the cones on Fleitas. If Customers do not have a place to park they will not stop and shop. Please leave prime parking for the customers and park in vendor parking. **DO NOT PARK IN CAT ISLAND COFFEE PARKING SPACES.**

Vendors Smoking

There are 3 designated areas for vendor smoking. Please do not smoke near other vendors booths or customers. Use the blue spots indicated on your smoking guideline.

Annuals Fees

The year for Market runs from Sept - Sept. Annual Fees are collected every September, and prorated there after per quarter. The Annual Fee is \$20. per year.

When a new vendor sets up after a quarter month The priced will be prorated. Example if a vendor starts in Jan-June the yearly fee will be \$15, July-Aug \$10. Then starting again in Sept it will go back to \$20 dollars and so on. You will only pay this fee once per year.

Vendor Communication

Please join the Pass Market vendors group on Face Book. It is in this group I will do the majority of my communication. Each week I will give you the details for setting up or other important information. It is here I will give up dates on weather conditions. This group is full of information and a wonderful resource for the market. If you are not on facebook please make sure I have your phone number in case the market is cancelled due to weather.

The Facebook Group - *Pass Market Vendors*

Please be sure to answer all the questions when requesting to join. This is for vendors only for the sole purpose of communications. No Advertising is allowed in this group.

You do not have permission to share ANY Information that is posted in the Vendor Communication group. This will be grounds for immediate removal from the Facebook group and possible loss of privilege to set up with The Pass Market

Your Board of Directors and management team

Pass Market Board of Directors

Sherry Hough (Market Manager, BOD President) 228 870 0571

Chris Matherne (Assistant Manager/ BOD Vice President) 504 343 7076

Maria de La Barre (Assistant Manager) 601 513 4304

Nick Gipson (Member of BOD)

Please direct all concerns and question to your Manager or Assistant Managers

Please come directly to a manager for any questions or concerns. Your questions and concerns are very important to us and only your management team can give you the correct information or correct the issue.

Please refrain from gossip, or going to other vendors about issues or sharing information outside the group or market. Gossip or causing division is a disruptive behavior and will not be tolerated here at the Pass Market. We strive to maintain peace and create an atmosphere that is peaceful and enjoyable for both vendors and customers. A market void of strife, rudeness, gossip and competitive behaviors. We are a family of vendors lets strive to encourage and celebrate one another and create a place that ALL vendors look forward to sharing their Saturdays together, as well as the customers.

We thank you so much for joining our market and help making it become one of the best markets on the Gulf Coast for both Vendors and Customers.

Sincerely yours

The Pass Market Management Team

The Pass Market - Regulations and Guideline

Adopted September 2009

Updated October 2023

Thank you for your interest in being a vendor for The Pass Market.

Introduction

There is a Market Advisory Committee (MAC) that manages the regular business operations of the Market and will collect taxes every last Saturday of the month. This committee is an active/behind the scene part of the market. In addition to the Market Advisory Committee, there is also a management team that oversees the Saturday market, handles all promotions and advertising of the market and all requirements to sustain a growing market. This team is an active/visual part of the market and the ones vendors will have the most interaction with. The Market will at present be located at War Memorial Park.

The Selling Season

The Pass Market will open each Saturday, weather permitting, for retail sale. This schedule is subject to change.

Qualification for Vendor Participation

Prior to attending the market for initial (first time) set up each vendor is required to fill out an application and submit it to Market Manager. Once the application has been approved the applicant will pay a \$20.00 Annual Fee that is used for marketing and advertising. Banners, signs, and promotional ads and other needs. This will be collected the first Saturday of September each year. New vendors joining after this date will pay prorated amount based on 4 quarters. No booth fee will be charge with the exception of the “Annual Fee” and or Promotional Markets.

Space Assignments and Reservation Policies

For ease of quick and immediate access to the management team (incase of emergency, or special needs that may arise during market hours). The Management team will occupy the corner space on both sides of the side walk on Fleitas and Scenic Dr. Other spots are on “First Come First Serve” basis . Frontage space for booths shall not to exceed twelve (12ft) space across the front to set up. Tent size can be no bigger than 10ft x10ft, and you should have 1ft walkway around your tent. Tents are not required.

The weights can be DIY concrete weight in either PVC or Metal or the Sand Weights. They can not be concrete cylinder block, or any type of other hand made style, unless approved by the Manager before set up.

Regulations

1. Only producers may sell at the market. A producer is defined as the persons that grows, or makes the product they sell. Items can not be resale or retail. Example buying plants from a nursery and reselling at the market.

Any complaints filed with Market Manager concerning production regulations will be investigated by MAC. Should the complaint be found valid, it may result in expulsion from the market for a determined amount of time deemed by MAC and or the Management Team.

2. Vendors may sell their own products including fruits, vegetables, eggs, cut flowers, plants, cider, jams and jellies, relishes, honey, home canned goods, baked good and art and crafts. Many food items are subject to ***Health Department Regulation*** and should be prepare abiding by the “Cottage Laws”. It is the responsibility of the producer to abide by the regulations set forth by the Health Department (and follow the Cottage Law regulations). If you are unaware of these guidelines. It is your responsibility as the producer to contact the Health Department for the regulations. No cooking is permitted within the market without prior approval from MAC. It is the responsibility of each producer to abide by all state and federal regulation which govern the production, harvest, preparation, labeling, or safety of products offered for sale at the market. Vendors are liable for their own products. The Market Advisory Committee, The Management Team, The City of Pass Christian and or Harrison County shall not be held accountable for the products offered by vendors. Product and liability insurance is the responsibility of the producer.

3. Mississippi Farmers Market Tax Sales Regulation (Local Growers are exempt on items they grow only) Taxes are paid on all supplemented items and must be sold separate from items grown. Produce purchased and not grown by vendor must state the produce is not home grown by the vendors and must have grown origin information avail.

Items sold (paid in cash or charge) including fruits, vegetables, eggs, cut flowers, plants, cider, jams and jellies, relishes, honey, home canned goods, baked good and art and crafts are subject to tax payment. Vendors are responsible for keeping records of their sales. Sales tax of 7% of total sales will be collected each month, on the first (1st) or (2nd) second Saturday of the month, by a member of the Market Advisory Committee.

4. Summer hours are May - October 8am to 1pm and Winter hours are November - April 9am to 2pm —Vendors must be set-up and cars parked in designated vendor parking no later than 730 and ready to do business at 8:00am when the market opens for Summer hours Vendors must be set up by 830 and ready for business at 9am when market opens during winter hours. Parking adjacent to the market is reserved for customer parking only. Vendors are to park on Scenic Dr starting at the 4th tree down from the stop sign (or behind the cones), or they can park Fleitas in the designated parking area for vendors.

5. Note: *The Market Manager* has the authority to change market hours special occasions, planned events, or inclement weather. Current market hours during Summer Market is 8am to 1pm and during Winter Markets hours are from 9am to 2pm. Vendors are not allowed to break down early without prior manager approval.

6. The sale of LIVE ANIMALS is not allowed at anytime during Market hours

7. There will be no set-up or arrival before 6AM unless approved by manager. The Management team may set up before this time so, they are free to assist vendors as needed and to help new vendors set up and to put up Marketing and put out Parking Cones.

All vendors are required to stay the entire market hours. If you must leave early, please clarify that with the Market Manager before setting up. Please set up towards the back of the market, this is so you do not disturb the flow of traffic for other vendors when you are packing up.

8. There are no reserved spots. The spots are on “First Come First Serve” basis

9. Proper 30 pound weights per leg are required for tent set up. If you are using a tent no set up will be allowed without the proper weights. *Cinder-blocks, water jugs, batteries or other inappropriate items are not allowed to be used as weights.* A tent is not required and you may set up without a tent

10. Solicitation for political campaigns, product, services, or charitable contributions not specifically addressed as a market commodity will have to be approved by the Market Board Committee. *Special consideration will be given to community non-profits.*

11. Fraudulent, dishonest, or deceptive merchandising (resale or retail items) or collusion to set prices among vendor may be grounds for permanent dismissal from the market.

12. Disruptive behavior will not be tolerated under any circumstance and vendor will be immediately be removed from the park either willfully or by police escort. This may result in permanent dismissal .

Disruptive behavior is defined as any behavior that appears to be or is threatening to a customer, fellow vendor, or member of the management team. Yelling or use of foul language, or creating a hostile environment will be considered as disruptive. This includes causing strife or division among vendors through gossip or lying. Any form of disruptive behavior will not be tolerated.

13. Vendors who sell lotions, perfumes, oils or other body products DO NOT PUT your product on the customer with or without their permission. You may offer them a sample and the customer can apply it to their own body.

SCENT & OILS: Vendors should be aware that strong scents can trigger asthma and other health problems. It is recognized that scent may be integral to the sale of a product. However, as scent may be difficult to contain, the Market requires that vendors whose product may have an impact beyond the confines of their booth be sensitive to the impact of their product on other vendors and the public. All soap must have labels listing all ingredients. All labels must meet Federal requirements. Artificial, imitation, or synthetic ingredients must be explicitly listed as such.

14. Smoking /Vaping - there will be no smoking or vaping at the vendors booth or around other vendor booths. You may smoke/vape in the designated areas, away from all booths. See attachment for designated areas

15. The consumption of alcohol, or bringing alcohol on the Park premise is prohibited by Park and Market regulations.

16. Each vendor is to clean their area and remove all trash at the end of the market day. Please help keep our Park beautiful. The Market Manger and/or the Market Advisory Committee, has the right to enforce the all Guidelines, and Regulation. Failure to comply with any of these regulations may result in a temporary or permanent dismissal from doing business at the The Pass Market.

To the fullest extent allowed by law, Vendor shall indemnify, defend, save and hold harmless, protect, and exonerate: Board members, officers, and representatives, of the Pass Market and its managers, the City of Pass Christian Mississippi and Harrison County from and against any and all claims, demands, liabilities, suits, actions, damages, losses for personal injury, death or property damage, claims, expenses and costs of every kind and nature whatsoever, including without limitation, court costs, investigative fees and expenses, and attorneys' fees, arising out of Vendor's use of the grounds or property and whether caused by Vendor, his agents, employees or subcontractors. Each vendor shall be solely responsible for all costs and/or expenses associated with such defense.

Guideline Agreement

The Market Manger and/or the Market Advisory Committee, has the right to enforce the all Guidelines, and Regulation. Failure to comply with any of these regulations may result in a temporary or permanent dismissal from doing business at the The Pass Market.

Contact Name:

Address:

Phone Number(s): _____ Email Address: _____

Applicant Statement:

I agree to abide by the Guidelines of the Pass Market and to sell only products produced by my self and or employees . I further agree to indemnify and hold harmless the market and the city from any damages arising out of sales of my products. **I fully understand I am 100% responsible for any and all damages caused by my product and or booth set-up.**

I agree to abide by these Regulations.

Signature: _____ Date: _____

To the fullest extent allowed by law, Vendor shall indemnify, defend, save and hold harmless, protect, and exonerate: Board members, officers, and representatives, of The Pass Market and its managers, the City of Pass Christian Mississippi and Harrison County from and against any and all claims, demands, liabilities, suits, actions, damages, losses for personal injury, death or property damage, claims, expenses and costs of every kind and nature whatsoever, including without limitation, court costs, investigative fees and expenses, and attorneys' fees, arising out of Vendor's use of the grounds or property and whether caused by Vendor, his agents, employees or subcontractors. Each vendor shall be solely responsible for all costs and/or expenses associated with such defense.

Subject: Maintaining the Integrity of The Pass Market

The Pass Market was established to bring together Fine Arts, Fine Crafters, Producers, and Cottage Law vendors, offering our community **high-quality, unique products**. We have always taken great pride in hosting some of the most talented artisans across the MGC, creating a market unlike any other in our area.

Our market is a vibrant gathering place where artists, producers, and bakers come together every Saturday to offer ***original, handcrafted, and high-quality goods***. We are dedicated to fostering self-expression and originality, ensuring that the items available at our market are truly unique.

Items that are drop-shipped from online retailers like Temu or Alibaba or other retail store — mass-produced products lacking the unique, handcrafted quality of artisan work are not accepted at The Pass Market. Pieces must exhibit a distinct, handcrafted quality to be considered fine craft. However, exceptions may be made on a case-by-case basis, depending on the uniqueness and creative merit of the work.

Commitment to Quality & Uniqueness

Our specialized bakers create delicious, one-of-a-kind baked goods. Each baker has their own niche, ensuring a variety of offerings that do not overlap. This provides our customers with diverse choices and an opportunity to experience each baker's unique craft. We have one sourdough baker, one fresh-milled flour baker, one decorative cookie baker, and so on. This approach sets us apart from other markets in the area, and our customers love this model.

Our producers offer the finest vegetables, honey, jams, jellies, candies, jerky, skin care products, and more. They use the finest ingredients available, ensuring that their goods are of the highest quality and offer customer service that cannot be found elsewhere.

Addressing Market Criteria

While flea markets serve a purpose, The Pass Market is not a flea market setting nor is this the direction we want our market to take. Not all handmade items fit our criteria for selling at The Pass Market.

The Pass Market will not accept:

- Items that are drop-shipped from online retailers such as Temu or Alibaba
- Mass-produced crafts that loose focus on crafters true talents, or crafts that lack originality and “fine” craftsmanship.

- Products that lack the unique, handcrafted quality expected of artisan work

Amendment to original
Guidelines created Sept 2023

Amended Feb 2025

The Pass Market was founded on fine arts, fine crafters, producers, and cottage law, and we will continue to uphold this standard. If a product does not demonstrate originality and self-expression or could easily be mistaken for a mass-produced item, or something that can be found on Temu or other retailers will not be accepted.

Booth Presentation & Market Aesthetic

Booth presentation is essential to maintaining the professionalism and integrity of our market. We strive to create an inspiring experience for our customers, where every booth reflects the creativity and craftsmanship of its vendor. We require vendor booths to clearly showcase the vendor's specialty while maintaining a high standard of quality and originality. Booths that are overly cluttered and contain excessive product, or feature items that lack ***fine craft or fine arts quality***, or items that create a flea market atmosphere—are not acceptable. Our goal is to uphold a marketplace that celebrates artistry, uniqueness, and exceptional craftsmanship.

Vendors will be vetted before setting up

To ensure that The Pass Market remains true to its mission, we are taking the following steps:

- New vendors will be vetted by market managers before being approved.
- Only products listed on the application can be sold at the market. Vendors will need approval to sell items not listed.

Current and New Vendors

If we have questions about your products, we will reach out to you. We encourage you to share details about your work with us, as this will help us direct customers to the right vendors when they are looking for specific items.

We appreciate your cooperation and commitment to preserving the uniqueness of The Pass Market. Thank you for your continued dedication and support to providing high quality, handcrafted goods to our community. Most of all thank you for your patience with us as we strive to create one of the most fabulous markets on the Mississippi Gulf Coast.

Additional amendments made to original guidelines:

- 1. Growers, and other aids that help with various task with the market also have reserved spots.*
- 2. Because the front is so hard to fill, We have decided to allow these ppl up front to have reserved spots because they are willing to set up front for the year. Other spots are on “First Come First Serve” basis. Although when there are only a few vendors all will be asked to set up front*
- 3. Also, not all hand made items qualify as meeting The Pass Market Guidelines. Vendors will be vetted before setting up, and only items listed on the application can sold.*
- 4. Vendors are not allowed to have their pets with them during market business hours. This is for the protection all. Animals are unpredictable and for everyone’s safety we have decided that vendors can not bring their pets. If you have insurance covering your pet in case it hurts someone or another pet, we can review on a case by case basis*

Sincerely,

The Pass Market Management Team

Canopy Weight Guidelines

Most accidents at events involve canopies. It is your responsibility to minimize the risk. There are two general rules regarding canopies which all participants need to remember:

Your canopy shall be fully secured before setting up anything else. Be sure that your method of securing your canopy to the ground does not create an additional hazard. Use approved straps to secure canopy weights.

Weights

The Pass Market has unpredictable weather, and often strong, gusty winds. While participants use canopies to shield themselves from the rain and sun, our region's winds can turn your canopies into deadly missiles with one unexpected gust.

All participants must have their own weights, with a minimum of 30 pounds, per tent leg.

PVC pipe filled with concrete or tent weight sandbags are safe ways to weigh down your tents. Remember to use the large size bags and fill them completely. NO DIY SANDBAGS

Setup and breakdown periods are when canopies consistently prove to be most vulnerable to the wind. You must be sure to completely secure your canopy as soon as you set it up, and take down your canopy as soon as you remove your weights at the end of the day.

DO NOT let yourself be interrupted by ANYTHING in the middle of this process, as a half-secured canopy is as dangerous, if not more dangerous, than an unsecured canopy.

What is APPROVED

PVC Pipe Filled with Concrete

(30-50 pounds per leg) The PVC pipe filled with cement hangs on the inside of the canopy pole, and it has rounded edges. Pipe must be secured to roof and to canopy leg separately.

Not Approved

Gallon water jugs or another type of jug and single bricks or block bricks are not safe. A gallon of water weighs only 8 pounds and a single brick is worthless, weighing in at 3 pounds. No DIY sandbags — must use tent sandbags.

What is NOT Allowed

One gallon water jugs weighing 8 pounds each are far short of the required 30 lbs. per leg.

Larger water jugs that do not have handles molded as part of the body.

Concrete blocks - cannot be secured adequately to canopy legs and do not weigh enough.

Coolers, bags of ice, water jugs from which water or product is removed. Loose weightlifting plates - cannot be secured to legs properly.

Dumbbells - cannot be secured properly to canopy legs.

Merchandise Racks - do not weigh enough when product is removed. Stakes in the ground.— (you can still use these racks.. but you must also add the weights.)

Please be advised — Managers will monitor this very closely. It is for the safety of all vendors and guest and this is something we can not let slide. So please properly weight your tents down... If tents are not weighted down you will be ask to take off canopy .. but only once... every one must have weights. **NO EXCEPTIONS**

