

# Vendor Application River Street Market 2017 Summer Market

30 River Street  
Petersburg, VA 23803.

[www.RiverStreetMarket.com](http://www.RiverStreetMarket.com) – web site  
[info@RiverStreetMarket.com](mailto:info@RiverStreetMarket.com) – email address

Season begins Saturday, May 6, 2017 and runs through Saturday, October 28, 2017 (8am-12pm).  
--(WE ARE A PRODUCER'S ONLY MARKET).

Business/Vending as Name: \_\_\_\_\_

Contact person: \_\_\_\_\_

Number of years you have vended with the River Street Market: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

*(All Notices and communications will be conducted through email.)*

Va. Tax ID number: \_\_\_\_\_

Will you be accepting credit/debit cards at the market? Yes\_\_\_ No\_\_\_ Eventually\_\_\_

Do you have a brick & mortar location? \_\_\_\_\_ If yes, please list address here: \_\_\_\_\_

Please list the names of helpers or anyone who would be running your space in your absence:

Emergency contact(s) – names and phone numbers: \_\_\_\_\_

**Vendor Type (please circle):**     **Grower**     **Culinary Artist**     **Artist/Artisan**

**Apparel Artisan**     **Food Truck**     **Food Stand/Cart**     **Non-profit group**

**Brief list of product(s) and description – Non-profits should explain here how their space will be used. Attach extra sheets as needed.**

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## Circle Market Date(s) you Wish to Attend:

May 6	June 3	July 1	Aug 5	Sept 2	Oct 7
May 13	June 10	July 8	Aug 12	Sept 9	Oct 14
May 20	June 17	July 15	Aug 19	Sept 16	Oct 21
May 27	June 24	July 22	Aug 26	Sept 23	Oct 28
		July 29		Sept 30	

## Market Fees:

\_\_\_\_\_ 10x10 vendor booth (*Prior Petersburg Farmer's Market Vendors*): **No Charge** (This Season Only)

\_\_\_\_\_ 10x10 vendor booth (*Part-Time*): Weekly fee is **\$15** per booth space for Part-Time Vendors (You must circle the dates above that you wish to attend) (Multiple spaces will be placed side by side).

\_\_\_\_\_ 10x10 vendor booth (*Full-Time*): For vendors committing to all 26 Market Days, the weekly fee is **\$10**. "*Full-Time Vendors*" will receive location preferences. If you choose this option, please mark your preferences on the attached Market Map.

\_\_\_\_\_ Food Truck Vendors: Weekly fee is **\$25**

## Vendor Arrangements/ Booth Assignments:

The Market Manager will make space assignments. Your space is assigned to you, and it is not transferable.

- a. Full-Time Vendors will receive space preference.
  - a. Full-Time Vendors: Please mark your top 3 preferences on the map.
- b. Part-Time Vendors must circle the dates you wish to attend. (above).
- c. Vendor spaces are assigned according to availability, selling history, and retail considerations.
- d. Refunds: Refunds will not be given.
- e. Notification: If a vendor finds that they will be absent from a Saturday Market, an email must be sent to the Market Manager by Wednesday at 3:00 pm or the Vendor may be suspended from future Market participation.
- f. Each vending space is 10x10. Most spaces will allow a 19 foot car to park behind the vending space. Please check the space assignment map. If your vehicle does not fit, you will have to park outside of the market.

## **Weekly Fee Payment Schedule:**

**Weekly Payments must be submitted** to the Market Manager **in cash or check at the beginning of each Market Day**. Bounced checks will incur an additional \$35 fee. If payment is not made to the market manager at the beginning of the market day, the vendor will not be permitted to vend that day.

Payment should be in an envelope with your name and business name CLEARLY written on the outside. Please add your business/vending as name to the memo section of your check if it is not already printed elsewhere.

## **Web Marketing Information:**

The River Street Market – [www.RiverStreetMarket.com](http://www.RiverStreetMarket.com)  
Facebook – @RiverStreetMarketLLc

### **Web Site Listings:**

Once your application has been accepted and approved, your business will be listed on our web site. In the space below, include the description you would like us to use. Please keep your description to about 200 characters or less. Also, we will link to one web address for your business. **THIS IS ADVERTISING FOR YOUR BUSINESS – PLEASE TAKE ADVANTAGE OF IT!**

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

Business Locality (i.e. "Petersburg City"): \_\_\_\_\_

Business Description as you would like it listed on our websites: \_\_\_\_\_

\_\_\_\_\_

Web Address: \_\_\_\_\_

### **Social Media:**

We would like to connect with you on Facebook. Please list your Facebook link below:

\_\_\_\_\_

**Where else can customers find your products?** \_\_\_\_\_

\_\_\_\_\_

**What Market vendors do you collaborate with, and how (purchasing eggs, bread, produce, etc., for production of your own products)?** \_\_\_\_\_

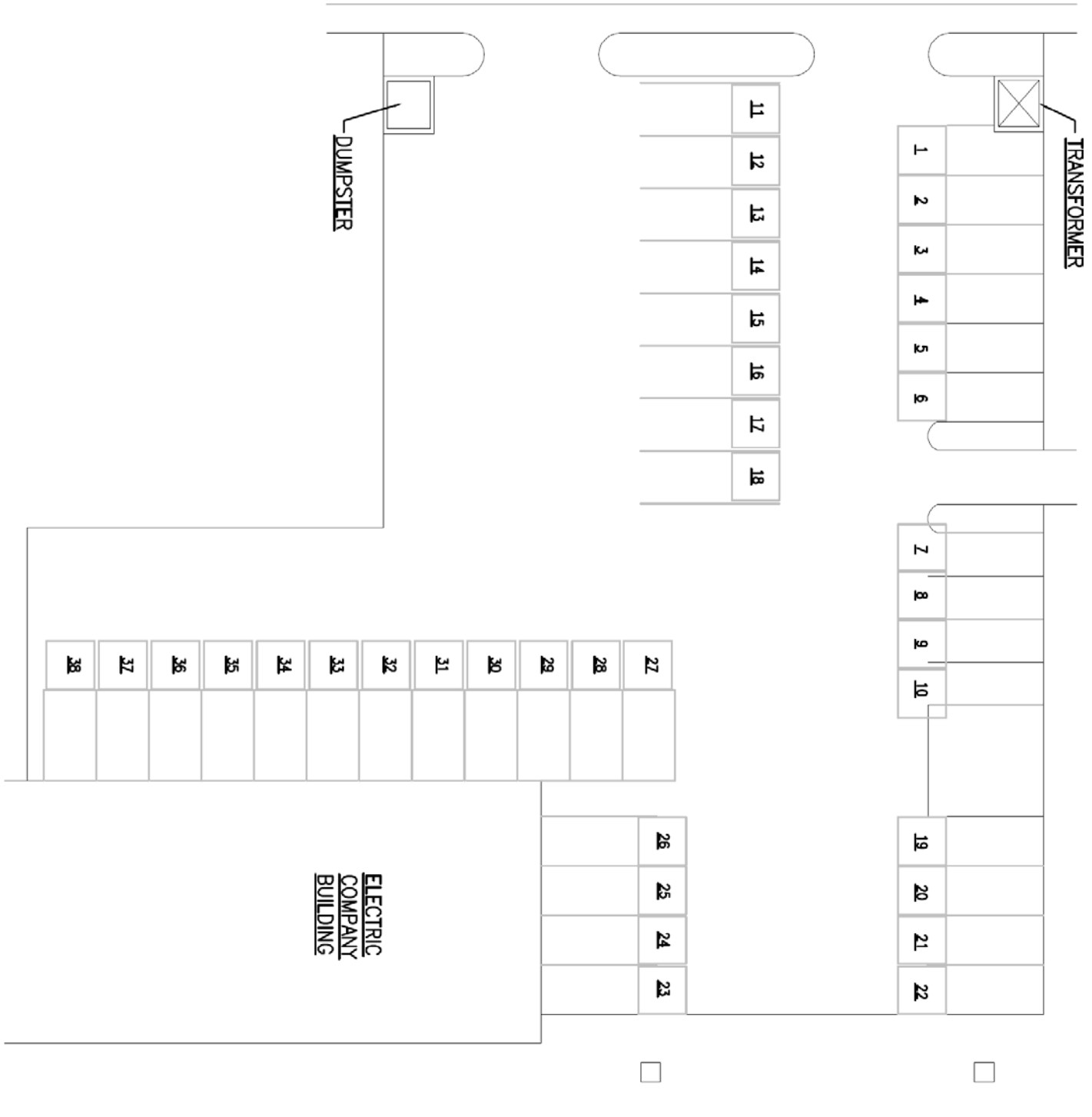
\_\_\_\_\_

\_\_\_\_\_

# River Street Market 2017 Map

Each space is 10 feet wide. Vehicles over 19 feet in length cannot be accommodated and must be parked outside of the Market. Please list your vehicle size and type here.

**Full-Time vendors only**, please indicate the number of spaces you are requesting \_\_\_\_\_, and your 1st \_\_\_\_\_, 2nd \_\_\_\_\_, & 3rd \_\_\_\_\_ space choices.



## **Application Requirements:**

### **ALL**

Please provide a copy of any of the following permits, licenses and certificates which apply to your business:

- Petersburg Business License (Available for \$50 through the Petersburg Department of Commerce)
- Producer's Tag (FREE- In lieu of Petersburg Business License for Crafters, Artists, and Producers offering handmade/grown products)
- General Liability Insurance (strongly recommended by not required)

**In addition each new vendor, according to vendor type, must provide the following information/etc., before their application can be considered:**

### **GROWERS**

- Physical address of and directions to your farm from the City of Petersburg  
\_\_\_\_\_
- Seasonal list of produce you expect to sell (see attached page)
- Inspector's name \_\_\_\_\_
- If a meat vendor, name of your processor \_\_\_\_\_
- How would you classify your practices? (Certified Organic, Certified Naturally Grown, Organic or Naturally Grown Practices, Conventional Farming, etc.) \_\_\_\_\_
- Has your farm previously been visited by us? \_\_\_\_\_
- List of other markets at which you vend \_\_\_\_\_  
\_\_\_\_\_

### **ARTISTS**

- List of other markets at which you vend and locations where your work has been shown \_\_\_\_\_  
\_\_\_\_\_
- **Artists who have not previously vended with us must provide sample photos of their creations.**

**PREPARED FOOD VENDORS**

- Sample menu of typical offerings
  - Commissary address \_\_\_\_\_
  - Inspector’s name \_\_\_\_\_
  - List of other markets and venues at which you vend \_\_\_\_\_
- 

**NON-PROFITS**

- 501 (c)(3) ID number (Required) : \_\_\_\_\_
  - If you will be selling anything, this information must be listed in detail on your application and be approved prior to arriving at the Market. No products may be sold without prior approval. \_\_\_\_\_
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- There is no application fee for Non-Profits. The weekly fee is \$10 regardless of space assignment for that particular market. Please indicate under the Market Dates section the date of each market in which you are interested in participating.

**Once your Application has been reviewed, River Street Market will contact you via email to inform with the results of your application and your space assignment.**

**By signing below, I agree to adhere to the rules and regulations (below) set forth by River Street Market plus all local, state, and federal regulations required of my business. Failure to do so may result in permanent dismissal from the Market with no refund of fees.**

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

Please pay electronically or make your check payable to River Street Market, LLC. Mail your completed application and fee to:

**River Street Market, LLC  
220 North Sycamore St.  
Petersburg, VA 23803**

**Applications must be emailed or mailed to this address.**

## **Market Rules:**

**By submitting this Application, you confirm that you have read, understand, and agree to abide by the rules and regulations set forth below.**

1. **All products:** This is a producer only market. All products must be handmade, homegrown, or homemade in Virginia by the vendor. (Value added products such as sausage are generally permissible).
  - a. If you wish to add new items beyond those listed on your application, you must notify us in writing so that your application can be updated and these items can be reviewed and approved prior to sale at the Market. No products may be sold without prior approval.
2. **All vendors:** Must adhere to sanitary procedures as outlined by the Petersburg Health Department.
  - a. Any vendor found selling contaminated foodstuffs or produce, or selling in the Market without proper health precautions, shall be suspended from selling operations until satisfactory clearance has been obtained from the Petersburg Health Department or other and the Market Manager.
3. **Smoking:** There will be NO smoking by vendors in any stall spaces.
4. **Hold Harmless Clause:**
  - a. All authorized vendors participating in the River Street Market shall be jointly and severally liable for any loss, personal injury, deaths, and/or any other damage that may occur as a result of the Vendors' participation in the Market.
  - b. All vendors hereby agree to indemnify and hold harmless River Street Market, LLC, its employees, and the City of Petersburg, from any loss, cost, damages, and other expenses, including attorneys' fees, suffered or incurred by reason of the Vendors' participation in the Market.
5. **Vendor Displays:**
  - a. All vendors are responsible for their own tables, chairs, tents (if desired).
  - b. If using a tent, tent weights are required.
6. **Punctuality Policy/Set Up and Take Down:**
  - a. Set up shall occur at 7am and shall conclude by 7:45am on Market days.
  - b. Vendors are not permitted to set up the night before.
  - c. Vendors must vacate the site by 1pm.
  - d. Vendors who come late or who are not set up by 7:45 am run the risk of being excluded from the Market that day.
  - e. Repeat offenders will be suspended from Market participation.
7. **Selling Time:**
  - a. Vendors are required to stay the entire time and may not pack up before 12pm.
8. **Clean Up:**
  - a. Clean up must be completed by 1pm on Market days.
  - b. All Vendors are responsible for disposing of their own trash and for leaving their space as it was before they arrived.
9. **Vehicles:**
  - a. Most vendor spaces are large enough to accommodate a vehicle behind the vending area.
  - b. Vehicles that do not fit behind vendor spaces must be moved from the Market during selling hours.
10. **Violations:**
  - a. It is in the sole discretion of the Market Manager to determine if a Vendor has violated any provision that undermines the smooth operations of the Market.

- i. The Market may expel a Vendor at any time for conduct unbecoming of a Vendor or conduct that reflects poorly on the Market. This determination shall be made at the sole discretion of the Market Manager.
11. Power Sources: Generators are permitted provided they do not exceed 75 decibels in the vicinity of the Market Vendors or Shoppers.
12. Music and Musicians: No amplified music is allowed at the market; this includes Vendors' personal radios, etc.
13. Refunds:
  - a. No refunds will be given.
14. Notice:
  - a. All Notice will be conducted electronically to the email at the top of our letterhead and the email you provided in this Initial Application.
  - b. Please send all mail to:  
River Street Market  
220 North Sycamore Street  
Petersburg, VA 23803
15. Payment:
  - a. Must be received in advance by the Wednesday before the Market day, at the address cited in the Notice section above.
16. Courtesy/Conduct:
  - a. Vendors and their representatives are expected to conduct themselves in a respectful, safe, courteous and harmonious manner with customers, Market Staff and each other. Any language or behavior that jeopardizes the normal operations of the Market will be grounds for termination of the Vendor's ability to sell and expulsion from the Market.
17. Taxes, Insurance, Licenses, Permits and special requirements:
  - a. Each Vendor is responsible for collecting and reporting his or her required taxes and fees.
18. EBT Cards:
  - a. In an effort to provide access to fresh foods to all segments of our community, River Street Market will accept EBT cards and exchange them for Tokens. The Tokens must be accepted in lieu of cash with all Vendors selling fresh produce.
  - b. The Tokens will be redeemable at the end of each Market day and a check representing the value of the Tokens will be sent to the Vendor the following week.



