

# River Street Market 2018 Market Season Vendor Application

30 River Street

Petersburg, VA 23803

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

Season begins Saturday, April 7, 2018 and runs through Saturday, September 29, 2018 (8am-12pm).  
Special Holiday Markets: October 27, November 17, and December 15.

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

Contact person(s): \_\_\_\_\_

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

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

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

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

\_\_\_\_\_

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

**Vendor Type (please mark):**     Grower     Culinary Artist     Artist/Artisan  
 Apparel/Textile Artisan     Food Truck     Food Stand/Cart     Non-profit group  
 Meat/Seafood     Honey/Honey Products     Plants/Horticulture  
 Direct Seller (will need Market Manager Authorization)

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

\_\_\_\_\_

\_\_\_\_\_

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

April 7	May 5	June 2	July 7	Aug 4	Sept 1	
April 14	May 12	June 9	July 14	Aug 11	Sept 8	Holiday Markets
April 21	May 19	June 16	July 21	Aug 18	Sept 15	Oct 27
April 28	May 26	June 23	July 28	Aug 25	Sept 22	Nov 17
		June 30			Sept 29	Dec 15

## Market Fees:

\_\_\_\_\_ 10x10 vendor booth (*Pay-As-You-Go/Part-Time*): Weekly fee is **\$15** per booth space for Part-Time Vendors (You must circle the dates above that you wish to attend).

\_\_\_\_\_ 10x10 vendor booth (*Full-Time /Pre-Pay*): For vendors choosing to prepay at least 4 market days at a time, prepayment of at least \$40 available at a weekly fee of **\$10**. (You must circle the dates above that you wish to attend if you do not Pre-Pay the entire market season).

\_\_\_\_\_ Food Truck Vendors: Weekly fee is **\$15**

\_\_\_\_\_ Holiday Market Vendors: Holiday vendor fee is \$15 per booth space.

## Vendor Arrangements/ Booth Assignments:

The Market Manager will make space assignments each week.

- a. Vendor spaces are assigned according to availability, selling history, and retail considerations.
- b. **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 12 noon or the Vendor may be suspended from future Market participation.**
- c. Each vending space is 10x10. Most spaces will allow a 19 foot car to park behind the vending space. If your vehicle does not fit, you will have to park outside of the market.
- d. Multiple spaces will be placed side by side.

## Weekly Fee Payment Schedule:

**Weekly Payments must be submitted to the Market Manager in cash or check in an envelope marked with Vendor Name.** Managers will collect the fees during morning set-up. Bounced checks will incur an additional \$35 fee. If payment is not made to the market manager during Market day, the vendor will not be permitted to vend the following given Market Day. Pre-Payment is encouraged for those vendors planning on attending at least 13 Market Days (see above).

**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)

### **ARTISTS**

- Artists who have not vended with us must provide sample photos of their creations.

### **PREPARED FOOD VENDORS**

- Sample menu of typical offerings

### **NON-PROFITS**

- There is no weekly fee for Non-Profits who do not sell items at the market. Normal vending fees apply to non-profits who sell items at the market.

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

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.

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

Please mail/email your completed application to:

**River Street Market, LLC  
220 North Sycamore St.  
Petersburg, VA 23803  
rsmvendors@gmail.com**

## **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:** All products must be handmade, homegrown, or homemade in the Virginia Region.
  - 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.
  - b. If you sell items produced or made by another person or entity, you must know the producer or maker personally and represent to the public the fact that you did not produce or make such item.
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 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 unless receiving prior authorization by the Market Manager.
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. Refunds:
  - a. No refunds will be given.
13. 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
14. 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.
15. Taxes, Insurance, Licenses, Permits and special requirements:
  - a. Each Vendor is responsible for collecting and reporting his or her required taxes and fees.
16. 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 exchanged for cash or a check representing the value of the Tokens will be sent to the Vendor the following week.

**Checklist:**

All:

Signed and completed application

Growers:

Produce list

New Artists:

Sample photos

Prepared Food:

Sample menu

**There may be a required market meeting, training session, or similar for all accepted vendors, dates and times to be announced. Farmers may be exempt once they have been visited by RSM staff.**

**2018 Produce List**

(Growers Only)

Attach Additional Pages as Needed

<b>Crop</b>	<b>Projected Sale Date</b>