

Vendor Application River Street Market 2018 Market Season

30 River Street

Petersburg, VA 23803

www.RiverStreetMarket.com – web site

rsmvendors@gmail.com – email address

Season begins Saturday, April 21, 2018 and runs through Saturday, September 22, 2018 (8am-12pm).

Business/Vending as Name: _____

Contact person: _____

Phone Number(s): _____ Texts ok? _____

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 circle): Artist/Artisan Apparel Jewelry Woodwork Home Goods

Grower Livestock Culinary Artist/Baker Food Truck Prepared Food Stand Non-profit group

Brief list of products 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:

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

Market Fees:

_____ 10x10 vendor booth (*Part-Time or Pay-As-You-Go*): 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 or Pre-Pay*): For vendors committing to at least 4 Market Days, Pre-Payment of \$40-\$260 is available at a weekly fee of **\$10**. (Vendors are given the choice to Pre-Pay half the season at a time, the full season, or part of the season but at least for 4 Market Days.

_____ Food Truck/Holiday Market Vendors: Weekly fee is **\$15**

Vendor Arrangements/ Booth Assignments:

- 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. *Many 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.

Weekly Fee Payment Schedule:

Weekly Payments must be submitted to the Market Manager **in cash/check in a marked envelope before set up** each Market Morning. Market Manager also has a card swiper and Paypal. Bounced checks will incur an additional \$35 fee. If payment is not made to the market manager before Market day begins, the vendor may not be permitted to vend the following given Market Day. Pre-Payment is encouraged for those vendors planning on attending at least 4 Market Days.

Web Marketing Information:

The River Street Market – 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!**

Web Address: _____

Social Media:

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

Please be aware that vendors must comply with local, state, and federal rules including (unless vendor already possess applicable licenses and tags):

- Petersburg Business License (Available for \$50 through the Petersburg Department of Commerce)
- Producer’s Tag (FREE- In lieu of Petersburg Business License for **Producers** offering grown products)
- Artists do not need a special permit. (Please contact the Petersburg Department of Commerce to determine if you qualify as an artist).

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 previously 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: Must be handmade, homegrown, or homemade in Virginia Region (NC, WV, MD, PA).
 - 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 local person, farm or artisan, 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 or other and the Market Manager.
3. Smoking/Pets: There will be NO smoking or pets allowed in any vendor 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.
 - c. Banners, A-frames, pricing on items STRONGLY ENCOURAGED!!
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 prior approval by 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. Many 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 SNAP EBT cards and exchange them for Tokens. The Tokens must be accepted in lieu of cash with all Vendors selling SNAP eligible items.
- b. The Tokens will be redeemable at the end of each Market day 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

Crop	Projected Sale Date