

## **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, homemade or grown 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.*
  - c. ALL ITEMS MUST BE APPROVED BY MARKET MANAGER **PRIOR** TO SELLING OR DISPLAYING!
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 VDH inspector and the Market Manager.
3. **Smoking/Pets:** There will be NO smoking or unleashed pets allowed in any vendor stall spaces or on River Street Market premises.
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, 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 (we are a rain or shine market).
  - 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 begin no later than 1 hour prior to Market opening and shall conclude 15 mins prior to the opening time of Market.
  - b. Vendors are not permitted to set up the night before.
  - c. Vendors must vacate the site by 1 hour past closing of Market.
  - d. Vendors who arrive later than 1 hour prior to Market opening may not have assigned space and 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 closing unless prior approval by Market Manager.
8. **Clean Up:**
  - a. Clean up must be completed by 1 hour past Market closing 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. Some vendor spaces are large enough to accommodate a vehicle behind the vending area.
- b. All other vehicles 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.
- b. 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:

- a. Generators are permitted provided they do not exceed 75 decibels in the vicinity of the Market Vendors or Shoppers.
- b. There is a power source available on-site but is NOT guaranteed. Vendor must bring extensions cords. Please make yourself familiar with market site and layout to determine cord length needed. All efforts will be made to locate close to electric source if notice is provided.

12. Refunds:

- a. No refunds will be given.

13. Notice:

- a. All Notice will be conducted electronically from rsmvendors@gmail.com and to the email you provided in this 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 or given to the Vendor the following week.

17. Vendor Fees:

- a. Pay-As-You-Go Vendor Fees MUST be paid prior to market opening and are the responsibility of the vendor. If paying with cash or check, place in an envelope with vendor name on outside of envelope. Paypal and Credit/Debit are also accepted.
- b. Pre-paid discount is offered for specific market dates only. Booth space will be reserved for that vendor once payment is received. Due to expenses associated with marketing, there are no refunds for pre-paid discounted vendor fees.
- c. Invoices and receipts are provided by the Market Manager.