



## **2020 VENDOR APPLICATION**

**Dates:** Saturdays, April 11, 25\*; May 9, 16, 23, 30; June 6, 13, 20, 27; July 11, 18, 25; August 1, 8, 15, 22, 29; September 5, 12, 19, 26; October 10\*, 17, 24, 31\*; November 14\* and 21\*; and December 12\*

**Time:** 8am to 12pm (\*Extended hours April 25, Oct. 10 from 8 am to 3 pm and Oct. 31, Nov. 14, 21 & Dec. 12 from 9 am to 3 pm)

**Location:** Riverwalk Landing - 331 Water Street, Yorktown, VA 23690

**Market Manager:** Mark Medford

**Mailing Address:** P.O. Box 1963, Yorktown, VA 23692

**Phone:** (757) 877-2933      **Fax:** (800) 303-1905

**E-Mail:** [Mark@villageevents.org](mailto:Mark@villageevents.org)

**Website:** [www.yorktownmarketdays.com](http://www.yorktownmarketdays.com)

A non-refundable seasonal fee of **\$35.00** must accompany this completed application for consideration to participate at the Yorktown Market. (Checks payable to Village Events, Ltd.)

***PLEASE PRINT***

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

Business Name:

\_\_\_\_\_

Contact Name:

\_\_\_\_\_

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

City/County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Facebook Page: \_\_\_\_\_

Address where Market items are produced: \_\_\_\_\_

Are you selling produce, seafood or other Market goods? \_\_\_\_\_

Principal Products:

\_\_\_\_\_  
i.e. flowers, meat, seafood, baked goods, vegetables, fruits, sauces, soaps, lotions, etc.

Sales Tax Number:

\_\_\_\_\_  
What food related licenses and certifications do you hold? (If applicable)

\_\_\_\_\_  
Please list all items you intend to sell at the Market. Items not listed may not be sold at the Market without Market Manager Approval:

\_\_\_\_\_  
Please circle **ALL** Markets you plan to attend:

- |  |  |
|--|--|
| April 11 ( <b>Go Green Market</b> )              | August 15                                |
| April 25 * ( <b>Pirate Market</b> )              | August 22                                |
| May 9 ( <b>Wellness Market</b> )                 | August 29                                |
| May 16   | September 5                              |
| May 23   | September 12                             |
| May 30   | September 19                             |
| June 6   | September 26                             |
| June 13  | October 10* ( <b>Fall Festival</b> )     |
| June 20  | October 17 ( <b>First Responders</b> )   |
| June 27  | October 24                               |
| July 11  | October 31* ( <b>Paws at the River</b> ) |
| July 18  | Nov. 14* ( <b>Maritime Market</b> )      |
| July 25  | Nov. 21* ( <b>Harvest Festival</b> )     |
| August 1   | Dec. 12* ( <b>Toyland Market</b> )       |
| August 8 ( <b>National Farmers Market Week</b> ) |  |

**\*extended markets until 3 pm**

# of Spaces requested: \_\_\_\_\_ (each space is 12' x 12')

Do you need electricity? \_\_\_\_\_

## Hold Harmless Agreement

**Please Check:**

- I have read and agree to abide by all Yorktown Market Days policies and procedures.
  
- I, \_\_\_\_\_, agree that the County of York, the Riverwalk Landing Business Association, Village Events, Ltd., the Yorktown Market Days Advisory Board, and their respective officers, employees, agents and consultants are not liable for any bodily injury to include death, theft, or damage to either the buyer or seller, or their property, arising out of or pertaining to preparation for or participation in the Yorktown Market Days; whether such injury, theft or damage occurred prior, during, or after the Yorktown Market Days. The above named business further agrees to indemnify, defend and hold harmless the County of York, Riverwalk Landing Business Association, Village Events, Ltd., and the Yorktown Market Days Advisory Board, and their respective officers, employees, agents and consultants for and against any claims for such bodily injury to include death, theft or damage, including attorney fees.
  
- I understand that it is recommended that I carry my own general liability and product liability insurance, as this coverage is not provided. Participation in the Yorktown Market Days by the above named business without adequate or proper insurance is at the business owner's own risk. I have attached a certificate of insurance to this application if applicable.
  
- I understand that the market hours on April 25, Oct.10 & 31; Nov.14 & 21, & Dec. 12 are extended **until 3 p.m.** and vendors are expected to stay until the conclusion of the market.

**Mail the following to:**

Market Manager, Village Events, Ltd., P.O. Box 1963, Yorktown, VA 23692

- Signed Application
  
- Read and check the Hold Harmless Agreement
  
- \$35.00 vendor fee

**Signature of applicant:**

**Date:**

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## 2020 Policies and Procedures

### OPERATING HOURS

Yorktown Market Days operates rain or shine on the following schedule: Saturdays, April 11 & 25, May 9, 16, 23, & 30; June 6, 13, 20, & 27; July 11, 18, & 25; August 1, 8, 15, 22, & 29; September 5, 12, 19, & 26; October 10, 17, 24 & 31; November 14 & 21; and December 12. The Market is open Saturdays from **8 am to 12 pm April – Oct, (excluding May 2 & Oct. 3) with extended hours on April 25; and Oct. 10 from 8 am to 3 pm and extended hours on Oct. 31, Nov. 14 & 21; and Dec. 12 from 9 am to 3 pm.**

### LOCATION

The Market is located at 331 Water Street at Riverwalk Landing in Historic Yorktown, between Ballard Street and Buckner Street.

### MARKET MANAGER

The Market Manager or assistant will be on-site at the Market during operation. If questions and/or problems arise on Market day, they will be resolved by the Market Manager, or at the Manager's discretion, referred to the Advisory Board.

### PRODUCER ONLY MARKET

- ❖ Vendors must participate in production of the product they sell. This includes growers, farmers, and harvesters.
- ❖ Items such as fruits, vegetables, and other organic products must be ***"Virginia Grown."***
- ❖ Re-selling of purchased items is strictly prohibited.
- ❖ Sale of crafts, manufactured, used or imported goods is not permitted.
- ❖ Value-added products are permitted for sale if approval is received by the Market Manager.

### APPLICATION AND FEES

- ❖ Vendors must obtain an approved Vendor Application and Hold Harmless Agreement from the Market Manager before vending at the Market. The Vendor Application documents product origination. The Hold Harmless Agreement conveys that the vendor will hold the County of York, the Riverwalk Landing Business Association, Village Events, Ltd., the Yorktown Market Days Advisory Board, and their respective officers, employees, agents and consultants harmless against any claims for bodily injury to include death, theft or damage, including attorney fees in connection with their participation in the Yorktown Market Days.
- ❖ The Market encourages vendors to be covered by liability insurance, and to provide this insurance certificate with the application.
- ❖ When applicable, please attach with the application the appropriate state/USDA inspection certificates. The producer must also supply documentation of compliance with local VDACS ordinances and inspections when applicable.
- ❖ The seasonal fee of **\$35.00** with the application will reserve a permanent space with approximately 12 feet of frontage (See Operating Hours Above). The fee is to be paid with the Vendor Application and Hold Harmless Agreement.
- ❖ Vendors are required to submit a written sales report for each Market's sales within 48 hours. A fee, **7%** of gross sales excluding sales tax, is payable by check to Village Events, Ltd. and due before the opening of the next Market.

## **RULES AND REGULATIONS**

- ❖ Each vendor must abide by all state and federal regulations which govern the production, harvest, preparation, preservation, labeling or safety of products offered for sale. Vendors are liable for their own products.
- ❖ Vendors must commit to the entire market schedule and participate on a regular basis (minimum of 80% of Market days) unless invited as a weekly or seasonal guest.
- ❖ Any markets missed *for any reason* after being signed up for will result in a \$25 missed market booth fee.
- ❖ Vendors are responsible for all appropriate labeling, licenses, product inspections, weights, measures, and pesticide rules. The accuracy of scales/weights is the responsibility of the vendor. It is the responsibility of the vendor to ensure compliance with all applicable health and sanitation codes, as well as local, state, and federal agricultural requirements.
- ❖ Vendors are responsible at all times for the cleanliness within their vending area. Each vendor is required to leave the space clean at the end of the Market day. Ice is to be emptied in the street. Each vendor is asked to properly dispose of their trash in the provided trash receptacles.
- ❖ All vendors are required to have a Virginia State Sales and Use Tax Certification number. Vendors must collect these taxes at the Market.
- ❖ **A York County Business License is required and must be shown to the Market Manager on the first day of participation at the market.** Vendors are reminded that sales tax in Virginia is **7%**. Yorktown Market Days accepts no responsibility for the proper collection of appropriate taxes.
- ❖ Use or possession of alcoholic beverages or illegal drugs is strictly prohibited. Profanity of any kind is not allowed.
- ❖ Use of Styrofoam is highly discouraged at the markets in an effort to minimize environmental impacts and help increase environmental awareness.
- ❖ Vendor tents, canopies, signs and displays must be approved by the Market Manager.
- ❖ The use of vehicles at the Market must be approved by the Market Manger and County of York based on the needs of the vendor.
- ❖ Accidents or injuries at the Market must be reported to Market staff or County staff.
- ❖ Vendor participation will be at the sole discretion of the Market Manager.
- ❖ Formal complaints must be made to the Market Manager.

## **VENDOR SPACE ASSIGNMENT, SET-UP AND BREAKDOWN**

- ❖ Prior to each Market, vendors will receive a map and site plan that illustrates the layout for the day. There is always a chance that a vendor's booth space will change from Market to Market.
- ❖ Vendors can arrive as early as 6:15 am. Vendors are required to be set-up and ready for business no later than 7:45 am. All vehicles must be out of the Market area by this time and will be strictly enforced.
- ❖ Vendors are required to park in designated parking at York Hall or the County Administration building, both located on Ballard Street. A free trolley begins running at 11 am and will be available to transport vendors back to their vehicles at the conclusion of the market at 12 pm. **NO VENDORS are permitted to park on either level of the Riverwalk Landing Parking Terrace during market hours.**

- ❖ Vendors may sell only from the space assigned by the Market Manager. A space at the Market constitutes a 12' x 12' section. Displays must be confined to the area within the allocated space and must not impede pedestrian traffic or space allocations for other vendors.
- ❖ Vendors must provide their own tables, chairs, equipment, ice and any additional equipment needed for business at the Market. The Market manager is not responsible for providing vendors with equipment and set-up/breakdown support. Please be sure to dump ice and water in the street drains at the end of the market and not on the grass area.
- ❖ At the conclusion of each Market at 12 pm (3 pm for fall/holiday extended markets), vendors are required to breakdown their product and equipment and clear the area no later than 1 hour after the close of the market.
- ❖ Market staff recommends that each vendor have a sign identifying the name and location of the business.
- ❖ Vendors are required to stay until the end of the Market day, including vendors that sell out of product before the conclusion of the Market. If a vendor cannot attend or is running late, the vendor must make every effort to notify the Market Manager or Market staff of the absence or tardiness. The Market Manager can be reached at 757-344-3273.