



2023 VENDOR APPLICATION

Dates: Saturdays, February 11 and 25; March 4 and 18; April 8, 15*, 22, 29*; May 13, 20, 27; June 3, 10, 17, 24; July 1, 8, 15, 22, 29; August 5, 12, 19, 26; September 2, 9, 16, 23 and 30; October 14*, 21, 28*; November 11* and 18*; and December 9*

Time: 10 am to 2 pm (Feb and March) 8 am to 12 pm (April – Sept) 9 am to 12 pm (Oct) **extended hours*
April 15, 29 from 8 am to 3 pm and Oct. 14, 28, Nov. 11, 18 & Dec. 9 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

Website: www.yorktownmarketdays.com

A non-refundable Application Processing Fee of **\$35.00** must accompany this completed application for consideration to participate in Yorktown Market Days. (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: _____

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 check below **ALL** Markets you want to attend (**retain a copy for your records**):

- | | |
|--|--|
| <input type="checkbox"/> February 11 (Valentine's Day Market) | <input type="checkbox"/> July 22 |
| <input type="checkbox"/> February 25 | <input type="checkbox"/> July 29 |
| <input type="checkbox"/> March 4 | <input type="checkbox"/> August 5 (National Farmers Market Week) |
| <input type="checkbox"/> March 18 (St Patrick's Day Market) | <input type="checkbox"/> August 12 (National Farmers Market Week) |
| <input type="checkbox"/> April 8 (Go Green Market) | <input type="checkbox"/> August 19 |
| <input type="checkbox"/> April 15* (French Market) | <input type="checkbox"/> August 26 |
| <input type="checkbox"/> April 22 | <input type="checkbox"/> September 2 |
| <input type="checkbox"/> April 29* (Pirate Market) | <input type="checkbox"/> September 9 (First Responders Market) |
| <input type="checkbox"/> May 13 (Vintage Market) | <input type="checkbox"/> September 16 |
| <input type="checkbox"/> May 20 | <input type="checkbox"/> September 23 |
| <input type="checkbox"/> May 27 | <input type="checkbox"/> September 30 |
| <input type="checkbox"/> June 3 | <input type="checkbox"/> October 14* (Fall Festival) |
| <input type="checkbox"/> June 10 | <input type="checkbox"/> October 21 |
| <input type="checkbox"/> June 17 | <input type="checkbox"/> October 28* (Paws at the River Market) |
| <input type="checkbox"/> June 24 | <input type="checkbox"/> Nov. 11* (Maritime Festival) |
| <input type="checkbox"/> July 1 | <input type="checkbox"/> Nov. 18* (Harvest Festival) |
| <input type="checkbox"/> July 8 | <input type="checkbox"/> Dec. 9* (Mistletoe Market) |
| <input type="checkbox"/> July 15 (Fun in the Sun Market) | |

***extended hours 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; Riverwalk Landing Business Association; Village Events, Ltd.; 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 Yorktown Market Days; whether such injury, theft or damage occurred prior, during, or after 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.; 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 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 15 & 29, Oct. 14 & 28; Nov.11 & 18, and Dec. 9 are extended **until 3 p.m.**, and vendors are required 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 non-refundable Application Processing Fee

Signature of Applicant:

Date:

2023 Policies and Procedures

OPERATING HOURS

Yorktown Market Days operates rain or shine on the following schedule: Saturdays, February 11 & 25; March 4 & 18, April 8, 15, 22 & 29, May 13, 20, & 27; June 3, 10, 17, & 24; July 1, 8, 15, 22, & 29; August 5, 12, 19, & 26; September 2, 9, 16, 23 & 30; October 14, 21 & 28; November 11 & 18; and December 9. The Market is open Saturdays from **10 am to 2 pm Feb-March (select dates); 8 am to 12 pm April – Sept (excluding May 6) and 9 am to 12 pm in October (excluding October 7) with extended hours on April 15 & 29 from 8 am to 3 pm and extended hours on Oct 14 & 28; Nov 11 & 18; and Dec 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 the 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 be approved and have on file an approved Vendor Application and Hold Harmless Agreement from the Market Manager before vending at the Market. The Hold Harmless Agreement conveys that the vendor will hold the County of York; Riverwalk Landing Business Association; Village Events, Ltd.; 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 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 non-refundable Application Processing Fee of **\$35.00** (with an approved application) will reserve a 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, 6% 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 are recommended to 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 scheduled will result in a **\$35 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 required 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. Tents must be secured with heavy duty stakes and weights.
- ❖ 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 BREAK DOWN

- ❖ 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 6:30 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 areas behind York Hall or the County Administration Building, both located on Ballard Street. The free Yorktown Trolley begins running at 10 am and will be available to transport vendors back to their vehicles at the conclusion of the Market. **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/break down 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 break down their product and equipment and clear the area no later than 1 hour after the close of the Market. To allow

customers to clear the area, the Market field will open for vehicles to load no earlier than 15 minutes after the Market closing.

- ❖ 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.

To pay the non-refundable Application Processing Fee by credit card, please include the following information:

Name: _____

Address: _____

City: _____ **State:** _____ **Billing Zip:** _____

Credit Card Number: _____ **Exp Date:** _____

CSC (3-digit number on back of card): _____