

**Historic Petersburg Foundation's
Old Towne Market
Vendor Application
2016**

CONTACT INFORMATION:

Name: _____

Business Name: _____

Business Address: _____

Contact Phone Number: _____

Email: _____

Website: _____

How long have you operated your business? _____

Please tell us about your business. What do you plan to sell? Attach pictures of your products and display setup if you have them. This will assist the committee with the evaluation process.

The market will be operational from 8 a.m. until noon every Saturday, beginning May 7, 2016. The primary market season will be from May until October. Vendors will be permitted to sell during the winter season (November – April) should they so choose. Please indicate which months you intend to participate as a vendor.

-
- You will be contacted regarding your vendor status after application review by the Market Committee.
 - When accepted into the market, make appropriate payment to secure your vendor space. Spaces are not confirmed until payment is received.
 - Please make all checks payable to the Historic Petersburg Foundation.

I certify that I will only sell the products listed for the market season and that all of the products originate within 125 miles of downtown Petersburg. I understand that failing to follow this agreement or the market rules in general may result in being asked to leave the Market without refund of any fees paid.

Applicant Signature

Date

**Historic Petersburg Foundation's Old Towne Market
Rules and Regulations
2016**

The Historic Petersburg Foundation's Old Towne Market (HPFOTM)'s goal is to promote locally grown and locally made items. The mission of this effort is to support local growers, crafters, and artisans from the area by providing a venue for those local businesses to sell their goods to residents and visitors to our area and help to contribute to the economic growth of Petersburg.

The following rules and regulations are intended to make it as easy as possible for local vendors to sell their products directly to the general public. The success of our market depends on the active participation, cooperation, and support of our various vendors.

The general market policies are maintained by HPFOTM and the market coordinator(s). General market information can be found on the Historic Petersburg Foundation's website:
www.historicpetersburg.org.

LOCATION:

The HPFOTM is located on Saturday mornings at the Eddie's Custom Cruisers and Collision parking lot just up from the intersection of Sycamore and Bank Streets in Petersburg, Virginia.

THE SELLING SEASON:

The HPFOTM is a year-long market with a peak season of May through October, 8 a.m. Until noon. In the case of extreme inclement weather, the market may be cancelled at the discretion of the market coordinator. Notification of cancellation will be sent via email to the vendors and posted on the market facebook page.

FEES AND REGISTRATION:

The fee for participation in the HPFOTM is \$40 per month or \$100 per quarter. This fee provides for one 12'x12' space. Fee may be paid by cash, check, or via credit card (online at www.historicpetersburg.org)

All vendors are required to complete the Hold Harmless Agreement as well as the Vendor Application.

SPACE ASSIGNMENTS AND RESERVATION POLICIES:

1. Vendor spaces are assigned by a representative of the Historic Petersburg Foundation or their designee (Market Coordinator). Vendor spaces may be assigned to an individual or group of individuals interested in selling at the market.
2. Vendors will sell only from their assigned space(s) during the peak market season (May – October). A space is 12'x12' in area. Displays must be confined to the area within the allocated space and must not impede pedestrian or vehicle traffic.

3. All vendors must be set-up and open for business by 8 a.m. on Market Saturdays.
4. If a reserved space is not occupied by 8:30 a.m. on Saturday, the space may be assigned to another vendor for that particular day. The vendor arriving late will be assigned to an available space by the Market Coordinator.

RULES AND REGULATIONS:

1. Attendance: Consistent attendance for the market months noted at registration is expected except in the event of extreme circumstances beyond the control of the vendor. Please notify the Market Coordinator ASAP. Vendor attendance is important to the overall success of the market and develops consistency for customers.
2. Vendors are required to provide their own folding tables, chairs, displays, and tents.
3. All goods sold at the market MUST originate from within a 125-mile radius of downtown Petersburg to be considered "local".
4. All tents must be secure at all times.
5. Non-farm related products may be sold at the market as approved by the Historic Petersburg Foundation's Market Committee.
6. Bakers and sellers of canned goods are required to follow food labeling, kitchen inspection, packaging and product content laws as outlined by VDACS. It is the sole responsibility of the vendor/producer to abide by these regulations.
7. The price must be clearly displayed at all times on all products for sale.
8. No cooking is permitted within the market area without prior approval by the Market Coordinator.
9. Products may not be described in any manner as "organic" unless the producer has been classified or certified as organic by a recognized authority.
10. Vendors are encouraged to obtain their own personal liability policy.
11. It is the vendor's responsibility to pay all applicable state and local sales taxes.
12. It is the vendor's responsibility to obtain any necessary permits at the local and state levels.
13. Each vendor is expected to have all products, displays, boxes, containers, trash, etc. removed within 1 hour of the market closing time. The Market Coordinator will have the authority to change the market hours on special occasions.
14. Generators are not allowed at the market (unless approved by the Market Coordinator).
- 15. THE MARKET AREA IS A DESIGNATED NON-SMOKING AREA FOR BOTH VENDORS AND CUSTOMERS.**
16. Solicitation for products, services, or charitable contributions not specifically addressed as a market commodity is not permitted without prior permission of the Market Coordinator. In general, solicitation will not be permitted at the market.
17. Vendors must be fourteen years of age or older. However, younger children are welcome to participate when directly supervised by an adult responsible for the safety and conduct of the child.
18. Vendors will be solely 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 session. Please remove all trash associated with your space.
19. The Market Coordinator will enforce all rules and regulations within the market area as authorized by the appropriate section of these guidelines. Failure by any vendor to comply will result in the forfeiture of the right to be a participant in the HPFOTM for a length of time

determined by the Market Coordinator and the Committee.

20. Non profit groups are encouraged to attend the Old Towne Market. Non profit groups can set up adjacent to the West Side of the vendor spaces along the fence line. Non profits may set up tables and tents. Non profits may pass out information, sell tickets to events, educate the market attendees and receive donations. If the Non Profit organization wants to sell products they must fill out a vendors application and pay all associated fees. Non profit spaces are limited and pre authorization is required. Pre authorization is by any member of the market committee with coordination through HPF staff.

Thank you for helping us to make the market a success!!

Please return vendor application and payment to:
Historic Petersburg Foundation
P.O. Box 691
Petersburg, Virginia 23804

Hold Harmless and Indemnity Agreement
Historic Petersburg Foundation's Old Towne Market

This Indemnity Agreement, made and entered this day _____ of _____, 20____, by _____, (participant in the Historic Petersburg Foundation's Old Towne Market).

Witnesseth:

Whereas, the undersigned desires to be involved in an event in the City of Petersburg referred to as the Historic Petersburg Foundation's Old Towne Market (HPFOTM) and,

Whereas, the undersigned, in consideration of the permission granted to it by the HPFOTM to participate in such event, agrees to indemnify and hold harmless Historic Petersburg Foundation against any and all liability, loss damages, cost or expense which it may incur because of such action.

Now and to that end, the undersigned hereby agrees to indemnify and save harmless HPFOTM from any and all liability loss, damages, cost or expense which the participant may hereafter incur, suffer or be required to pay by reason of said participation in the subject activity held on the property owned by Eddie's Cruisers and Collision.

The undersigned agrees to pay, to the complete exoneration of said association, any claim made against the Historic Petersburg Foundation for injury or damages to persons caused by said participation and to further indemnify and hold harmless said association from any costs incurred with respect to defense of such claim.

If said participant is a minor child less than 18 years of age, the signature of the parent or legal guardian shall constitute the same indemnification as provided above.

I, as market participant, have reviewed the market rules and regulations. I agree to abide by the terms of this document.

Signature of Participant _____

Printed Name _____

Address _____

Phone _____

Email _____