



2018 SMITHFIELD HOLIDAY EVENING MARKET
Saturday, November 17, 2018 – 4:00 p.m. to 8:00 p.m.
Located in historic downtown Smithfield, Virginia
www.smithfieldfarmersmarket.org

VENDOR APPLICATION

Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Business Phone(s): _____ Cell: _____ Alt: _____

Email Address: _____

Website: _____ Facebook: _____

Please mark one: Returning vendor New Vendor

Christmas Evening Market 2017 estimated sales \$ _____

	<i>Space</i>	<i>Fee</i>	<i>Total</i>
Standard Fee	10' x 10'	\$125	
Additional Space	10' x 10'	\$75	
Non-Profit	10' x 10'	\$25	
Electricity		\$30	
TOTAL			

DEADLINE: The deadline for **ALL** applications is **October 19, 2018** or when all spaces are full.

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Please give a **detailed description** of your products. If you are a new vendor, we require samples and/or photos or website addresses of your products. A committee will be examining your application to decide if we can offer you a space in the market, so be as specific as possible in your description. If we receive your application and registration fee and make a decision that we cannot offer you space, we will return your registration fee to you.

Please list any other pertinent information that may be helpful in reviewing your application, space requirements, or space requests:

CAREFULLY REVIEW PAGES 4-5 BEFORE SIGNING THE AGREEMENT AND RELEASE BELOW

By signing below, I certify that I have read and do agree to abide by the rules and regulations of the Smithfield Farmers Market as outlined on pages 3-4 of this document. Further, I also agree to hold the Market Manager, Smithfield Farmers Market Management, Isle of Wight – Smithfield Tourism, Smithfield Foods, Town of Smithfield, or any local business along Main Street and/or the County of Isle of Wight harmless from all liability or responsibility whatsoever for personal injury, property damage or wrongful death however caused, including, but not limited to, the negligence of the above referenced parties, whether passive or active, that results from my activities at the Smithfield Holiday Evening Market.

Signature_____

Date_____

Please return pages 1-2 with your registration fee payable to “**Isle of Wight County**” to:

**Smithfield Farmers Market
319 Main Street
Smithfield, VA 23430**

Meredith Marchant, Market Manager
mmarchant@isleofwightus.net
757.759.4118

MARKET REGULATIONS AND INFORMATION



Welcome to the 6th annual Smithfield Holiday Evening Market!

MARKET DATES AND SITE

The Smithfield Holiday Evening Market will be Saturday, November 17th, 4:00 p.m. to 8:00 p.m. We will have a "Rain Date" for Saturday, December 15th, 4:00 to 8:00 p.m. However, we will not cancel unless we have adverse weather conditions. In the event of a rescheduling or cancellation you will be notified by the email you provide on your application.

Location: The market operates along Main Street in historic downtown Smithfield.

Garbage: Garbage must be removed from the site and not placed in any market trash bin, town trash bin or nearby private trash bin.

Tents and Supplies: All vendors must furnish their own umbrellas or shade tents, tables, chairs, ice, scales, and anything else required to sell their products. All tents must have weights attached to all four corners for use in windy conditions.

Rental tents, tables and chairs may be rented from Skip Sharpley at S & B Tent Rentals: (757) 448-7327. The tent will be set up and taken down. You must contact Skip directly to place your order. Tents do run out, so please place your order early.

ELIGIBILITY: Participation is open to items that are **homegrown, handcrafted or home-produced**. Our goal is to create a unique shopping experience for customers to purchase items that cannot be found in area stores. Because of the increased popularity and limited space, vendors will be juried. Participation will be based on unique aspects of your product, since we don't want too many vendors with similar items. Items may come from outside the 100-mile radius that is required during the regular Smithfield Farmers Market season, but items may not be resold from large companies that mass-produce items. Spaces are not guaranteed to returning vendors. Items are also prohibited from companies like Mary Kay, Avon, Origami Owl, Longaberger, PartyLite, etc.

All processed foods must be certified by the Virginia Department of Agriculture. **Any vendor or non-profit selling processed pickles, salsa, canned fruits and vegetables, baked goods or any other prepared food item** must contact the Isle of Wight Health Department, Jennifer Burch, at (757) 279-3080 to arrange health certification for this event.

FEES

Vendor Registration: The registration fee accompanying the application is **non-refundable** (unless application is not accepted or the market is cancelled because of adverse weather conditions) and is needed to secure your space. No application will be processed without the fee.

MARKET OPENING, CLOSING AND ATTENDANCE

Vendors must be in attendance when scheduled, ready to sell by 4:00 p.m., and available for business until closing of market, 8:00 p.m. You can begin arriving and setting up your tents at 2:00 p.m. **Leaving early is prohibited.**

Vehicles: No vehicles may be operated on Main Street after 3:00 p.m., and vehicles cannot be parked at your space assignment without prior approval of the market manager. Make sure you have unloaded & removed your vehicle by 3:00 p.m. Vehicles that arrive late will not be permitted on Main Street.

Emails: The market manager prefers to communicate market news through regular emails. All vendors are **HIGHLY ENCOURAGED** to have an email account.

The Following are Prohibited During Market Hours

- Electrical generators (without approval of market manager)
- Damage to the asphalt
- Processed foods not in compliance with health department and Virginia Department of Agriculture regulations
- Cooking within the market area without prior approval by the Market manager
- Distribution of political campaign (or religious) materials without approval of market manager
- Smoking by vendors within the parameters of the market

SPACE ASSIGNMENTS

Each vendor space is large enough for a 10' x 10' tent. The market manager will map out the vendor spaces before each market, and maps will be provided to the vendors

REQUIREMENTS

All vendors must complete an application, sign a hold harmless agreement, and read and sign the rules and regulations before being allowed to sell any product.

Vendors are liable for their own products and responsible for adhering to the Department of Agriculture's policies & procedures when dealing with prepared foods, selling prepared foods or offering samples at the Smithfield Farmers Market. A copy of all required licenses should be filed with the vendor's application if applicable. Please provide a copy of current inspection report from the Virginia Department of Agriculture.

Collection of Virginia sales tax and compliance with the Virginia Department of Taxation is the responsibility of the vendor. See <http://www.tax.virginia.gov/site.cfm?alias=SalesUseTax> or call (804) 367-8037.

Market management, the Town of Smithfield, the County of Isle of Wight, Smithfield Foods and/or the Bank of Southside Virginia (BSV) will not be held liable for the products offered by vendors. Product liability insurance is the sole responsibility of the vendor.

READ AND SIGN THE AGREEMENT AND RELEASE ON PAGE 2 OF THIS APPLICATION AND RETURN IT ALONG WITH PAGE 1. YOUR SIGNATURE ON PAGE 2 IS REQUIRED FOR THE APPLICATION TO BE CONSIDERED COMPLETE. MAKE COPIES OF 1-2 AND KEEP PAGES 3-4 FOR YOUR OWN INFORMATION.

Contact information:
Meredith Marchant, Market Manager
Email: mmarchant@isleofwightus.net
Telephone: (757) 759-4118