

Sales Tax Number: _____

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:

- | | |
|-------------------------------|-------------------------|
| Dates: Saturday, May 4 | Saturday, August 17 |
| Saturday, May 11 | Saturday, August 24 |
| Saturday, May 18 | Saturday, September 14 |
| Saturday, May 25 | Saturday, September 21* |
| Saturday, June 1* | (Vintage Theme) |
| (Fitness Theme) | Saturday, September 28 |
| Saturday, June 15 | Saturday, October 5 |
| Saturday, June 22 | Saturday, October 12* |
| Saturday, June 29 | (Pet Theme) |
| Saturday, July 6 | Saturday, October 19 |
| Saturday, July 13 | Saturday, October 26 |
| Saturday, July 27 | Saturday, November 2 |
| Saturday, August 3 | Saturday, November 9 |
| Saturday, August 10 | Saturday, November 16 |

of Spaces requested: _____ (each space is 12' x 12')

Do you need electricity? _____ (Please note that electricity is extremely limited and if power is critical, you may need to bring your own generator.)

Hold Harmless Agreement

Please Check:

- I have read and agree to abide by all Village Events Buckroe Beach Farmers Market policies and procedures.

- I, _____, agree that the City of Hampton, Village Events, Ltd, 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 Buckroe Beach Farmers Markets whether such injury, theft or damage occurred prior, during, or after the Buckroe Beach Farmers Market. The above named business further agrees to indemnify, defend and hold harmless the City of Hampton, Village Events, Ltd., 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 naming Village Events, Ltd. and the City of Hampton as additional insured, as this coverage is not provided. I have attached a certificate of insurance to this application. If you do not have insurance and would like to be added to Village Events' policy, there will be a \$30 charge.

❖ Completed applications and \$10.00 application fee made out to Village Events, Ltd. are due by March 1, 2018.

Mail the following to:

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

- Signed Application including the Hold Harmless Agreement

- \$10.00 application artist fee

Signature of applicant:

Date:

Buckroe Beach Farmers Market 2019 Artist Policies and Procedures

OPERATING HOURS

Buckroe Beach Farmers Market operates rain or shine in 2018 on the following schedule: Saturdays, May 4, 11; June 1*, 15, 22, 29; July 6, 13, 22, 29; August 3, 10, 17, 24; September 14, 21*, 28; October 5, 12*, 19, 26; November 2, 9, 16;

The Market is open from 9am – 1pm. *Themed Markets run 9am – 3pm

LOCATION

The Market is located at Buckroe Beach, 1st Street, Hampton, Virginia.

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.

APPLICATION AND FEES

Vendors must obtain an approved Vendor Application and Hold Harmless Agreement from the Market Manager before selling at the Market. The Hold Harmless Agreement ensures that the vendor will hold the City of Hampton, Village Events, Ltd., and their respective officers, employees, agents and consultants harmless against any claims for bodily injury to include death, theft or damage, including attorney fees about their participation in the Buckroe Beach Farmers Market. Additionally:

- ❖ Village Events, Ltd. recommends that vendors be covered by liability insurance, and to provide this insurance certification with the application.
- ❖ The fee of \$10.00 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.
- ❖ Artists and vendors selling value added goods will have a \$25.00 weekly fee that will be due upon arrival at each market. No more than 2 – 3 weeks of sales, per month will be allowed unless approved by the Market Manager.

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 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. Each vendor is asked to properly dispose of their trash in the provided trash receptacles.
- ❖ It is recommended that vendors have a Virginia State Sales and Use Tax Certification number. It is understood that sales taxes must be paid to the Commissioner of Revenue at end of the season. Vendors should collect these taxes at the Markets.
- ❖ Use or possession of alcoholic beverages or illegal drugs is strictly prohibited. Profanity of any kind is not allowed.
- ❖ 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 Manager IN ADVANCE of the market based on the needs of the vendor.
- ❖ Accidents or injuries at the Market must be reported to Market staff or the City of Hampton Police Department. A Hampton Police Officer will be on site at each Market.
- ❖ 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 7:00am. Vendors are required to be set-up and ready for business no later than 8:45am. All vehicles must be out of the Market area by this time and this will be strictly enforced. Please make every attempt to vacate the Market area by 2pm.
- ❖ 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, tents, chairs, equipment, ice and any additional equipment needed for business at the Market. **TENTS ARE REQUIRED.** The Market manager is not responsible for providing vendors with

equipment and set-up support. Please be sure to dump ice and water in the street at the end of the market day and not on the grass.

- ❖ 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. **TENTS ARE REQUIRED.** 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 Site Manager (James Holt) can be reached at 757-849-3799 or Mark Medford at 757-344-3273.