



2019 Buckroe Beach Farmers Market VENDOR APPLICATION

Dates: Saturdays, May 4, 11, 18, 25
June 1*, 15, 22, 29
July 6, 13, 27
August 3, 10, 17, 24
*Themed Markets

September 14, 21*, 28
October 5, 12*, 19, 26
November 2, 9, 16

Time: 9:00am – 1:00pm

Themed Markets run 9:00am – 3pm

Location: Buckroe Beach,

Market Manager: Mark Medford

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

Website: www.VillageEvents.org/Hampton

An application fee of **\$35.00** must accompany this completed application for consideration to participate at the Buckroe Farmers Market. (**Checks made to Village Events, Ltd.**)

PLEASE PRINT

Date: _____

Business Name: _____

Contact Person: _____

Product: Are you selling produce, seafood, or other market goods? (Please be specific):

Address: _____

City/County: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Fax: _____ Email: _____

Website: _____ Facebook: _____

Sales Tax Number: _____

Address where Market items are produced: _____

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, May 11
Saturday, May 18
Saturday, May 25
Saturday, June 1*
(Fitness Theme)
Saturday, June 15
Saturday, June 22
Saturday, June 29
Saturday, July 6
Saturday, July 13
Saturday, July 27
Saturday, August 3
Saturday, August 10

Saturday, August 17
Saturday, August 24
Saturday, September 14
Saturday, September 21*
(Vintage Theme)
Saturday, September 28
Saturday, October 5
Saturday, October 12*
(Pet Theme)
Saturday, October 19
Saturday, October 26
Saturday, November 2
Saturday, November 9
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.

- If I am a Food Vendor I have completed the Temporary Food Sale or Distribution Application with the Hampton Health Department and paid all appropriate fees, if any.

❖ Completed applications and \$35.00 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

- \$35.00 application fee

Signature of applicant:

Date:

Buckroe Beach Farmers Market Vendor 2019 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.

PRODUCER ONLY MARKET

- ❖ Vendors are encouraged to 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*” whenever possible.

- ❖ Sale of crafts, manufactured, used or imported goods is not permitted without prior approval by the Market Manager.

- ❖ 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 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 in connection with 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.

- ❖ When applicable, please attach with the application the appropriate state/USDA inspection certificates. The producer must also supply documentation of compliance with local VDACS or Health Department ordinances and inspections when applicable.
- ❖ The 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 7 days. A fee equaling 6% of the 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.
- ❖ 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. Each vendor is asked to properly dispose of their trash. **The Market area is a smoke free environment.** Smoking area is provided on the boardwalk near the beach.
- ❖ All vendors are required to have a Virginia State Sales and Use Tax Certification number. Vendors must collect these taxes at the Market.
- ❖ 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 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.
- ❖ 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. The Market Manager will direct you to the appropriate parking location
- ❖ 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. 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 or on the grass at the end of the market day.
- ❖ 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 Site Manager of the absence or tardiness. The Site Manager (James Holt) can be reached at 757-849-3799 or Mark Medford at 757-344-3273.