Riverwalk Landing in
Historic Yorktown, Virginia

Yorktown
Market Days

Yorktown waterfront between Buckner and Ballard streets

2012 VENDOR APPLICATION

Dates: Saturdays, May 12, 19, 26; June 2, 9, 16, 23, 30; July 7, 14, 21, 28; August 4, 11, 18, 25; September 1, 8, 15; October 13*; November 10*; and December 15*
Time: 8am to 12pm (*Oct, Nov & Dec markets until 3 pm)
Location: Riverwalk Landing in Historic Yorktown, Virginia
425 Water Street, Yorktown, VA 23690
Market Manager: Don Willis
Phone: (757) 877-2933 Fax: (757) 257-3915
E-Mail: VillageEvents@cox.net
Website: www.yorktownmarketdays.com

A non-refundable seasonal fee of **$35.00** must accompany this completed application for consideration to participate at the Yorktown Market. **(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: _____

Address where Market items are produced: _____

_____

Are you selling produce, seafood or other Market goods? _____

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 circle **ALL** Markets you plan to attend:

Saturday, May 12	Saturday, July 28
Saturday, May 19	Saturday, August 4
Saturday, May 26	Saturday, August 11
Saturday, June 2	Saturday, August 18
Saturday, June 9	Saturday, August 25
Saturday, June 16	Saturday, September 1
Saturday, June 23	Saturday, September 8
Saturday, June 30	Saturday, September 15
Saturday, July 7	Saturday, October 13
Saturday, July 14	Saturday, November 10
Saturday, July 21	Saturday, December 15

# 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, the Riverwalk Landing Business Association, Village Events, Ltd., the 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 the Yorktown Market Days; whether such injury, theft or damage occurred prior, during, or after the 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., and the 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 the 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.

Mail the following to:

Market Manager, Village Events, Ltd., P.O. Box 1282, Yorktown, VA 23692

- ❑ Signed Application

- ❑ Read and check the Hold Harmless Agreement

- ❑ $35.00 vendor fee

Signature of applicant: **Date:**

_____ _____

2012 Policies and Procedures

OPERATING HOURS

Yorktown Market Days operates rain or shine on the following schedule: Saturdays, May 12, 19, 26; June 2, 9, 16, 23, 30; July 7, 14, 21, 28; August 4, 11, 18, 25; September 1, 8, 15; October 13; November 10; and December 15. The Market is open from **8am to 12pm.**

LOCATION

The Market is located at 425 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 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 obtain an approved Vendor Application and Hold Harmless Agreement from the Market Manager before vending at the Market. The Vendor Application documents product origination. The Hold Harmless Agreement conveys that the vendor will hold the County of York, the Riverwalk Landing Business Association, Village Events, Ltd., the 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 the 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.
- Watermen must submit proof of a commercial fishing license with the application.
- The seasonal 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 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 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. Ice is to be emptied in the street. Each vendor is asked 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.

- Use or possession of alcoholic beverages or illegal drugs is strictly prohibited. Profanity of any kind is not allowed.

- Use of Styrofoam is prohibited 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.

- 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 the York County Sheriff's Office.

- 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 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 6:30am. Vendors are required to be set-up and ready for business no later than 7:45am. All vehicles must be out of the Market area by this time and will be strictly enforced.

- 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/breakdown 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 12pm, vendors are required to breakdown their product and equipment and clear the area no later than 1pm.

- 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 757-810-7478.