

Vendor Application
Prince George Farmers Market
2024 Market Season

Market Site: 6380 Scott Memorial Park Prince George, VA. 23875

Mailing Address: P.O. Box 68 Prince George, VA 23875

Farmersmarket@princegeorgecountyva.gov – email address

Phone: (804)722-8777 Fax: (804)732-1967

Regular season begins Saturday, May 4, 2024 and runs through Saturday, October 26, 2024 (9a.m.-1:00 p.m.). **Please complete the application in its entirety. Incomplete applications may not be accepted.**

Business/Vending as Name: _____

Address: _____

Contact Person: _____

Phone Number(s): _____ Texts ok? _____

Email Address (required): _____

(The majority of notices and communications will be conducted through email)

Emergency contact(s): name and phone number: _____

Vendor Type (please circle): Artist/Artisan Apparel Jewelry Woodwork Home Goods

Grower Culinary Artist/Baker Food Truck/Stand Pet related Non-profit Other

Brief list of products and description – Non-profits should explain here how the non-profit serves the Prince George community and how their space will be used:

(Attach extra sheets/pictures as needed)

Mark Dates You WILL Attend the Market (read from left to right):

___ May 4 ___ May 11 ___ May 18 ___ May 25 ___ June 1 ___ June 8
___ June 15 ___ June 22 ___ June 29 ___ July 6 ___ July 13 ___ July 20
___ July 27 ___ Aug 3 ___ Aug 10 ___ Aug 17 ___ Aug 24 ___ Aug 31
___ Sept 7 ___ Sept 14 ___ Sept 21 ___ Sept 28 ___ Oct 5 ___ Oct 12
___ Oct 19 ___ Oct 26 ****Special Holiday Market** ___ Nov 16 (10a.m.-2p.m.)

Regular Market Fees:

___ 8x8 vendor booth (pay as you go- if you do not plan to attend regularly for the entire season) weekly fee is \$10 per booth space. Payment is due each market day. (Circle the dates above that you wish to attend).

___ 8x8 vendor booth (pay for the season- if you plan to attend regularly for the entire season) one-time fee of \$150.00 (equivalent of \$6 per Market) will be due at the first market.

Market Fees for Vendors selling at least 80% of the following items: (Raw Produce, Eggs, Meat, Plants, Dairy, Fresh Breads, Honey, Herbs & Fresh Cut Flowers):

___ 8x8 vendor booth (pay as you go- if you do not plan to attend regularly for the entire season) weekly fee is \$3 per booth space. Payment is due the day of the market. (Circle the dates above that you wish to attend).

___ 8x8 vendor booth (pay for the season- if you plan to attend regularly for the entire season) one-time fee of \$50.00 (equivalent of \$2 per Market) will be due at the first market.

Vendors in the second category selling 80% of the above items who sign up to attend the Market for the entire season will be given first choice of their vendor location if their application is received prior to the first market of the season. All other vendors will choose their space in the order their application is received or will be assigned a space by the Market Manager.

*Spaces will be chosen in person in April (date selected by the market manager. Vendors must be present to choose their space and must select at least 75% of the regular market dates (20 market dates) to choose a space.

NO VENDORS WILL BE ALLOWED TO DRIVE ON THE GRASS AREAS TO UNLOAD OR RE-LOAD THEIR VEHICLES. VENDORS SHOULD PLAN TO BRING A HAND CART OR WAGON TO UNLOAD/RE-LOAD THEIR VEHICLES. The Market Manager will make every attempt to have volunteers to assist the vendors at 7:30 a.m. and 1 p.m. each Saturday, but this is **not a guarantee**.

Vendor Arrangements/Location Assignments:

- a. Vendor spaces are assigned according to availability and products being sold.
- b. Notification: if a vendor finds that they will be absent from a Saturday Market, an email must be sent to the Market Manager by Wednesday at noon. Vendors who miss two Saturday’s in a row that was not pre-planned may no longer be guaranteed their same location.
- c. Each vending space under the pavilion is approx. 7’x5’. There are 6’ picnic tables available under the pavilion or vendors may choose to set up their own tent and tables in the parking lot beside Scott Park Field, close to the Elementary School (tents and tables are not provided by the Market Manager) or in the grass area beside the pavilion. Please be sure to indicate to the Market Manager which location you prefer by checking one below.

_____ Under the pavilion _____ Parking Lot Area _____ Grass near pavilion

Web Site Listings:

Once your application has been accepted and approved, your business will be listed on our website. In the space below, include the description you would like us to use. Please keep your description to about 200 characters or less. Also, we will link to one web address for your business. THIS IS ADVERTISING FOR YOUR BUSINESS – PLEASE TAKE ADVANTAGE OF IT!

Web Address & Description:

Social Media:

We would like to connect with you on Facebook and Instagram. Please list your link below:

Each new vendor, according to their vendor type, must provide the following information/etc., before their application can be considered:

Growers – Physical address of your farm: _____

- Please list the produce you expect to sell (See attached page)

Artists – If an artist has not previously vended with us, they must provide sample photos of their creations.

Prepared Food Vendors – Provide a menu of your typical offerings; temporary food truck permits are issued by VA Dept. of Health.

Non-Profit Organizations – There is no weekly fee for non-profits who do not sell items at the market. Normal vending fees apply to non-profits who sell items at the market.

Once your application has been reviewed, the Market Manager will contact you via email to inform you of the results of your application.

By signing below, I agree that I have read and understand the rules and regulations set forth by Prince George Farmer’s Market and will adhere to them along with all local, state, and federal regulations required of my business. I understand that failure to do so may result in permanent dismissal from the Market.

Signed: _____ **Date:** _____

Please email your completed application to farmersmarket@princegeorgecountyva.gov or fax to 804-732-1967.

Prince George County Farmer's Market

Indemnification and Hold Harmless Agreement

This agreement is made and entered this _____ day of _____, 20__ by _____ (hereinafter "Vendor").

In good and valid consideration of Vendor's participation in the Prince George County Farmer's Market (hereinafter "Market"), which will be held on the property of Prince George County, the Vendor agrees to follow:

1. The Vendor be and is individually and severally responsible for any and all claims of third parties resulting from, arising out of, or in any way connected to Vendor's participation in the Market, including, without limitation, personal injury, property damage, and/or product liability;
2. To defend, indemnify and hold harmless the County, its agents, representatives, officers, administrators, and employees from and against any and all liability, damage, expense, exposure, cause of action, suit, claim, penalty, settlement, cost, attorneys fee and/or judgment resulting from, arising out of, or in any way connected with, Vendor's participation in the Market, including but not limited to, personal injury, property damage, and product liability resulting from the purchase and/or use of any item sold by Vendor or from any intentional and/or negligent act by Vendor or any event of Vendor's servants, agents and employees;
3. That Vendor may participate in the defense of any action or claim resulting from, arising out of, or in any way connected with Vendor's participation in the Market at Vendor's own expense;
4. To cooperate in good faith and provide any and all information necessary for the preparation and defense of any claim, suit and/or action resulting from, arising out of, or in any way connected with Vendor's participation in the Market;
5. To cooperate and a good faith to ensure that the County is reimbursed for any and all expenses, costs, judgments, fines, penalties, settlements, fees and/or other amounts incurred in connection with the participation and/or defense of any claim, suit or cause of action resulting from, arising out of, or in any way connected with Vendor's participation in the Market; and
6. That no insurance is provided by the County to Vendor.

Signed and accepted:

Signature: _____ Date: _____

Print: _____

Address: _____