

## Food Vendor Application

**This form is to be completed by the vendor, prior to the selling of goods at the market.  
A new application must be submitted each year, by each vendor.**

### APPLICATION CHECKLIST

- \_\_\_ Contact information is complete
- \_\_\_ Dates of planned participation are checked off
- \_\_\_ Relevant license, certification, and inspection numbers are listed
- \_\_\_ Complete product list and truck menu attached
- \_\_\_ Copies of relevant licenses, certifications, and inspections are attached and up-to-date
- \_\_\_ Evidence of Filing with Health Department for the event in question

*Please note that if any of these items are incomplete or left blank, your application will be considered incomplete. Any updates to this application, including but not limited to new product additions, are subject to approval by the market manager prior to farmer's market on which date the updates take effect.*

The Scottsville Farmer's Market operates from 8:00AM to 12:00 Noon every Saturday, rain or shine.  
The address for the Farmer's Market Pavilion is 125 Fleet Street, Scottsville.  
The pavilion is located next to the Buckingham Bridge.

- **This application is only valid for 2017 Saturday morning Farmer's Market in Scottsville. Please see the Market Manager or Scottsville Town Offices in regards to applications for other events.**
- **All food vendors must occupy a tent or truck, and set up in the area adjacent to the Farmer's Market Pavilion. Vendors must provide their own tents, tables and any needed extension cords.**
- **Electricity and Water are accessible to vendors.**
- **Parking and Bathrooms are conveniently located close to food vendor area.**
- **All accepted vendors are required to sell for the duration of the event, or until they are sold out of product.**

There is a "no competition agreement" for all Food Vendors.

*Menu items will be reviewed upon submission by the Market Manager, and approved for sale - based on order of reservations.*

*No two food vendors will have similar products on a given Saturday at the Scottsville Farmer's Market. This does not apply to beverages.*

**The fee for each accepted food TRUCK is \$50.00, per Saturday.**

**Smaller-scale food vendors such as kettle corn or snow cone booths, with lower cost-point items will be charged \$25.00 per Saturday. This is on a case-by-case basis.**

**\*This does not apply for Fourth of July or any other large, town-sponsored events.**

**If you are interested in attending more than 6 (six) Saturdays at the market for the season, please contact the Market Manager and inquire about a Seasonal Prorated Rate.**

**Product List & Menu:** Please provide a complete product list for each event or date, and a copy of your truck's menu with this application. Any products NOT submitted in writing with this application are not allowed to be sold without prior submission of an application update form and approval of the market manager.

**The following are the sole responsibility of the vendor:**

- Product Liability Insurance
- Collection and Submittal of State and Federal Taxes
- All necessary licensing and certifications, as mandated by the State of Virginia, including the Department of Health – as well as furnishing these and any necessary certificates upon request by the Market Manager or Farmer's Market Committee.

Vendor Name: \_\_\_\_\_

Vendor Address \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Website: \_\_\_\_\_

Vendor Email Address: \_\_\_\_\_

Vendor Phone Number: \_\_\_\_\_

Directions to Home/Farm/Facility from Scottsville: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How far do you travel from your home/business to market each week? \_\_\_\_\_

Please list any Employees and/or Representatives of your business that will be present at market and/or assist with operation of the booth: \_\_\_\_\_

\_\_\_\_\_

What is the best way to contact you? (Please Circle)      **EMAIL**                      **PHONE**                      **SNAIL MAIL**

Does your business accept Credit Cards? (Please Circle)                      **YES**                      **NO**

May we use your business name and any images of your business taken at the market for promotional use – both in print and electronically? (please circle)                      **YES**                      **NO**

- If you check or circle no, the market *will not* advertise your company, photos and/or products and services in any of its marketing or promotions – including print ads, print articles, online advertising, online on the Market Website, or on Social Media.

Scottsville Farmer's Market - Application | 2017

PLEASE CIRCLE YOUR STATUS:

Please Circle your Status: Seasonally Attending Market Attending the Market Weekly
Please Circle The Weeks You Will Not Attend Please Circle The Weeks You Will Attend

APRIL - 1 8 15 22 29

\*April 1, 8, 15, 22, 29 of the 2017 Season will be "unmanaged-unofficial markets" - mostly featuring plant starters, meat, eggs and other early spring produce. The Season Grand Opening is May 6th.

MAY - 6 13\* 20 27

JUNE - 3 10 17 24\*

JULY - 1 8 15 22 29

AUGUST - 5 12 19 26

SEPTEMBER - 2 9 16 23 30

OCTOBER - 7 14 21 28

NOVEMBER - 4 11 18\* 22\*

\*\*PLEASE STAY IN CONTACT WITH THE MARKET MANAGER THROUGHOUT THE SEASON, AND CHECK THE FARMER'S MARKET FACEBOOK PAGE TO STAY IN THE LOOP ABOUT UPCOMING EVENTS.

Some Dates that are already established for the 2017 Season are:

\*Piedmont Virginia Fiddle and Banjo Concert (May 13)

- THIS EVENT ONLY OCCUPIES 12 VENDORS TOTAL

\*Pollinator Week (ends on Saturday June 24, 2017)

\*Holiday Artisan Bazar and Bake Sale (Saturday November 18, 2017)

Photos: Please attach any photos of your food truck or products for sale to this application, to be used in promotional efforts.

What percentage of your food products are made with locally produced ingredients? (please circle)
0% 1-25% 26-50% 51-75% 76-100%

List below the license and inspection numbers required for the operation of your business and/or sale of your products, and any other license, registration, certification, or permit required by local, state, or federal law.

Provide copies of all valid & required licenses, registrations, certifications, or permits with your application packet.

Virginia sales tax license number \_\_\_\_\_

Relevant License Number \_\_\_\_\_

Secondary Relevant License Number \_\_\_\_\_

125 Fleet Street, Scottsville VA
Every Saturday - April 1 - November 18th 2016, Rain or Shine
https://www.facebook.com/FarmersMarketScottsville

Market Manager - Shannon Bostic
shannon.scottsvillemarket@gmail.com << BEST FORM OF CONTACT ---- 434-286-9267 (Office)

Please list the names and addresses of all owners and other persons involved with your business. List any other family/staff members who will actively participate with your business.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Special Requirements/Space Requirements:** Please list any special requirements for your food truck below. i.e.: What is the approximate length/size of your truck or cart? Do you need electricity or access to water?

\_\_\_\_\_  
\_\_\_\_\_

- I/We understand that the Town may request additional information to verify this Application, any amendments to this Application, as well as compliance with the Saturday Morning Market Operating Rules, at any time, and I/We agree to provide such information within a reasonable time as determined by the Market Manager.
- I/We understand that I/we am/are entitled to sell or offer for sale only such items that have been described on this Application filed with the Market Manager.
- I/We understand that my/our Application must be updated and approved by the Market Manager prior to selling any new items.
- I/We understand and agree that I/we am/are prohibited from supplementing my/our own products with any other products that are partially or totally produced by anyone else.
- I/We have read and understand the Scottsville Farmer's Market Operating Rules in effect as of this date and agree to comply with them.
- I/We further swear that all information provided to the Town of Scottsville in or along with this Application by me/us on my/our behalf is complete and correct.
- I/We understand and agree that violation or falsification of any of the terms of this affidavit will result in immediate and permanent loss of permission to sell any product at the Scottsville Farmers Market.
- I/We understand that fraudulent, dishonest or deceptive merchandising or collusion to set prices among vendors may be grounds for forfeiture of the right to do business in the market for a length of time - to be determined by the Farmer's Market Committee.

I have read and understand the Scottsville Farmer's Market rules and guidelines and agree to abide by them. I also agree to hold harmless the Town of Scottsville in the event of an accident or damage to property arising out of my participation in the Scottsville Farmer's Market during the 2016 Season.

Signature of Applicant: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

For Office Use Only:  
Date Received: \_\_\_\_\_

**125 Fleet Street, Scottsville VA**  
**Every Saturday - April 1 - November 18<sup>th</sup> 2016, Rain or Shine**

<https://www.facebook.com/FarmersMarketScottsville>

Market Manager - Shannon Bostic

[shannon.scottsvillemarket@gmail.com](mailto:shannon.scottsvillemarket@gmail.com) << BEST FORM OF CONTACT ---- 434-286-9267 (Office)