

## NON-PROFIT VENDOR APPLICATION

*There is no Application or Attendance Fee for Non-Profit Vendors at the Scottsville Farmer's Market*

Please fill out one application per organization. Please list any representatives that will be present at market in one application.

Name of Organization: \_\_\_\_\_

Organization Address: \_\_\_\_\_

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

Contact Person Name: \_\_\_\_\_

Contact Person Email Address: \_\_\_\_\_

Contact Person Phone Number: \_\_\_\_\_

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

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

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

Does your organization 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.

The following are the sole responsibility of the vendor:

- ❖ Product Liability Insurance
- ❖ Collection and Submittal of State and Federal Sales Tax
- ❖ All Necessary Licensing and Certifications as mandated by the State of Virginia - as well as furnishing these and any necessary certificates upon request by the Market Manager and/or Farmer's Market Committee.

- PLEASE ATTACH ANY LICENSES, CERTIFICATIONS OR INSURANCE DOCUMENTS, WHEN APPLICABLE.
- PLEASE ATTACH/PROVIDE ANY FLYERS, BUSINESS CARDS OR INFORMATION SHEETS ASSOCIATED WITH YOUR ORGANIZATION OR CAUSE. THE MARKET MANAGER WILL USE THIS INFORMATION TO HELP ADVERTISE YOUR PRESENCE AT THE FARMER'S MARKET, IN A KNOWLEDGABLE WAY. THANK YOU.

**Bay Preference:** (Please Check the Proper Box Suited for your Business Needs)

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

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

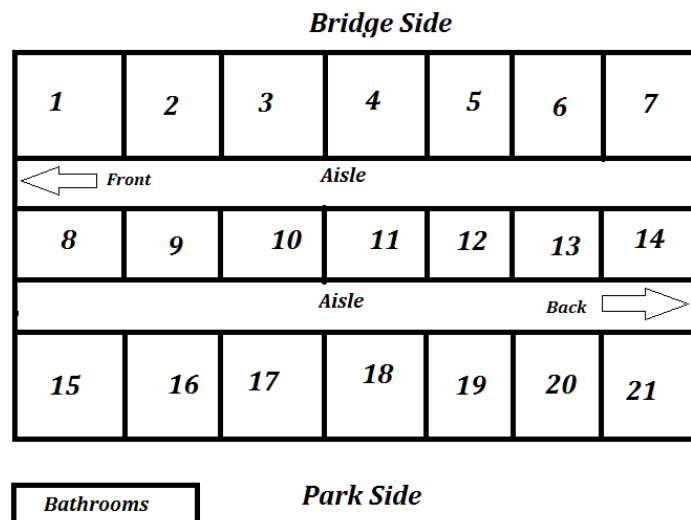
Market Manager - Shannon Bostic

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

**\*\*PLEASE NOTE:** because there is no fee involved with your attendance at the Scottsville Farmer's Market, preference of Bay assignment will be given first to paying vendors. If you wish to attend market regularly, and would like a set, assigned space upon each visit – please contact the Market Manager – and a very low, prorated fee can be arranged to assign you a designated Bay for your attendance throughout the 2017 Season.

Please see below, the grid of the Farmer's Market Pavilion, and mark your first and second desired space. Spaces are assigned at the discretion of the Farmer's Market Manager, with the intent of creating a diverse and organized market layout.

- Side Bay – Direct Vehicle Access, Access to Electricity – Measures 12x12ft  
**Cost: \$200 Seasonally, \$10 Weekly (as available) (THESE GO QUICKLY)**
- Center Aisle Space – Measures 10x8ft (BAYS #8-14)  
**Cost: \$100 Seasonally, \$5 Weekly (as available)**
- Shared Center Aisle Space – Measures 5x8ft  
**Cost: \$50 Seasonally (fits a table and an upright display well, perfect for the small vendor!) (THE BEST DEAL, AND MOST EXPOSURE TO FOOT TRAFFIC. FLEXIBILITY IS REQUIRED, AND SPACE MAY ROTATE WITHIN THE CENTER AISLE)**
- Tent Space - Measures 10x10ft – **TENT SPACES ARE AVAILABLE EVERY WEEK, NO MATTER WHAT Vendor must supply own tent.** Electricity can be provided; you must let the Market Manager know of your needs in advance. Please supply your own extension cord.  
**Cost - \$100 Seasonally, \$5 Weekly (as available)**  
**Larger tents may incur additional fees.**





Is everything you plan on selling at market produced by yourself? (Please Circle)      **YES**                      **NO**

All finished goods and produce sold at market must originate from the County of Albemarle, or its adjacent counties: Louisa, Fluvanna, Buckingham, Nelson, Augusta, Rockingham, Greene and Orange.

Please List all Goods you wish to sell at the Scottsville Farmer's Market in the 2016 Season.

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By signing below, the vendor agrees to strictly adhere to and operate pursuant to the published contract agreement of the Scottsville Farmer's Market. 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 (not attached to this application) 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.**

Vendor Signature: \_\_\_\_\_

Date: \_\_\_\_\_