



**Elizabeth City Downtown Waterfront Market**  
**Non-Profit Application 2017**  
**Operational Days & Time**  
**Saturdays May 6 – October 28**  
**9 AM – 1 PM**

**Location**

**Mariner's Wharf, Water Street, Downtown Elizabeth City**

Non-Profit Information

Non-Profit-Name: \_\_\_\_\_

Your Name: \_\_\_\_\_

Tax ID: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Cell \_\_\_\_\_

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

Items to sell (Open food NOT permitted): \_\_\_\_\_

\_\_\_\_\_

Do you need?: Electricity (\$3 per week) Yes \_\_\_\_\_ No \_\_\_\_\_

**Market non-profit spaces are available at a one time per month use depending upon availability and approval. Please mark the dates your non-profit would like participate.**

May-6	___	Jun-3	___	Jul-1	___	Aug-5	___	Sep-2	___	Oct-7	___
May-13	___	Jun-10	___	Jul-8	___	Aug-12	___	Sep-9	___	Oct-21	___
May-27	___	Jun-17	___	Jul-15	___	Aug-19	___	Sep-16	___	Oct-28	___
		Jun-24	___	Jul-22	___	Aug-26	___	Sep-23	___		
				Jul-29	___			Sep-30	___		

**Fees and Rules**

Non-profits may apply for the free use of 10'x 10' EZ UP canopy tent one Saturday per month on a first-come, first-serve basis.

The Market opens promptly at **9 AM** each Saturday. Participants are expected to be completely set up no later than **8:45 AM**. Set up begins at 7:45 AM day of the Market. Participants are expected to remain open for business until close of Market (1 PM).

Participants not able to attend a reserved market day are expected to contact the Market Coordinator as soon as possible. Refunds will not be given if you miss an assigned day.

Each participant is responsible for cleaning vendor space/tent area before leaving for the day. Please bring your own trash bags and take them with you.

Participants are to provide their own signage, pricing and attractive displays of items. Table coverings are requested to be used.

**Prepared Food**

Cooking of food on the premises of the Market is not allowed by vendors. Non-profit organizations may request permission to sell certain approved foods (prepackaged baked goods, donuts, hot dogs, chips, bottled water and canned soda) for one Saturday per month only on a first-come, first-serve basis. Reservations are required in advance from the Market Coordinator. Organizations will be provided a tent but must supply their own equipment, tables and chairs as needed. Prior approval and scheduling is required at least two weeks in advance with the Marketing Coordinator, space permitting.

**Weather**

The Market is planned rain or shine. Of course, in extreme cases of weather (hurricane, etc.), it will be canceled.

Liability is the responsibility the vendor. Elizabeth City or the Downtown Community Market assumes no risk by the acceptance of this agreement. I have read and agree to abide by the Rules of the Market and understand that these standards are required and that quality is expected.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Return this application to: City of Elizabeth City (use address below to mail or email for sending electronically).

If you have any questions or to return vendor application, please contact:

Danielle Toupin

Downtown Waterfront Market %

Elizabeth City Pasquotank County Economic Development Commission

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