



**Elizabeth City Downtown Waterfront Market
Vendor Application 2018**

Operational Days & Time
Saturdays, May 5th – October 20th, 2018
9 AM – 1 PM

Closed on 5/19 and 10/27

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

Vendor Information

Your Name _____

Name of Business: _____

Address: _____

Telephone: _____ Cell: _____

Email Address: _____

Facebook Page URL: _____

Webpage URL _____

Items to be sold (must be hand/homemade, homegrown or farm raised):

Do you need? Electricity (\$3 additional fee per week) Yes _____ No _____

Market spaces must be reserved in advance. Please indicate your requested dates:

| | | | | | | | | | | | |
|--------|-------|--------|-------|--------|-------|--------|-------|--------|-------|--------|-------|
| May-5 | _____ | Jun-2 | _____ | Jul-7 | _____ | Aug-4 | _____ | Sep-1 | _____ | Oct-6 | _____ |
| May-12 | _____ | Jun-9 | _____ | Jul-14 | _____ | Aug-11 | _____ | Sep-8 | _____ | Oct-13 | _____ |
| May-26 | _____ | Jun-16 | _____ | Jul-21 | _____ | Aug-18 | _____ | Sep-15 | _____ | Oct-20 | _____ |
| | | Jun-23 | _____ | Jul-28 | _____ | Aug-25 | _____ | Sep-22 | _____ | | |
| | | Jun-30 | _____ | | | | | Sep-29 | _____ | | |

Vendor Fees & Rules

Vendor spaces are \$20 per week on a first come first serve basis with a onetime non-refundable \$20 application fee due upon receipt of application. After review, you will be notified regarding eligibility and acceptance of your application. Weekly fees will be collected after approval on first day of participation. Subsequent week reservations will be paid on each market day. You may reserve additional vendor spaces for an additional \$10.00. Vendor space measures 10'x 10' and includes use of an EZ UP canopy tent. Limited electricity is available and must be reserved in advance. There is an additional \$3 per week charge for electricity. The Market opens promptly at 9 AM each Saturday. Set up begins at 7:45 AM. Vendors are expected to be completely set up no later than 8:45 AM.

- Vendors are expected to arrive on time and are expected to bring enough product for the entire market selling day. Vendors are expected to remain open for business until close of the market at 1 PM. **Arriving late or leaving early without prior approval will result in a violation.** First violation is a verbal warning, second, is a written warning, third, the vendor will be asked not to return for Two Weeks. If after the third violation the vendor arrives late or leaves early without prior approval, the vendor will no longer be allowed to participate at the market.
- Vendors not able to attend a reserved market day are expected to contact the Market Coordinator no later than **9:00 AM the Thursday before participation**. No-show vendors who fail to notify the Market Coordinator by this deadline will be charged the \$20 rental fee.
- Each vendor is responsible for cleaning vendor space/tent area before leaving for the day. Trash receptacles at the market are not meant for vendor use. Please bring own trash bags and take it with you.
- Vendors are to provide their own signage, pricing and attractive displays including table coverings.
- Vendors found to be in violation of the regulations may be disqualified from participation without refund.

Prepared Food and Baked Goods:

Prepackaged, labeled prepared foods are permitted for sale with prior approval. Vendors requesting to sell baked goods (bread, cakes, muffins, etc.) or other non-temperature controlled items will be required to wrap and label each item. Labels must include: name of item; name & city of preparer; all ingredients; net weight or piece count. Vendors making goods for sale from a non-commercial facility may be required to complete a home inspection. Home inspections take about 90 minutes, are free and must be scheduled in advance by contacting: North Carolina Department of Agriculture and Consumer Services, Raleigh office at 919-733-7366. You will need to request to speak to a compliance officer concerning Home Processing. Based on the information received by them, a Food Regulatory person will be assigned for follow-up from there to do the field work.

Cooking on market grounds is not permitted.

Artisans:

All Items must be of non-commercial origin and must be at least 75% “hand or homemade.” Commercially manufactured items or items where the commercially manufactured components contribute more to the finished product than the artisan's labor and design will be disqualified. Please enclose a photo(s) of your non-food artisan item(s) with your application for juried review. After review, you will be notified regarding eligibility and acceptance or denial of your application.

Non Profit Organizations:

Non-profit organizations may participate as a vendor on a first come first serve basis, twice per month at no charge. Items to be sold will require prior approval. Space location will be at the discretion of the market manager and planning personnel. Prior approval and scheduling is required at least one week in advance, space permitting.

License, Permit, Certification, and Inspection Requirements

The Market Coordinator will complete a farm or production site checklist as a condition for vendor approval. Vendors are required to comply with all Federal, state, and local laws governing food safety and labeling and will provide the Market Manager with valid and current documentation of required licenses, permits, or certifications.

Please indicate which of the following apply to your production and vending:

You must select at least one:

- | | |
|---|---|
| <input type="checkbox"/> NCDCA Kitchen Inspection | <input type="checkbox"/> USDA Organic Certification |
| <input type="checkbox"/> NCDCA Meat Handler’s License | <input type="checkbox"/> FDA Short Course Certification |
| <input type="checkbox"/> Sales Tax ID Number | (for acidified foods) |
| <input type="checkbox"/> other: _____ | |
| <input type="checkbox"/> other: _____ | |

Parking

In an effort to attract the maximum amount of visitors we are asking Vendors and Exhibitors to unload using the Waters Street sidewalk entrance or by using the Mariner’s Wharf parking lot. Once offloaded, all Vendors and Exhibitors are asked to park across the street or find on street parking elsewhere. The only exception to this new rule will be for those exhibitors who have a disability parking permit.

Weather

The Market tents will not be used in steady rain or wind speeds 15 mph or higher. If extreme weather conditions exist, the best interest of both the market and patrons will be considered and the event may be canceled. If the Market tents aren’t used, the vendor fees for that day will be reduced to ½ price for that day.

Liability:

Each vendor participating in the Downtown Waterfront Market shall be responsible for any loss, personal injury, deaths, and/or other damage that may occur as a result of the vendor's negligence or that of its servants, agents, and employees, and hereby agrees to exonerate, hold harmless, indemnify and defend Downtown Waterfront Market and the City of Elizabeth City., its successors and assigns, from and against any and all losses, damages, claims, suits or actions, judgments and costs, and attorney's fees which may arise or grow out of any injury or death of persons or damage to property in any manner connected with the vendor's products, operations, or vending at the Market. Liability is the responsibility the vendor. Elizabeth City or the Downtown Community Market assumes no risk by the acceptance of this agreement.

The Downtown Waterfront Market encourages All Local Area growers, producers, artisans, and non-profit organizations to participate. The Downtown Waterfront Market does not discriminate on the basis of race, religion, color, sex, age, physical or mental disability, national origin, sexual orientation, or any other basis covered by local law.

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 with your \$20 application fee only.

Make checks payable to: **City of Elizabeth City**

(Please use address below to mail or email for sending electronically).

If you have any questions please contact:

Danielle Toupin

Downtown Waterfront Market

Elizabeth City Pasquotank County Economic Development Commission

405 E. Main Street, Suite 4

Elizabeth City, NC 27909

Local: (252) 330-8050

Mobile: (508) 958-0275

danielle@downtownwaterfrontmarket.com - email