



Elizabeth City Downtown Waterfront Market

Non-Profit Application 2018

Operational Days & Time

Saturdays May 5th – October 20th, 2018

9 AM – 1 PM

Closed on 5/19 & 10/27

Location

Mariner's Wharf, Water Street, Downtown Elizabeth City

Non-Profit Information

Non-Profit-Name: _____

Your Name: _____

Tax ID: _____

Address: _____

Telephone: _____ Cell: _____

Email Address: _____

Facebook Page URL Link _____

Webpage URL Link: _____

List items to sell or for donation only (Open food NOT Permitted): _____

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

Market non-profit spaces are available two-times per month use depending upon availability and approval. Please mark the dates your non-profit would like participate.

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	_____		

Fees and Rules

Non-profits may apply for the free use of 10'x 10' EZ UP canopy tent two Saturday's 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).

- Vendors are expected to arrive on time and 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 **One Month**. 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 and vendors who fail to notify the Market Coordinator by this deadline will be issued a verbal warning.

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 two Saturday's per month on a firstcome, 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 one week in advance with the Marketing Coordinator, space permitting.

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 market may still go on depending on the weather for that day.

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:

Stacy Williams
Elizabeth City/Pasquotank County
Park & Recreation Department
200 E Ward Street
Elizabeth City, NC 27909

Office: 252-335.1424
Email: Swilliams@cityofec.com