



Elizabeth City Downtown Waterfront Market

**Non-Profit Application**

2019

**Days & Time of Operation**

Saturdays

June 1-August 31

9 AM – 1 PM

**Location**

Mariner's Wharf Park

Downtown Elizabeth City, NC

**Non-Profit Information**

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

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

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

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

Telephone: \_\_\_\_\_ Contact 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.**

Jun-01	___	Jul-06	___	Aug-03	___
Jun-08	___	Jul-13	___	Aug-10	___
Jun-15	___	Jul-20	___	Aug-17	___
Jun-22	___	Jul-27	___	Aug-24	___
Jun- 29	___			Aug-31	___

## **Fees and Rules**

Non-profits may apply for the free use of one 10'x 10' EZ UP canopy tent two Saturday's per month on a first-come, first-serve basis. Only Downtown Market tents set up by Parks and Recreation staff may be used during the market.

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 **7:30 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 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 not be tolerated. Market vendors are expected to stay until close of market.
- One 10x10 EZ UP canopy tent will be provided for vendor use. Only Downtown Market tents set up by Parks and Recreation can be used for the market. No outside, personal tents.
- No signage, displays, crafts, tape, or items of any kind can be attached to tents.
- Table(s), chair(s), and table coverings **will not** be provided for use during the market. Vendors are to supply their own.
- Vendors are to provide their own signage, pricing and ***attractive displays*** including table coverings.
- Vendors not able to attend a reserved market day are expected to contact the Market Coordinator **no later than 5 p.m. the Wednesday before participation.**
- 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 asked to not touch the Downtown Market tents. **Tents are to be set up, moved and taken down by Parks and Recreation staff only.**
- Vendors found to be in violation of the regulations may be disqualified from participation in future markets.

## **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 first come, first-serve basis. Reservations are required in advance from the Market Coordinator.. Prior approval and scheduling is required at least one week in advance with the Marketing Coordinator, space permitting.

## **Weather**

The Market is planned rain or shine. Market tents will not be used in steady rain or in excessive wind speeds or gusts, as determined by the Parks and Recreation Department. If the Market tents aren't used the market may still go on depending on the weather for that day. If extreme weather conditions exist, the best interest of both the market and patrons will be considered and the event may be canceled.

In the event of cancelation, all efforts will be made to inform both vendors and the public in a timely manner.

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.

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Signature

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Date

Completed application can be mailed, emailed, or submitted to:

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

Office: 252-335-1424  
Email: [swilliams@cityofec.com](mailto:swilliams@cityofec.com)  
Cell: 252-339-4092