



**Elizabeth City Downtown Waterfront Market
Vendor Application
2019**

Days & Time of Operation

Saturdays

June 1– August 31

9 AM – 1 PM

Location

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

Vendor Information

Your Name: _____

Name of Business: _____

Address: _____

Telephone: _____ Cell _____

Email Address: _____

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

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

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

Jun-1	___	Jul-6	___	Aug-3	___
Jun-8	___	Jul-13	___	Aug-10	___
Jun-15	___	Jul-20	___	Aug-17	___
Jun-22	___	Jul-27	___	Aug-24	___
Jun-29	___			Aug-31	___

Vendor Fees & Rules

Vendor spaces are \$20 per week and are on a first come first serve basis. Weekly fees will be collected upon approval of your participation. Payments can be made at the Knobbs Creek Recreation Center, 200 E Ward Street, EC, by mail, or by phone. Fees can be paid by cash, check, or credit/debit card. Subsequent week reservations will be paid in advance. After review, you will be notified regarding eligibility and acceptance of your application. **Only items approved on vendor application can be sold during market.**

Vendor space measures 10'x 10' and includes use of one EZ UP canopy tent. Limited electricity is available and must be reserved in advance. There is a \$3 per week charge for electricity. The Market opens promptly at 9 AM each Saturday. Set up begins at 7:30 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 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. Vendors requiring more than one tent will be charged \$10 per extra tent needed. **NO EXCEPTIONS.** 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.** Failing to notify the Market Coordinator in advance of cancellation will result in the loss of the \$20 rental fee. Consistent no show will result in no longer being able to participate in the market.
- 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 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
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, once 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 two weeks 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:

- | | |
|--|---|
| <input type="checkbox"/> NCDA Kitchen Inspection | <input type="checkbox"/> USDA Organic Certification |
| <input type="checkbox"/> NCDA 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: _____ | |

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.

Signature

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
Cell: 252-339-4092