

## **The Charlottesville City Market**

Season begins

Saturday, April 3 until November 20

April – October hours are 7:00 a.m. to 12:00 noon

November hours are 8 a.m. to 2:00 p.m.

### **Reserved Space Agreement for the 2010 City Market**

- 1) Reserved spaces are a commitment to the Charlottesville City Market and will be given with the following goal in mind:

Space will be assigned with the overall goal for the use of the spaces on the market is to try to achieve 75% for Farmers and Food Vendors and 25% for Artisans.

- A) Farmers 50%
- B) Food Vendors 25%
- C) Artisans 25%

#### *Definitions:*

**Artisan:** *Anyone who offers arts, crafts, or jewelry for sale Market or who performs an artistic service on the Market.*

**Farmers:** *Anyone who offers produce, including but not limited to, fruits, vegetables, and cut greenery, live plants, herbs, flowers, meat, poultry, eggs, and dairy products, for sale on the Market.*

**Food Vendor:** *Any vendor selling packaged, prepared, baked or canned goods.*

- 2) A one time yearly registration fee will be collected the first day of the market for all reserved vendors. The Fee is non-refundable. Please see Rules & Regulations for further details.
- 3) Vendor must pay a fee of \$5.00 or 6% (whichever is greater) + applicable taxes (2.5% food or 5% non-food) at the end of each market day. Only 6% for vendors who have sales tax number. This number has to be included on the registration form. Otherwise you will be asked to pay tax through the City.
- 4) The vendor agrees to be in his/her space and ready to sell on or before 6:45am. Arrival after 6:45am may result in reassignment or loss of selling privileges for the day. **Do not attempt to drive into the parking lot after 6:45am.**
- 5) **If unable to attend, the vendor must notify the market manager the week before or by calling (970-3371) before the intended absence, 3:00 pm the night before will be the latest notice accepted. Anything after 3:00pm is considered unexcused. We have a waiting list each week of Non- reserved vendors wishing to sell at the market. The earlier you let us know the better. Vendors please understand that vague messages such as: If it's raining really hard tomorrow morning I am not coming are not**

**acceptable. Two unexcused absences will result in loss of your reserved space for that season.**

- 6) Vendors with reserved spaces are expected to stay until 12:00 noon. If you must leave earlier please notify market manager before unloading merchandise. Due to the crowded nature of the market at 12:00 noon all vendors attempting to leave at this time must ask for assistance of their neighbors to ensure a safe departure. Small children are walking through the market and may not be seen when backing out of spaces. **No traffic will be permitted during market hours.**
- 7) All complaints or comments must be presented to market manager, his/her designee or member of the City Market Advisory Board in written form.
- 8) The vendor agrees to follow the guidelines and responsibilities as stated in the rules and regulations attached.
- 9) Vendors must have pink registration form available at all times. This form does not have to be posted. The last four digits of your social security number will be sufficient. Sales tax number must be on the form in order to pay your own taxes.
- 10) Reserved spaces are assigned (1) one space or (1 1/2) one and a half spaces per family/farm. Please respect neighbor's space by staying within the lines. **10 x 10 canopies are not allowed at the City Market unless you have a space and a half.** However, umbrellas & 8 x 8 tents are allowed.
- 11) The City of Charlottesville will provide and empty public litter containers within the market perimeter. These are not provided for vendor debris. Vendors are responsible for the collection and proper disposal of all debris, and trash generated from their space.
- 12) Please note that rude, abusive or other disruptive or offensive language including gestures is prohibited at the market by section V H, #12 of the Rules & Regulations, 2008. We would like to encourage all vendors to be kind & respectful to fellow vendors in order to continue the camaraderie that the City Market is known for. Violators of this policy will be dealt with according to City Market Rules & Regulations, 2008.
- 13) Vendors should always treat fellow vendors and customers in a respectful manner.
- 14) **Vendors must turn in their Market fees at the end of each business day.**
- 15) Resale is not permitted at the City Market. All Complaints should be in written form.

**Please keep for your records**