



... Creating Lifetime Experiences!

Dear Non-Reserved Vendors

Welcome to another season at the Charlottesville City Market!

All spaces at the Charlottesville City Market are reserved spaces. However, for a variety of reasons, spaces become available for non reserved vendors throughout the season. As a non reserved vendor, in order to obtain one of these spaces, please call the office after noon on the Saturday before you intend to come to the market. This will put your name on 'the waiting list' for available spaces for the next week. Please **DO NOT** call the office before noon on Saturday as we will **NOT** take your message and you will not be given a reserved space for the following week. If you do not receive a call back within the week this simply means that we do not have spaces available the next week. However, keep in mind, that you may receive a phone call as late as Friday, especially if something opens up unexpectedly.

No one is to enter the parking lot until all illegally parked cars have been removed by Charlottesville Police. Please understand that if you enter the lot before the police have finished removing cars, you may be ticketed. Only when the parking lot is totally cleared of all cars can you enter to get to your space.

The following are some general rules that apply to all vendors:

Fees include a \$5.00 per day registration fee that will not exceed \$35.00 per market season; and, a slot fee of \$10.00 or 6% of your sales (whichever is greater), paid on weekly basis. Applicable taxes (5% non-food or 2.5% food) must also be paid weekly unless you possess a Virginia State Tax ID number and pay your own taxes. Please bring your VA State Tax ID # with you on your first visit to the market or you will be required to pay your taxes.

The vendor agrees to be in his/her space and ready to sell by 6:45am. Arrival after 6:45am may result loss of selling privileges for the day.

Vendors are expected to stay until 12:00 noon. If you must leave earlier please notify market manager before unloading merchandise. **No traffic will be permitted during market hours.**

Vendors must have pink registration form available at all times.

Please respect your neighbor's space, by staying within the lines. The space allotted is 8 x 21. **10 x 10 canopies not allowed at the City Market unless you have a space and a half.** However, 8 x 8 tents and umbrellas are permitted. Tents are available for rent please contact Market Master (434)-970-3371 in advance, tents will be given on a first come first serve basis. 8x8 tents will be rent daily at the rate of \$15.00, and 8x10 tents will rent for \$20.00 per day.

As a non-reserved vendor you agree to follow the guidelines and responsibilities as stated in the Rules and Regulations attached. Failure to follow the above procedures and all Rules & Regulations may result in removal from the eligible non reserved vendor list.

We look forward to seeing you all at the Market. It's going to be a great year!

Sincerely,

***Stephanie Anderegg-Maloy***

City Market Master

Charlottesville Parks & Recreation... Creating Lifetime Experiences!

434-970-3371

citymarket@charlottesville.org