The City of Lynchburg, Virginia

1219 MAIN STREET, LYNCHBURG, VA 24504 (434) 455-4485 FAX (434) 847-1552

PARKS AND RECREATION
DEPARTMENT

LYNCHBURG COMMUNITY MARKET

APPLICATION FOR STALL RENTAL TO SELL PRODUCE, FARM PRODUCTS, HOMEMADE FOOD GOODS, or RESELL PRODUCE

I hereby apply to sell at the Lynchburg Community Market.

Primary Seller Name (Print) _____

Other People Authorized To Sell Your Products at Your Stall:

_____

Farm/Business Name _____

Mailing Address _____

Town _____ State _____ Zip _____

Phone # (Home) _____ (Work) _____ (Cell) _____

E-Mail _____ web site: _____

Business Facebook page: _____

Business License # _____ **State Tax #** _____
If you are ONLY going to sell products you have grown on your own property and you expect to sell less than $10,000. Annually, you do not need a City of Lynchburg business license.

List all VDACS or other federal state or local certificates, letters, required for your products:

Agriculture Inspection Report #:

I have **attached the following required Certificates, Licenses, and Letters of Approval from state and local health authorities** relevant for my products to be sold at the Market: (list and attach)

_____

_____

_____

Please check appropriate product category: _____ Locally Grown Produce

_____ Certified Virginia Grown _____ Re-Sell Produce _____ Home-Baked Goods

_____ Home- Produced Goods _____ Flowers/Plants _____ Other: (please list below)

_____

If baked goods are not made in an inspected kitchen you need to meet all the labeling and other requirements of an uninspected kitchen. **Note items that will be made for sale from an uninspected kitchen and attach a sample label:**

_____

_____

Please give a detailed description of the product(s) you propose to sell, and an approximate price range:

_____

_____

_____

_____

Describe your target market and how your business will complement the LCM market mix:

_____

_____

I currently sell at these locations:

____On Farm/At Home/Farm Stand (address) _____

____Public Markets (list locations) _____

____Retail Outlets (list locations) _____

____Fairs, Festivals (list locations) _____

____Other Venues (list locations) _____

Does your product require any special use of a booth space or additional needs to house your products? _____ If so, please describe:

_____

_____

Have you previously been approved to sell at the Lynchburg Community Market:____ Yes ____ No

If "Yes", give approximate dates: _____

Reserved Vendor
You are considered a reserved vendor if:

- You sell at the Market **at least 2 days a week** during your vending season **or**
- You choose **to pay rent year round** even if you are not vending here in the winter season.

Reserved vendors are eligible to have a reduced, monthly rent for the time they are vending at the Market, and are given priority over new vendors during the next year's selection of vendors. Reserved vendors may also vend on all days the Market is open at no additional fee.

Daily Vendor
You are considered a daily vendor if:

- You sell fewer than 2 days a week at the Market

Daily vendors must pay the daily fee for all days they vend, and are allowed to vend on a space-available basis. Daily vendor applications are not given priority over other vendors during the next year's selection of vendors. Daily vendors may not vend at the market if their product does not add to the existing market mix.

Please note that Green Market Wednesdays are generally restricted to producer only products, and low or no-spray produce is encouraged. Please check the days that you plan to vend at the Market:

Tuesday _____ Wednesday _____, Thursday _____, Friday _____, Saturday _____.

I understand that if I choose to vend only one day a week, I will pay a day rate and will be considered a daily vendor.

Initial_____

I understand that **the Market is open five days a week from 7am until 2pm** and I will strive to provide enough products to remain open until 2pm on the days I am here.

Initial_____

I will abide by LCM vendor policies, including but not limited to, the following:

I will pay my rents on the day due - the last Saturday of the month for the following month, or on the day of, before I begin vending, if I am a day vendor.

I will read, sign, and abide by, the vendor Standards of Conduct. (Copy attached)

I will notify the Market office by Wednesday morning if I know I will be absent that following Saturday.
telephone: 434.455.4489
email to BOTH
Ruby Woodall, ruby.woodall@lyncburgva.gov and
Jennifer Kennedy, Jennifer.kennedy@lynchburgva.gov

Initial_____

2014 Vendor Fees

All vendors' booths contain an 8'-10' long table. Outside vendors may rent an extra table and/or a tent for a fee as listed below.

Reserved Farm / Food Artisans

Inside

$100/month	Bay Door Space; year-round
$90/month	Inside Row Space; year-round

Outside

$100/month	(April-September)
$50/month	(October-March)

Additional table rental	Tent rental	Cooler space rental
$15/month or $5/day	$30/month or $10/day	$25/month

Daily Farm / Food Artisans

Saturday booth rental

$30/day	(April-September)
$20/day	(October-March)

Wednesday booth rental

$15/day	(April-September)
$10/day	(October-March)

Additional table rental	Tent rental	Cooler space rental
$5/day	$10/day	$25/month

Tent and extra table rental policies:

- There are a very limited number of tables and tents available so reservations must be confirmed and paid for ahead of time.
- Outside vendors may rent tents and extra tables if reserved by Wednesday of that week for Saturdays, or by Tuesday noon for Wednesday market.
- Daily vendors must rent by the day.
- Reserved vendors may rent by the day or by the month.
- Daily rent is due before set-up on the rental day.
- Monthly rents are due the last Saturday of the preceding month along with Market space rent.
- There will be no refunds.

PARKING:

- Outside vendors have a space allotted at their booth.
- Inside Bay door vendors have an assigned parking space adjacent to their bay door.
- All other vendors may use the temporary loading spaces to load and unload their products, and then park off the Market lots, to allow for customers to park.
- The City of Lynchburg does not monitor Saturday parking on streets, but they do ticket the Market lots for vehicles over the 2 hour limit.

I have read and agree to abide by all policies of the LCM as stated in the LCM Handbook.

I certify that all the information contained in this application is true and correct and that supplying false or misleading information is grounds for the termination of the applicant's lease.

Applicant Name (Please print) _____

Applicant Signature _____ **Date of Application** _____

Market Manager Signature _____ **Date Received** _____

City of Lynchburg
Lynchburg Community Market Vendor
Standards of Conduct

Commitment to Our Customers

Why do customers visit the Lynchburg Community Market? Since 1783, there are many reasons why people visit and return to the market, including access to fresh healthy foods, community socialization, unique gifts of craft and art, and a fun, friendly environment that offers an irreplaceable Hill City experience.

Many factors are involved in creating an atmosphere in which people can enjoy themselves. Some factors such as weather are not controllable. A sincere and helpful vendor or management team is a factor that is controllable and a major area of focus at our market.

As a participant in the Lynchburg Community Market, the customer is our NUMBER ONE priority. The goal of the staff and vendor is to always be friendly, understanding, and willing to serve. By allocating space at the Market, we are asking for a commitment from each vendor that we anticipate to be upheld at all times.

Therefore, market vendors are expected to:

1. Make eye contact and smile.
2. Greet and welcome customers.
3. Display appropriate body language at all times.
4. Preserve the Lynchburg Community Market experience.
5. Thank each and every customer.
6. Treat individuals, fellow vendors and management alike and those whom they serve, with respect, courtesy, and tact.
7. Promote safe operations and comply with all appropriate safety and health regulations.
8. Promptly report safety and health hazards so they can be corrected before injuries results.
9. Render full and efficient service and provide the highest level of customer service possible.
10. Comply with all Market rules and regulations.

The following conduct is expressly prohibited. Vendors who engage in any of the following are subject to expulsion form the Market.

- Carelessly or willfully causing destruction of City property.
- Manufacturing, distributing, possessing, using, or being under the influence of alcohol or illegal drugs while at the market.
- Threatening or assaulting a fellow vendor/staff member or member of the public.
- Acting in a manner that is deliberately disruptive to the commerce of fellow vendors.
- Intimidating a customer for the purpose of sale.
- Deliberately misguiding customer for purpose of sale.
- Participating in mischievous actions such as horseplay, disorderly conduct or similar undesirable conduct.
- Using obscene language towards fellow vendors, market management, as well as customers.
- Arriving late consistently.
- Using racial, sexist, or ethnic slurs.

- Sexually harassing fellow vendors, management, or customers.
- Bringing a gun, knife or other weapon, either concealed or displayed, onto City premises.
- Engaging in rude or unprofessional behavior or disorderly conduct, even if the behavior is not expressly forbidden by regulation or law.
- Attempting to gain access to the market building after business hours unless approved by market staff.
- Conducting any other types of business transactions not approved by application on Market premises.
- Contacting Market Staff at their residence is prohibited. All Market related business must be addressed at the Market and during office hours located at 1219 Main Street, by phone at (434) 455-4485, or at communitymarket@lynchburgva.gov. Violation of this clause will result in immediate expulsion.

I have read, understand, acknowledge and comply with the above information.

_____

Print Name

_____

Signature

_____

Date