

Front Royal Farmers' Market Vendor Registration Packet

Registration Checklist:

- For new vendors, please contact the market manager to determine if space is available.
- Read the Rules and Regulations
- Print out and sign the Vendor's Product Certificate
- Print out and sign the Hold Harmless Agreement
- Obtain a copy of a document that provides proof of product liability insurance coverage
- Make out a check to pay the registration fee of \$75 made payable to Downtown Front Royal, Inc.
- Mail the two signed documents, proof of liability coverage, and your check to the Market Manager:
Larry Scislowicz
121 Oak Ridge Drive
Front Royal, VA 22630
- One month prior to the market start date, visit the Front Royal Finance Office and then the town Planning and Zoning office to fill out the necessary paperwork.

2011 Rules and Regulations

The Front Royal Farmers' Market was founded to promote locally produced farm products in a friendly downtown market atmosphere. Our mission is: *To support local farmers and the local economy by providing a venue for producers to sell their goods to the residents and visitors of Warren County and contribute towards a vibrant downtown Front Royal.*

The Front Royal Farmers' market is proudly sponsored by Downtown Front Royal, Inc., a non-profit community development organization that partners with the greater community to promote and develop downtown as the center of the community.

The following rules and regulations are intended to make it as easy as possible for producers to sell their products directly to the general public while maintaining the integrity of the market. The success of our market depends on the active participation and cooperation of our many and varied vendors. The Market Manager manages the regular business operations of the market voluntarily and welcomes your input.

General market information can be found on the market website at www.frontroyalfarmersmarket.com.

LOCATION:

The Front Royal Farmers Market is located at the Gazebo Commons in Historic Downtown Front Royal in the grassy area adjacent to Laura Virginia Hale Place and along the backside and front of the Caboose area.

THE SELLING SEASON:

The 2011 Front Royal Farmers Market season will run from June 4th through October 29th. The market will be open on Thursdays between the hours of 3 pm and 7 pm, and on Saturdays between the hours of 9 am and 1 pm, rain or shine. In the case of extreme inclement weather, the market may be cancelled at the discretion of the Market Manager. Notification of cancellation will be sent via email to the vendors. Vendors may also call the Market Manager at 540-635-8413.

FEES and Registration:

Market Space Rental Fee

The Fee for participation in the Front Royal Farmers Market for the 2011 season is \$75.00. This provides the rental of one 12X12 space for the entire market season and a membership to Downtown Front Royal, Inc.

An available, unreserved space in any area of the market may be rented on a daily basis by a certified vendor (drop-in vendors) for \$10.00 per space/per day. Drop-in vendors must meet all requirements for participation and will be accepted at the discretion of the Market Manager.

Please submit a check for the vendor fee made payable to Downtown Front Royal, Inc. with the required documentation described below when registering to be a vendor. Mail to Larry Scislowicz, 121 Oak Ridge Drive, Front Royal, VA 22630.

REQUIRED FORMS:

Vendor's Product Certificate and Hold Harmless Agreement

The **Vendor's Product Certificate** and **Hold Harmless Agreement** must be completed before selling at the market. The purpose of the **Vendor's Product Certificate** is to document what products are intended to be sold and that the products originate within the required 150 mile radius of downtown Front Royal. The **Hold Harmless Agreement** means that the producer will hold Downtown Front Royal, Inc, the Town of Front Royal and Warren County harmless concerning product liability or other factors that relate specifically to the vendor's business practice.

TOWN LICENSES:

One month prior to the market start date, vendors need to complete paperwork required by the town of Front Royal. The vendors will first need to go to the town Finance Office at 15 North Royal Avenue, Front Royal, VA (540-635-7799) to sign a Farmer's Market Exemption Form. Vendors will then be directed to the Planning and Zoning office at 16 North Royal Avenue, Front Royal, VA (540-635-4236) across the street from the Finance Office. There the vendors will obtain zoning permission to sell at the market. Small fees may be required from each office.

SPACE ASSIGNMENTS AND RESERVATION POLICIES:

1. Vendor spaces are assigned by the Market Manager. Vendor spaces may be assigned to an individual or a group of individuals interested in selling at the market. In general, vendors who sold at the market during the prior year will be given first choice to either be assigned their previously assigned space or an open space when registering for the current year.
2. Vendors will sell only from their assigned space(s) for the duration of the market season. A space is a 12'X12' area defined between two lines and marked with a number. Displays must be confined to the area within the allocated space and must not impede pedestrian traffic.
3. A color coded market map will be provided that designates desired "loading zones" for the vendor spaces. It is requested that the vendors use these designated areas while loading and unloading.
4. Selling from the back of trucks or cars is not allowed.
5. An unreserved space may be reserved for the remainder of the year at any time during the season.
6. All vendors must be set-up and open for business by 9:00 am on Saturdays and by 3:00 pm on Thursdays.
7. If a reserved space is not occupied by 8:30 am on Saturday or 2:30 pm on Thursday, the space may be assigned to another vendor for that particular day. The vendor arriving late will be assigned to an unreserved space by the Market Manager, but will not have to pay any unreserved space fee.
8. Non-Profits may reserve a space at the market on Thursdays or Saturdays for a discounted rate of \$7.00 per day per space. Reservations for nonprofit organizations must be made in advance with the Market Manger and are honored on a first-come, first-served basis. In general, the non-profit should be promoting activities related to the environment, farming, or food related charities to set up at the market.

RULES AND REGULATIONS:

1. Vendors are required to provide their own folding tables, display carts, and tents.
2. In the event that a group of sellers occupy a vendor space, all of the individual vendors must be identified on the Vendors Product Certificate. Certificates may be

modified or updated during the season and will require approval by the Market Manager.

3. All goods sold at the market MUST originate from within a 150-mile radius of downtown Front Royal.
4. All tents must be secured to the ground using stakes and/or cinder blocks at all times.
5. Non-farm related products may be sold at the market if approved by the Market Manager.
6. Bakers and sellers of canned goods are required to follow food labeling, kitchen inspection, packaging, and product content laws as outlined by VDACS. **It is the sole responsibility of the producer to abide by these regulations.**
7. No cooking is permitted within the market area without prior approval by the Market Manager.
8. Products may not be described in any manner as “organic” unless the producer has been certified as organic by a recognized authority.
9. **All vendors are required to carry product liability insurance. Proof of insurance must be provided at time of registration.**
10. It is the vendor’s responsibility to pay all applicable local and state sales taxes.
11. Each vendor is expected to stop selling at the market stop time and have all products, displays, boxes, containers, etc. removed within 1 hour of the market closing time. The Market Manager will have the authority to change the market hours on special occasions.
12. Electrical generators are not allowed at the market. There is an ample supply of power outlets in the market area. These are available on a first-come, first-served basis. Vendors must bring their own all-weather extension cords. Electrical cords should not be a tripping hazard.
13. Solicitation for products, services, or charitable contributions not specifically addressed as a market commodity is not permitted without prior permission of the Market Manager.
14. Vendors must be fourteen years of age or older. However, younger children are welcome to participate when directly supervised by an adult responsible for the child’s conduct and safety.
15. Vendors will be solely responsible at all times for the cleanliness within their vending area. Each vendor is required to leave the space clean at the end of the market session. Vendors will remove all trash when they leave the market area at the end of each market. Refrain from using the town trash cans since they are not designed to hold the volume of trash generated at the market.
16. The Market Manager will enforce all rules and regulations within the market area as authorized by the appropriate section of these rules and regulations. Failure by any vendor to comply with any of these rules and regulations will result in the forfeiture of the right to be a participant in the Front Royal Farmers Market for a length of time determined by the Market Manager.

ADDITIONAL INFORMATION:

- **A Johnny Blue has been rented and is available at all times during the market hours. Public rest rooms will also be available at the Visitor's Center on Main Street during their operating hours.**

- **For suggestions, concerns or other input regarding the market vendors can contact the Market Manager, Larry Scislowicz, 540-635-8413.**

Thank you for your cooperation and adherence to these rules and regulations.

We are looking forward to working with you to make this another successful year for the Front Royal Farmers' Market!

(See additional forms below.)

Hold Harmless and Indemnity Agreement
Downtown Front Royal, Inc (DFR) Front Royal Farmers Market

This indemnity agreement, made and entered this day _____ of _____, 2011, by, _____, (participant in the Front Royal Farmers Market) to be held from June 4th through October 29th, Thursdays from 3pm to 7pm and Saturdays from 9am to 1pm, located at the Gazebo Commons in Historic Downtown Front Royal in the grassy area lot adjacent to Laura Virginia Hale Place and along the backside and front of the Caboose area.

Witnesseth:

Whereas, the undersigned desires to be involved in an event in Downtown Front Royal Inc.'s (DFR) service district within the town of Front Royal commonly referred to as Front Royal Farmers Market and,

Whereas, the undersigned, in consideration of the permission granted to it by DFR to participate in such event, agrees to indemnify and hold harmless DFR or the Town of Front Royal and the County of Warren, against any and all liability, loss damages, cost or expense which it may incur because of such action.

Now and to that end, the undersigned hereby agrees to indemnify and save harmless DFR from any and all liability loss, damages, cost or expense which the participant may hereafter incur, suffer or be required to pay by reason of said participation in the subject activity held on the property owned by the Town of Front Royal.

The undersigned agrees to pay, to the complete exoneration of said association, any claim made against the Town for injury or damages to persons caused by said participation and to further indemnify and hold harmless said association, Town and county from any costs incurred with respect to the defense of such claim.

If said participant is a minor child less than 18 years of age, the signature of the parent or legal guardian shall constitute the same indemnification as provided above.

I, as a market participant, have reviewed the market rules and regulations. I agree to abide by the terms of this document.

Signature of Participant _____

