

Front Royal Farmers Market Vendor Registration Packet

Registration Checklists: (Required documents are at the end of this packet.)

New Vendors:

Read the Rules and Regulations

- Print out and sign the Vendor's Product Certificate
- Print out and sign the Hold Harmless Agreement for FRFM.

Mail the two signed documents to:

Market Coordinator
Front Royal Farmers Market (FRFM)
P.O. Box 1776
Front Royal, VA 22630-0038

- You will be contacted regarding your vendor status.
- When accepted into the market, make out a check for the registration fee of \$140 made payable to Front Royal Farmers Market.
- Please mail the check to FRFM at the address above.

Returning Vendors:

Read the Updated Rules and Regulations

- Print out and sign the Vendor's Product Certificate
- Print out and sign two copies of the Hold Harmless Agreements (One is for FRFM and the other for the Town of Front Royal.)
- Make out a check to pay the registration fee of \$140 made payable to Front Royal Farmers Market
- Mail the two signed documents and your check to:

Market Coordinator
Front Royal Farmers Market
P.O. Box 1776
Front Royal, VA 22630-0038

Rules and Regulations

The Front Royal Farmers Market was founded to promote locally grown produce and other vendor products. Our mission is to support local farmers and the local economy by providing a venue for local farms and vendors to sell their goods to residents and visitors to our area and to help contribute to a vibrant Historic Downtown Front Royal.

The following rules and regulations are intended to make it as easy as possible for local farmers and other vendors to sell their products directly to the general public. The success of our market depends on the active participation, cooperation and support of our various vendors.

The general market policies are maintained by FRFM and the Market Coordinator(s). General market information can be found on the market website at www.frontroyalfarmersmarket.com

LOCATION:

The Front Royal Farmers Market is located on Saturday mornings at the Gazebo Commons in Historic Downtown Front Royal on Main Street next to the Visitors Center.

THE SELLING SEASON:

The Front Royal Farmers Market season runs Saturdays, May to October, 9am to 1pm. In the case of extreme inclement weather, the market may be cancelled at the discretion of the Market Coordinator. Notification of cancellation will be sent via email to the vendors and posted on the market website via Facebook. Vendors may also call the Market Coordinator Becky Weagle at 540/244-8934.

FEES AND REGISTRATION:

Market Space Rental Fee

The Fee for participation in the Front Royal Farmers Market for the season is \$140. This provides for one 12X12 space for the entire market season.

REQUIRED FORMS:

- Vendor's Product Certificate,
- Hold Harmless and Indemnity Agreement for FRFM and the Town of Front Royal.

The above documents 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 to insure that the products not only originate within the required 125 mile radius of downtown Front Royal, but also are covered under the Market's Commercial General Products & Completed Operations Liability Policy. The Hold Harmless Agreement means that the producer will hold Front Royal Farmers Market and the Town of Front Royal harmless concerning personal and/or product liability or any other factors that relate specifically to the vendor's business practice.

SPACE ASSIGNMENTS AND RESERVATION POLICIES:

1. Vendor spaces are assigned by the Market Coordinator. Vendor spaces may be assigned to an individual or a group of individuals interested in selling at the market.
2. Vendors will sell only from their assigned space(s) during the market season. A space is a 12'X12' area. Displays must be confined to the area within the allocated space and must not impede pedestrian or vehicle traffic.
3. All vendors must be set-up and open for business by 8:45 am on Market Saturdays.
4. If a reserved space is not occupied by 8:30 am on Saturday, the space may be assigned to another vendor for that particular day. The vendor arriving late will be assigned to an available space by the Market Coordinator.

RULES AND REGULATIONS:

1. Attendance: Consistent attendance for the market days noted at registration is expected except in the event of extreme circumstances beyond the control of the vendor. These can include car problems, family emergencies, or weather related concerns. In the event a vendor is unable to attend a market, the Market Coordinator should be notified ASAP (Becky Weagle, 540/244-8934). Vendor attendance is important to the overall success of the Market and develops consistency for customers.
2. Vendors are required to provide their own folding tables, chairs, displays, and tents.
3. In the event that a group of sellers occupy a single vendor space, each vendor must submit their own Vendors Product Certificate. Certificates may be modified or updated during the season and require approval by the Market Coordinator.
4. All goods sold at the market MUST originate from within a 125-mile radius of downtown Front Royal to be considered "local."
5. All tents must be secured to the ground at all times by using stakes and/or cinder blocks.
6. Non-farm related products may be sold at the Market as approved by the Market Coordinator and the Market Committee.
7. 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 vendor/producer to abide by these regulations.
8. No cooking is permitted within the market area without prior approval by the Market Coordinator.
9. Products may not be described in any manner as "organic" unless the producer has been classified or certified as organic by a recognized authority.
10. The FRFM is covered under a General Liability Policy and a Market Commercial General Products & Completed Operations Liability Policy. Vendors should consider their own personal liability policy.
11. It is the vendor's responsibility to pay all applicable local and state sales taxes.
12. Each vendor is expected to have all products, displays, boxes, containers, etc. removed within 1 hour of the market closing time. The Market Coordinator will have the authority to change the market hours on special occasions.
13. Generators are not allowed at the market.
14. **THE MARKET AREA IS A DESIGNATED NON-SMOKING AREA FOR BOTH VENDORS AND CUSTOMERS.**
15. Solicitation for products, services, or charitable contributions not specifically addressed as a market commodity is not permitted without prior permission of the Market Coordinator. In general, solicitation will not be permitted at the market.

16. 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 safety and conduct of the child.

17. 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 day. Refrain from using the town trash cans since they are not designed to hold the volume of trash generated at the market.

18. The Market Coordinator will enforce all rules and regulations within the market area as authorized by the appropriate section of these guidelines. Failure by any vendor to comply 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 Coordinator and the Committee.

ADDITIONAL INFORMATION:

- Public rest rooms are available at the Visitors Center on Main Street, Saturdays after 9am.
- For suggestions, concerns or other input vendors can contact a Market Coordinator:
 - Becky Weagle, 540/244-8934, info@frontroyalfarmersmarket.com, or
 - Tony Tringale, 540/622-2244, info@frontroyalfarmersmarket.com

Thank you for your cooperation and for abiding by these guidelines.

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

(See registration forms below.)

Vendors Product Certificate

Front Royal Farmers Market

Name and Business Name: _____

Home or Business Address: _____

Home or Business Phone Number: _____

Email Address & Website: _____

Products to be sold:

Product(s)	Origin (Address of Producer or "Self")

Market days are Saturdays, 9 am – 1 pm, May thru October

Do you plan on being a full-time or part-time vendor?

- Full -Time
- Part-Time

I certify that I will only sell the products listed for the market season and that all of the products originate within 125 miles of downtown Front Royal. I understand that failing to follow this agreement or the market rules in general may result in being asked to leave the Market without refund of any fees paid.

Vendor's Signature: _____

Hold Harmless and Indemnity Agreement
Front Royal Farmers Market

This indemnity agreement, made and entered this day _____ of _____, 20____,
by _____, (participant in the Front Royal Farmers Market).

Witnesseth:

Whereas, the undersigned desires to be involved in an event in Front Royal Farmers Market (FRFM) 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 FRFM to participate in such event, agrees to indemnify and hold harmless FRFM or the Town of Front Royal, 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 FRFM and/or the Town of Front Royal 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 _____

Printed Name: _____

Address: _____

Business Phone: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____ Website: _____