Business Name Click or tap here to enter text. Owner Name Click or tap here to enter text.

Address Click or tap here to enter text.

Business Phone Click or tap here to enter text. Personal Phone Click or tap here to enter text.

Email Click or tap here to enter text. Website Click or tap here to enter text.

**Social Media *(check all that apply & include handle)***

Facebook Click or tap here to enter text. Twitter Click or tap here to enter text.

Instagram Click or tap here to enter text. Etsy Click or tap here to enter text.

Space Size Requested 10 x 10 10 x 20 Other Click or tap here to enter text.

List Months You Plan to Operate Click or tap here to enter text. List Days Click or tap here to enter text.

**Product**

Where is your Product made or grown? Click or tap here to enter text.

Does your product require refrigeration? Click or tap here to enter text.

**Product description *(check all that apply)***

Crafts Jewelry Furniture

Fresh Fruits Fresh Vegetables Meat

Seafood Honey Preserved or Processed Foods

Dairy Eggs Grain

Baked Goods Confections/Chocolates Premade Meals

Live Plants Fresh Flowers

Other Click or tap here to enter text.

**The Selection Process**

The Harbor District Market will select vendors on the basis of perceived quality, workmanship, creativity, uniqueness, and market availability for the specific product. We may limit the number of sellers within the same category.

***I have read the Harbor District Market Guidelines and agree to abide by all rules, regulations, and***

***policies of the Washington Harbor District Alliance and the Harbor District Market. I***

***further understand that my failure to abide by these guidelines, rules, regulations, and policies***

***as interpreted by the Market Manager may result in temporary or permanent dismissal from the***

***Market.***

**Print Full Name:** Click or tap here to enter text.

**Signature:** **Date:** Click or tap here to enter text.

**Vendor Guidelines and Standards**

*This does not include or cover Space Lease terms, or Federal, State, County and City regulation compliance.*

**All Vendors**

The Market will be open for vendor set up and closing one hour prior to and one hour after the Market is open to the public

Vendors will not have a key to the building or access to the building during non-opening hours

Vendors are responsible for security of their own property and product for sale and must provide their own locking storage if needed. The Market is not responsible for any lost or stolen supplies.

Vendors must provide their own public liability, property, and inventory insurance and have a copy on file with Market management

Vendors are responsible for the maintenance and cleaning of their Market Space

No signs banners or displays will be attached to ceiling beams, rafters, or walls

No music or other noise that can be heard beyond the extremity of the Market space is allowed

Vendors using product washing and preparation area must clean up after use and remove all garbage

Each seller must be the original producer of the items sold. (Unless approved by Market)

All items must be handcrafted, or locally produced or grown. (Unless approved by Market)

All sellers and their representatives must abide by the responsibilities and requirements set forth in the Vendor Contract.

Provide a copy of the Certificate of Registration from the NC Department of Revenue, even if you do not assess sales tax for any of the items you sell

Sign stating amount of NC Sales Tax charged (2%) or sign stating, “NC Sales Tax included in price” must be conspicuously posted in booth at all times.

No person may distribute printed matter without prior approval from the Harbor District Market

All signage must be approved by the Harbor District Market prior to display

All vendors are responsible for the actions of their employees/representatives

**Day Market Vendors**

In order not to block main aisles Market Space Layout must provide for point of sale and product viewing space inside the market space

Cabinets, coolers, shelving and displays taller than 60” must be placed against the back wall and not project out in to the space more than 48” from the back wall.

Product displays between the front of the booth and 48” out from the back wall may not exceed 60” in height

Vendors will provide a Space Sign of dimensions 12” x 48 or 60 long to be displayed on the sign boards or center walls of their space - a mounting hole template will be provided

Vendors must post opening times, days and hours at the front of their space and provide a means of closing the space with temporary barriers (rope, tape, signs in aisles etc.)

Spaces must be left clean, swept and all garbage removed at the end of each day

**Open Market Vendors**

Vendors must provide their own display tables and spaces

All vendor displays and product must be removed from the Market at the end of every day prior to Market closing - unless prior permission is obtained from Market management

Space rental must be paid at the start of each Market rental period

Space rental reservations must be made 24 hours in advance - there will be no same day rentals allowed

Spaces must be left clean, swept and all garbage removed at the end of each day during the rental period