



Business Name

Owner Name

Address

Business Phone

Personal Phone

Email

Website

NC Dept or Revenue Registration #

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

Facebook

Twitter

Instagram

Etsy

Space Size Requested     10 x 10     10 x 20     Other

Full Time Space            Daily Space

**Product**

Where is your Product made or grown?

Does your product require refrigeration?

**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:

**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. Vendors are considered based on product, as well as previous commitment, attendance and conduct with an emphasis on our local farmers first.

*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:**

**Signature:**

**Date:**



## Vendor Guidelines and Standards

*This does not include or cover Space Lease terms, or Federal, State, County and City regulation compliance. Daily Spaces are \$15 for Makers and \$12 for Farmers (including special events). Special Events will be \$20 for daily spaces. Monthly rates are \$170. The rates noted are current rates and are subject to change; please inquire when reserving your space*

### 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. Once vendors unload at the back loading dock, they should park in spaces as close to the Courthouse as possible to leave closer spaces open for customers.

Vendors must provide their own display tables

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)

Produce not grown by you must have a sign stating where it was grown

Vendors are required to comply with State Public Health regulations governing the preparation, handling and presentation of food. It is the responsibility of every food handling vendor to know if they are required to obtain specific food handling licensing. Food sold must be made in a certified kitchen following NC Dept of Agriculture or Dept of Environmental Health requirements. Certification must be given to Market Management.

All sellers and their representatives must abide by the responsibilities and requirements set forth in the Guidelines

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

No profanity, abusive language, physical contact, threats, or disruptive behavior is permitted. Market Manager has the right to ask Vendors or Customers to exit the premises immediately.

Any Market Vendor or Customer may file a complaint with the Board. Complaints must be submitted in writing to the market's P.O. Box, via e-mail, and/or hand delivery to the Market Manager or member of the Board. Any action to be taken will be determined by the Board. The Board may vote to suspend for a fixed period of time, or to expel permanently, any Market Vendor for cause.

### **Full Time 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 into 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 72' long to be displayed above their space

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

Rent is due at the first of every month with a grace period of 5 days. *Late payment will be assessed a fee*

### **Daily Vendors**

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. *In accordance with North Carolina General Statute 25-3-506, Owner will assess a \$25.00 fee for any check whose payment is refused by the bank.*

Vendors who fail to set up in a pre-paid booth space by 8:00 a.m. have forfeited that booth space and any Rent paid in advance, and Market Manager can reassign that space to another vendor.

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

Vendors must stay until 1:00 on Saturdays but may stay until Market closes unless rear market has been reserved for a special event. Vendors will be given adequate notice (1 Week) of special events.