



MARKET USE ONLY

Date Received _____

Accepted: Y N

Fee Received _____

2024 VENDOR APPLICATION

The deadline for submission is **March 17, 2024**.

Suffolk Tourism will continue to accept applications after this deadline and throughout the market season.

If vacancies become available, vendors will be selected at the discretion of Suffolk Tourism.

If there are no vacancies at the time an application is received, the applicant will be placed on a waiting list.

Incomplete applications will NOT be processed.

Please return this completed **NOTARIZED** application to:

Suffolk Visitor Center
ATTN: Suffolk Farmers' Market
524 North Main Street
Suffolk, Virginia 23434

Full Name of Applicant (Please Print): _____

Business/Farm Name: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Farm Location: _____ **County / City:** _____

Daytime Phone: _____ **Cell Phone:** _____

Email: _____ **Website:** _____

Social Media with @ handle: _____

Emergency Contact (Name and Phone): _____

Do you participate in other markets: ____ YES ____ NO If yes, where: _____

Are you a: ____ New Applicant ____ Returning Vendor

Do you accept credit cards: ____ YES ____ NO

Do you participate in the Senior Farmer's Market Nutrition Program: ____ YES ____ NO ____ N/A

Do you require electricity: ____ YES ____ NO (note electricity is not guaranteed) If selected yes, please provide an explanation why electricity is needed: _____

May we share your contact information to customers inquiring how to reach you when not attending the market? ____ NO ____ YES Phone: _____ Email: _____

VENDOR CATEGORIES (applicant may select up to two categories. Food truck applicants may only select the food truck category):

Farm Goods refers to such products that the vendor plants, grows, harvests, farm raises or fish. Items from farm wholesalers or retailers should be limited.

Prepared and Value-Added Foods refers to products such as baked goods, jams, dried fruit, pickles, coffee, wines, pasta, salsa, mixes, and other take-home foods that are not prepared on-site at the market by the vendor.

Artisan Crafts refers to items that are handmade or made with the help of hand tools. All items must be created by the vendor - no resale items.

Food Trucks refers to foods made available onsite for immediate consumption at the market.

Services refers to vendors that offer services such as subscriptions for farm goods delivery.

<input type="checkbox"/> <u>FARM GOODS</u>		<input type="checkbox"/> <u>PREPARED AND VALUE-ADDED FOODS</u>	<input type="checkbox"/> <u>ARTISAN CRAFTS</u>
<input type="checkbox"/> Fruits <input type="checkbox"/> Vegetables <input type="checkbox"/> Herbs <input type="checkbox"/> Nuts <input type="checkbox"/> Honey <input type="checkbox"/> Mushrooms <input type="checkbox"/> Fresh Cut Flowers <input type="checkbox"/> Seedlings <input type="checkbox"/> Seeds <input type="checkbox"/> Potted Plants/Flowers	<input type="checkbox"/> Dairy <input type="checkbox"/> Poultry <input type="checkbox"/> Seafood <input type="checkbox"/> Eggs <input type="checkbox"/> Smoked Meats <input type="checkbox"/> Canned Meats <input type="checkbox"/> Beef <input type="checkbox"/> Pork <input type="checkbox"/> Other: _____	<input type="checkbox"/> Baked Goods <input type="checkbox"/> Artisan Breads <input type="checkbox"/> Pastry/Pies <input type="checkbox"/> Bottled Sauces <input type="checkbox"/> Jams/Jellies <input type="checkbox"/> Dried Fruit <input type="checkbox"/> Pickles <input type="checkbox"/> Coffee <input type="checkbox"/> Specialty Beverages <input type="checkbox"/> Cheeses <input type="checkbox"/> Popcorn <input type="checkbox"/> Pet Products <input type="checkbox"/> Salsa Other: _____	<input type="checkbox"/> Wreaths <input type="checkbox"/> Pet Accessories <input type="checkbox"/> Skincare/Soap <input type="checkbox"/> Candles <input type="checkbox"/> Author <input type="checkbox"/> Jewelry <input type="checkbox"/> Photography <input type="checkbox"/> Painting <input type="checkbox"/> Pottery <input type="checkbox"/> Crochet/Clothing <input type="checkbox"/> Glass <input type="checkbox"/> Wood Work <input type="checkbox"/> Other: _____
<input type="checkbox"/> <u>FOOD TRUCK</u> Please list menu items on next page.	<input type="checkbox"/> <u>SERVICES</u> <input type="checkbox"/> Farm/Home Delivery		

FARMERS/GROWERS: Please indicate the types of produce you offer so we can promote it.

- | | | |
|--|--|--|
| <input type="checkbox"/> Certified Organic | <input type="checkbox"/> Virginia Grown | <input type="checkbox"/> Certified Naturally Grown |
| <input type="checkbox"/> Hydroponics | <input type="checkbox"/> Free Range | <input type="checkbox"/> Home-Grown for Heroes |
| <input type="checkbox"/> Pasture Raised | <input type="checkbox"/> Other (Please specify): _____ | |

Do you grow or produce all of these items yourself? YES NO (approximate % total _____)

The SFM strives to be a regional producer/processor-only market. Products must not be purchased for resale or grown outside the region (100-mile radius) without approval. If you do not grow/produce the items yourself, describe where the items are from: _____

Vendors are required to submit a **COMPLETE LIST OF ALL PRODUCTS** they wish to sell at the Market. All products offered for sale must (required) be pre-approved by Market Management. If approved and should you choose to add products to the original approved list, **vendors must submit new products for review in writing or emailing Market Management**. Requested product additions must be submitted a minimum of one week (seven days) before the vendor wishes to sell the product(s) at the market and must be approved. Please submit a sample and/or photos of your products. Farm vendors, we may like to schedule time to see your farming operation.

_____	_____
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VENDOR FEES:
Standard pavilion vendor space: \$75.00
Extended pavilion vendor space: \$125.00
Tent vendor space: \$40.00
Umbrella vendor space: \$45.00
Food Truck: \$40.00

- I request a standard pavilion vendor space (**approx. 8'x8' space**)
- I request an extended pavilion vendor space (**approx. 8'x16' space**)
**Limited quantity available and not available to artisan craft vendors.*
- I request an exterior tent space (**approx. 10'x 10' space**) *Must furnish own tent. Tent must be secured to ground on all four corners. (Tent must be solid color. Any logo/art must be representative of vendor's business).
- I request an umbrella exterior space (**approx. 8'x8' space**) *Umbrella provided.*
- I request a food truck vendor space. (**Limits may apply**)

*** 8'x16' extended spaces are reserved for farm produce vendors only.**
Applicant is not guaranteed space selected.
No specific vendor space is guaranteed from week to week.
FEES ARE DUE AT TIME OF APPLICATION APPROVAL.
CHECK | CASH | CREDIT CARD
(CHECKS PAYABLE TO TREASURER, CITY OF SUFFOLK)

2024 SEASON MARKET DATES

Place a check next to the date of every Farmers' Market you plan to attend.

Saturdays 9:00am – 1:00pm

Vendors are expected to attend all market dates committed and approved for on this application. If a vendor is unable to attend a scheduled market, notification is expected by 3:00pm the day prior to market day. Leaving early is prohibited. Vendors missing two (2) market days without informing the Market Facilitator or staff of your absence will forfeit their vending space and participation fees.

<input type="checkbox"/> May 4	<input type="checkbox"/> July 6	<input type="checkbox"/> September 7	<input type="checkbox"/> November 2
<input type="checkbox"/> May 11	<input type="checkbox"/> July 13	<input type="checkbox"/> September 14	<input type="checkbox"/> November 9
<input type="checkbox"/> May 18	<input type="checkbox"/> July 20	<input type="checkbox"/> September 21	<input type="checkbox"/> November 16
<input type="checkbox"/> May 25	<input type="checkbox"/> July 27	<input type="checkbox"/> September 28	<input type="checkbox"/> November 23
<input type="checkbox"/> June 1	<input type="checkbox"/> August 3	<input type="checkbox"/> October 5	
<input type="checkbox"/> June 8	<input type="checkbox"/> August 10	<input type="checkbox"/> October 12	
<input type="checkbox"/> June 15	<input type="checkbox"/> August 17	<input type="checkbox"/> October 19	
<input type="checkbox"/> June 22	<input type="checkbox"/> August 24	<input type="checkbox"/> October 26	
<input type="checkbox"/> June 29	<input type="checkbox"/> August 31		

WINTER FARMERS' MARKET

Select if you are interested in participating in a twice monthly "Farm and Food" Market February – April 2025
**Additional Vendor Fee.

FARM & ARTISAN GIFT MARKET

December 7

Select if you would like to receive a Suffolk Artisan Gift Fair Application when made available.

**Additional Vendor Fee.

THANKSGIVING MARKET

Select if you are interested in participating in a potential afternoon "Farm and Food" Market on Tuesday, November 26, 2024.

EVENING ARTISAN GIFT MARKET

December TBD

Select if you would like to receive a Suffolk Evening Gift Fair Application when made available.

**Additional Vendor Fee.

Business Bio (for marketing purposes): Please describe your business, how you got started, something interesting/fun about yourself or your business:

ACKNOWLEDGEMENT OF RULES AND REGULATIONS

Applicants must read the rules and regulations included in the vendor packet.

Please initial next to each "X" identifying that you have read, understood, and will abide by all Suffolk Farmers' Market, state, and local government rules and regulations.

I understand that I must accurately report my daily sales earnings at the conclusion of each market day. The Suffolk Farmers' Market *will not* take a percentage of vendor sales.

I have read and accept the terms, conditions, rules and regulations included in the vendor packet.

I understand that submitting a completed application does not guarantee the applicant a space at the market until my application has been reviewed, approved, and vendor fee invoice has been paid.

I understand that I may not be approved for all the dates selected, requested space, and/or products listed to sale on my application.

I understand that photographs and videos may be taken by the City of Suffolk for promotional purposes. By participating in the Suffolk Farmers' Market, you are granting permission to have photographs and/or videos taken of you and/or your products.

By signing, I certify that I have read and do agree to abide by the rules and regulations of the Suffolk Farmers' Market as outlined in the 2024 guidelines document included in the market vendor packet.

Print Name: _____

Signature: _____

Date: _____

Waiver of Liability and Hold Harmless Agreement Next Page

THIS DOCUMENT MUST BE NOTARIZED

Waiver of Liability and Hold Harmless Agreement

In consideration for receiving permission to participate in the City of Suffolk Farmers' Market, the Vendor hereby releases, waives, discharges and covenants not to sue the City of Suffolk, its agents, employees or officers from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by the Vendor, or any of the property belonging to the Vendor whether caused by the negligence of the Vendor / Releasees, or otherwise, while participating in such activity, or while in, on or upon the premises where the activity is being conducted.

I am fully aware of the risks involved and hazards connected with the Suffolk Farmers' Market, and I hereby elect to voluntarily participate in said activity with full knowledge that said activity may be hazardous to me and my property. I voluntarily assume full responsibility for any risks of loss, property damage or personal injury, including death, that may be sustained by me, or any loss or damage to property owned by me, as a result of being engaged in such an activity, whether caused by the negligence of Vendor / Releasees or otherwise.

I further hereby agree to indemnify and hold harmless the City of Suffolk, its agents, representatives, employees and officers from any loss, liability, damage or costs, including court costs and attorney fees, that they may incur due to my participation in said activity, whether caused by negligence of Vendor / Releasees or otherwise.

I understand that the City of Suffolk does not provide any insurance coverage for vendor participants for any circumstances arising from their participation in this event or any activity associated with or facilitating that participation. As such, I am aware that I should review my personal insurance portfolio.

It is my express intent that this Waiver of Liability and Hold Harmless Agreement shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representative, if I am deceased, and shall be deemed as a release, waiver, discharge and covenant not to sue the above-named Vendor / Releasees. I hereby further agree that this Waiver of Liability and Hold Harmless Agreement shall be construed in accordance with laws of the Commonwealth of Virginia and City of Suffolk ordinances.

In signing this agreement, I acknowledge and represent that I have read the foregoing Waiver of Liability and Hold Harmless Agreement, understand it and sign it voluntarily as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent; and I execute this release for full, adequate and complete consideration fully intending to be bound by same.

In witness whereof, I have hereunto set my hand and seal on this ____ day of _____, **2024**.

Printed Name

Signature

COMMONWEALTH OF VIRGINIA
CITY OF _____

The foregoing Waiver of Liability and Hold Harmless Agreement was acknowledged before me this ____ day of _____, **2024** by _____, who is personally known to me or who produced _____ as identification.

Notary Public

My commission expires: _____.

Notary Registration Number: _____