



St. Marys Community Market Vendor Application

The St. Marys Community Market aims to be a valued addition to downtown St. Marys. We stress Georgia-Grown Georgia-Made but also have a "product vendor" category allowing small businesses or consultants to participate in the market. Customer service and courtesy to all are a must. We may add other categories at any time. Be professional and helpful as you sell your wares. **YOU MUST BE IN AN ASSIGNED, NUMBERED BOOTH SPOT TO PARTICIPATE.** Location: Current Location is the grounds of Orange Hall. Location is subject to change. Hours: Every Saturday 9 am – 1 pm.

(Closed Major Festival Days that fall on Saturdays, and any special event days as designated by Orange Hall or city staff). Festival organizers **MAY** decide to offer a vendor discount for festivals that fall on Saturdays. That decision is up to the festival organizers to decide from year to year if they offer a discount and how many discounts will be available. Any discounts are first-come first-serve at the discretion of the festival organizers. You must have been a full-time market vendor for a minimum of three months to receive any offered festival discount. The city MAY be able to offer alternate locations for other events that require closure. There is no rent adjustment due to special event closures as long as the market was available for two Saturdays in the month. All conditions are Subject to Change.

Vendor Information:

*Your Name: _____ *Business name: _____
 *Mailing Address: _____
 *Phone: _____ *E Mail: _____
 Website Address or Facebook Address or Page Name: _____

FEES:	New Registration/Administrative Fee (Applies to ALL Applicants):	\$10.00
	ANNUAL Registration/Administrative Fee (Applies to ALL Applicants):	\$10.00
Standard Booth Fee:	Monthly Fee (Any part of a month)	\$40.00
(Hand-crafted/Homegrown/Individually Produced Items):		
*Minimum of 2 weeks attendance required.		
*Vendors who do not meet this requirement will move to a \$60 per month fee schedule.		
"Product Vendor" (Non handmade or grown/ Manufactured items):	Monthly Fee (any part of a month)	\$60.00
(Mass produced items like cups, tumblers, t-shirts)		
*Minimum of 2 weeks attendance is required.		
*Vendors who do not meet this requirement will move to a \$90 per month fee schedule.		
"Secondhand Finds" (These are gently used, previously used items):	Weekly Fee:	\$30.00
Non-Profit* (Distributing information) <u>Waive Application fee:</u>	Monthly Fee (any part of a month)	\$40.00
Non-Profit* Fundraising (Selling any items) <u>Waive Application fee:</u>	Monthly Fee (any part of a month)	\$40.00
*Proof of non-profit status is required		

1. You must pay your monthly rent to the market no later than the 7th of each month. Payments are made at the St. Marys Welcome Center/St. Marys Convention & Visitors Bureau Monday – Saturday 9am – 5pm. Payments are to be paid via Cash or Check only. **Make checks payable to: "St. Marys CVB."** You cannot set up if you owe booth fees.
2. Any concerns should be reported by phone or email to the St. Marys Convention & Visitors Bureau. Phone: 912-882-4000 Email: tourisminfo@stmarysga.gov. **Your market contacts are Holly Possa & Angela Wigger.**
3. **After (1) month of non-attendance or non-payment vendors will be dropped from the market to allow space for other vendors.** A new registration fee would apply each time you re-start the market after an extended absence of one month or more.
4. Monthly vendors are required to attend at least 2 weekends per month to get the monthly rate. You may be dropped if you regularly do not attend at least twice per month. There is no rent adjustment when the market is closed for special events, as long as the market was open for two Saturdays in the month.
5. You must notify the market coordinator 7 days in advance if you are planning on not attending. This allows them time to fill your spot while you are out, if there is a request for space.
6. Booth Fees are subject to change with 60-day notice to active vendors (those attending weekly).
7. **VENDORS MAY NOT USE THE TRASH CANS AT ORANGE HALL. THE MARKET IS PACK IN PACK OUT. A \$25 FEE WILL BE CHARGED FOR USE OF FACILITY TRASH CANS.**

Items to be sold: Name the variety of products you intend to sell at the market. Please be specific. Indicate if items are grown or made by you or are manufactured. No one type of booth has exclusivity, we do not limit booths to only one type of product. Example, there can be multiple jewelry makers, multiple artists, multiple produce sellers, etc. No profanity or adult-only products allowed. Any vendor attempting to sell

unapproved items may be required to remove the items or may be asked to leave. We reserve the right to disapprove any items. **LIST ITEMS TO BE SOLD:**

Market Rules and Standards: *Vendors are expected to provide their own tables, chairs, and displays.

- Vendors must be at least 18 years of age to sign agreement; Vendors are expected to remain open during the entire length of the market day unless all products have been sold out prior to market closing. However, inclement weather may force the market to close early or open late.
- No illegal activity or offensive behavior will be allowed. Nor profanity or adult-only products allowed. No CBD products. SMCVB/City reserves the right to approve or disapprove all vendors and products.
- Food service activities must have the approval of the Camden County Environmental Health office. Food service includes mainly prepared foods, and covers any food items except baked goods, raw unprepared produce, and commercially prepackaged items. If you have any questions, you may contact the environmental health office at (912) 729-6012 directly.
- All produce must be stored and displayed at a reasonable distance above the ground (minimum of 18 inches). The exception is produce such as watermelons, pumpkins, flowers in containers, or other items in water for freshness. Produce should be mature, but not overripe, and void of decay.
- Quality of Merchandise (Fruits & Vegetables): (1) All fresh fruits, vegetables, tree nuts and other specialty products such as Christmas trees must be U.S. No. 2 grade or better including not more than a total of 2% decay, soft rot or wet breakdown. Commodities that have no U.S. grade standards must meet 90% free from defects that seriously affect their appearance, edible or marketing quality including not more than 2% decay, soft rot or wet breakdown. All culls graded out of produce on the Markets must be disposed of as garbage or dumped. Unwholesome, spoiled or damaged food or products unfit for human consumption shall not be offered for sale on any Market by any person. Such selling of unwholesome, spoiled or damaged food or products unfit for human consumption will constitute proper grounds for revocation or suspension of a license and the right to conduct any type of business or being employed by any business to conduct business on the Markets at any of the State Farmers' Markets in the future. (2) False packs are prohibited on any market item. "False packs" means the topping or facing of containers with the best products exposed and poorer products concealed.
- Taxes are the sole responsibility of the vendor and must be reported to the State of Georgia.
- Stands are to be kept hazard-free and reasonably attractive. The **vendor** must remove trash and litter around the stand from any source before departure. **Vendors May NOT use the trash cans on site for booth trash. Pack in and Pack out rules apply for vendors. A \$25 fee will be charged for use of facility trash cans.**
- No electricity or water will be available at the Market; Generators are not allowed unless previous permission has been granted.
- **No feather banners are allowed per the local ordinance for the historic district.** You can place a flag or traditional style banner on your table or booth. No vendor shall hang banners, posters, signs or flags, or otherwise affix or place objects upon the trees, fences, buildings, walls and other property on the grounds of such areas; Reselling shall not be permitted.
- Please remember you are representing St. Marys. Vendors at the market shall, always, conduct themselves in a pleasant and courteous manner with customers and other vendors; All prices must be clearly marked. Items cannot be displayed on steps or sidewalks.

Terms are subject to change with notification at any time. I have read and agree to abide by the "Market Rules and Standards." I understand that these standards guarantee a level of quality that is expected by customers. I understand that I may be photographed, and photos are property of SMCVB. Renter further agrees to and hereby does indemnify and forever hold harmless the City of St. Marys and the St. Marys Convention & Visitors Bureau, along with their agents, contractors, employees, trustees and officers, from and against and in respect to any and all demands, claims, causes of action, judgments, fines, penalties, damages (including consequential damages), liabilities, losses and expenses (including reasonable attorney's fees and costs of litigation) arising from or incurred in connection with: (i) the use or occupancy of city property or any property used as part of the St. Marys Community Market by Vendor or any of Vendor's agents, employees, representatives, guests and attendees; (ii) any acts, omissions or negligence of Vendor or any of Vendor's agents, employees, representatives, guests and attendees; or (iii) any breach or violation of this Rental Agreement by Vendor or any of Vendor's agents, employees, representatives, guests and attendees.

Vendor Signature: _____

Date: _____

Market Representative Signature: _____

Date: _____

Holly Possa or Angela Wigger, St. Mary SCVB

Office use only: Date Received: _____

Amount Paid: _____