



## Community Creative Arts Farm Market Rules

contact [jenn.strine@foxtrotwoodysmom.com](mailto:jenn.strine@foxtrotwoodysmom.com). The application in this packet can be used every weekend; if you need additional forms, you may copy the one in this packet or download one from our “Market” section on our website.

- Please note that non-profit groups can have their fees waived by completing 50 volunteer hours with Foxtrot Woodys Mom LLC within 12 months prior to application date. .
- Vendors may lower fees by providing a performance or demonstration on Market Days. Nonprofits and businesses that are willing to perform or provide a demonstration at our staging area will be given a \$10.00 vendor discount for that day.
- Please register early due to limited space! Payment is due at the time of registration. Applications submitted without payment will be held until payment is received.
- Confirmation of placement will be emailed approximately two weeks before “your scheduled date; if we are unable to accommodate you, vendor fees will be returned.
- Please check our application for specifics regarding what types of vendors will be permitted each weekend, space size, and deadlines. Please review vendor category definitions carefully. Vendors with a combination of items or activities from more than one category should email [jenn.strine@foxtrotwoodysmom.com](mailto:jenn.strine@foxtrotwoodysmom.com) for confirmation of category before applying.
- A late fee (applying to all vendors) will be applied to any application that is received after the stated deadline.
- Remember, markets are an OPPORTUNITY to profit, NOT a guarantee. By purchasing a vendor pass, you understand and agree that there are no financial guarantees as a market vendor. Foxtrot Woodys Mom LLC and Pine Tree Farm NEVER PREDICTS or guarantees attendance numbers for any event. It is our expectation that all vendors will participate in promoting the event on social media at least.

We have created special pricing for our first Season of vendors to show our gratitude! Below you will find a breakdown of our Market. To be considered, email the attached application (with signature) with a signed copy of Market Rules, and pictures of your products or description of your business to: [jenn.strine@foxtrotwoodysmom.com](mailto:jenn.strine@foxtrotwoodysmom.com).

Should you have additional questions and concerns after following this information packet, please call 302-378-2727. Thank you for both your interest and support! Please read through the entire package prior to submitting the vendor application.

- **Performing Artists, Musicians, and Demonstrators-** Space and opportunities are limited and not all requests will be granted. Please list the type of performance and if you would like to do a musical performance, please send a link to a past performance or a demo along with your application
- **Resale-** individuals, groups, or businesses selling resale/retail items
- **Bazaar/Flea Market, Gear Swap-** Any individuals, groups, or businesses selling used or antique items. Sale of new items is not permitted in this area.
- Nonprofit groups may apply for a fee waiver under category “Nonprofit Information” if they have completed fifty or more volunteer hours within 12 months of anticipated Market date within application. You must obtain a letter of completion from our Market General Manager.
- Vendors are required to remain set up throughout Market hours.
- All businesses that are not a 501c3, religious or government will be considered Commercial.

### **Food Vendor Regulations (Vendor & Food Truck)**

- The Code Enforcement Officer will conduct an on-site inspection of the vendor's space prior to the start of each weekend opening.
  - Every food vendor who cooks with a generator, electrical hook-up or propane, shall have a 5lb. Multipurpose ABC or BC Fire Extinguisher readily available. Any use of a fryer will require a Type K” Extinguisher in addition to the ABC Extinguisher. Fire extinguishers must be inspected and tagged, within the past year, by a Fire Equipment Company registered in the State of Delaware
  - Hot surfaces from cooking and heating appliances, such as grills, hot plates and coffee makers, shall be blocked so that the public is protected from physical contact of these appliances.
  - Propane cylinders shall be stored in an upright and secured position
  - No open flames such as candles, lanterns, kerosene or gas fired heaters and cooking equipment are permitted near or under combustible materials (i.e., canopies)
  - No frayed wires or overloaded extension cords are permitted
  - Deep fryers should have splash covers
  - Access to fire extinguishers shall remain unobstructed at all times
- 
- Vendors selling or distributing food or drink at the Market MUST have a temporary Food Handling Permit from:  
Delaware Health Department

258 Chapman Road  
Newark, DE 19702  
(302)-283-7110

- Tobacco use is prohibited on Pine Tree Farm
- Limitations on power/electricity/amp usage

**FAILURE TO COMPLY WITH THE ABOVE REQUIREMENTS MAY RESULT IN THE CLOSING OF YOUR SPACE** If you have any questions concerning these Life Safety requirements, contact the Code Enforcement Office at 302-378-2727

## ADDITIONAL RULES

- The vendor check-in is from 12:30 pm - 2:00 pm on Friday; and 7:30 am - 9:00 am on Saturday and Sunday. These times are sharp! No loading after 2:15 pm on Friday; no loading after 9:15 am on Saturday and Sunday. NO loading prior to morning of sale
- Vendors may start lining up (12:00 pm on Friday; 7:00 am on Saturday and Sunday) in a single file line near the "check in out building". There will be clear signage.
- Only one vehicle can be unloaded per space at once. If you have more than one vehicle, please unload the first before lining up additional vehicles.
- If you signed up through our website, please bring your receipt.
- Please be patient and carefully follow all verbal instructions from Market staff during parking, space selection, and loading.
- Unless reserved, spaces will be provided on a first come, first serve basis.
- ACTIVE LOADING ONLY, MOVE VEHICLE AS SOON AS YOU ARE UNLOADED- Vendors will load in all merchandise, tables, etc and then move vehicles from the Market loading zone to make room for the next vendor. Vendors are not permitted to set up their vendor spaces until after their vehicles have been moved from the loading zone.
- ALL ITEMS MUST BE UNLOADED INTO VENDOR SPACES BY 2:15 pm on Friday; and 9:15 am on Saturday and Sunday.
- ALL VEHICLES MUST BE MOVED FROM LOADING AREA BY 2:30 pm on Friday and 9:30 am on Saturday and Sunday
- All vendors must be ready to sell by 2:45 pm on Friday; 9:45 am on Saturday and Sunday
- Market Time: The Community Creative Arts Farm Market is open to the public on Friday from 3pm-8pm; Saturday and Sunday from 10:00am to 4:00pm.
- Vendor Load-Out: 8:15pm-9pm on Friday; 4:15pm-5:00pm on Saturday and Sunday. All vendors must be off the property by 9pm and 5:00 pm; respectfully.
- Vendors must be packed before occupying a load-out parking place
- All items must be cleared by 9:00pm on Friday, and by 5:00pm on Saturday and Sunday. All vendor items must be removed by the end of Market with all trash removed.
- Vendor Rules & Guidelines, Market Configuration, vendor space configuration can change at any time due to unforeseen circumstances. Reserved vendor spaces will be reassigned at that time.
  
- Community Creative Arts Farm Market stays open, closing only for extreme cold or "state of emergency."
- Admission is free to the public
- Vendor parking is a distance from the market, please bring carts or people to assist you.

We encourage vendors to use digital payments such as Venmo. ATM machines are NOT available on site.

**Items/Services NOT ALLOWED AT THE MARKET**

- Firearms, ammunition, or weapons of any kind
- Fireworks
- Animals for sale or trade
- Illegal or questionable items not normally obtained at the Open Market
- Outside Marketing: Any posters, banners, signs, tents, or distribution of marketing material promoting outside markets and events is strictly prohibited and will only be allowed by official sponsors of Community Creative Arts Farm Market. There will be space available at the Market information space for outside market and event flyers. Please take any of these items to the Market General Manager the morning of the event.
- Items that by sale, possession, or use are in violation of City, Town, County, State, or Federal Laws.
- Open flames, lit candles, and burning incense are not allowed at any time in the Market area.
- If you bring any of these items, you will be asked to leave the Market and a refund will not be issued. Community Creative Arts Farm Market reserves the right to prohibit the display and sales of any items deemed inappropriate for the market by the market management or any items that are illegal/prohibited by law.
- ALL VENDOR MERCHANDISE SUBJECT TO REVIEW: All vendors and vendor merchandise are subject to review and approval by Community Creative Arts Farm Market to maintain the format of the farm Market business model. Community Creative Arts Farm Market reserves the right to refuse any vendor application or merchandise.

LIABILITY: All vendors who participate at the Community Creative Arts Farm Market hold harmless the Community Creative Arts Farm Market, Market Coordinators, Volunteers, Staff, the venue and venue representatives, and Market sponsors for any damage, loss, or theft to merchandise, displays, or personal injury to their person or character, virtual or otherwise, regardless of cause resulting from their participation in the Market or Community Creative Arts Farm. Each vendor must obtain a certificate of liability with Foxtrot Woodys Mom LLC added.

SECURITY/MEDICAL ISSUES: if you see a security or medical issue at the Market, find a Market staff member immediately.

NO SMOKING-Smoking is not permitted in the Market area.

NO ALCOHOL IN THE MARKET: Alcohol is not permitted in the Market area, unless purchased by a qualified vendor at the Market.