

## **2021 PEACH RIDGE FARMS MARKET VENDOR PROGRAM OUTLINE**

Peach Ridge Farms Market (PRFM) proudly values the relationships built between our market, featured vendors, and combined customers. Our goal is not to make a profit on our vendors. Rather, we strive to be a platform for establishing them within the local community and work together to create a market sought out as a destination by customers.

Peach Ridge Farms Market aspires to provide customers with an atmosphere where they can enjoy something new with every visit. We believe by carefully selecting vendors we think will be successful at our market and provide customers a unique experience, we do just that.

Please review the following vendor program outline before submitting an application.

### **MARKET SEASON AND HOURS**

The 2021 PRFM extends from May through October. Open hours of availability are:

Monday: 3:00pm - 7:00pm

Tuesday: 9:00am - 8:00pm

Wednesday: 9:00am - 8:00pm

Thursday: 5:00pm - 8:00pm

Friday: 9:00am - 8:00pm

Saturday: 9:00am - 8:00pm

Sunday: 9:00am - 8:00pm

PRFM availability will be subject to cancellation at the discretion of market leadership depending on the current public health situation. PRFM hosts a Community Supported Agriculture program with weekly share pick-ups on Mondays. Thus, Mondays are typically the busiest day of the week, followed by Saturdays and Sundays.

### **LIABILITY INSURANCE**

Vendors are highly encouraged, but not required to have general liability insurance. PRFM is not responsible for loss of an item due to theft or damage and is not responsible for insuring vendor possessions whether for sale or display. PRFM will use discretion when considering reimbursement to Vendor for missing items as it deems appropriate. Additionally, PRFM is not responsible for any sickness or bodily damage due to the consumption or use of product(s) made or sold by vendors.

### **VENDOR ASSOCIATE BOOTH PRESENCE**

Vendor Associates are not required to be present at their booth to make sales, though it is highly encouraged on Monday afternoons from 3:00pm - 7:00pm during CSA pick-up hours. Sales are subject to commission if made when a Vendor Associate is not present, see below for further details.

## **BOOTH RENT**

Booth rental is \$250.00 for the summer CSA season from July 1st - October 31st and is to be paid in full by July 14th. Late payment is subject to \$25.00 fee for every 10 days past Pay By date. If full payment is not received 30 days past Pay By date, booth is subject to removal. Booth size is flexible and subject to current availability. There is a \$100 cancellation fee should the contract be broken or Vendor leaves prior to season end.

## **SALES COMMISSION AND CREDIT CARD TRANSACTION FEES**

When a Vendor Associate is present and able to make sales directly with Customers via cash or check, PRFM does not retain a commission or transaction fee. When a Vendor Associate is present and able to make sales directly with Customers via PRFM's PayPal for credit card transactions, PRFM retains 5% credit card transaction fee. When a Vendor Associate is not present nor able to make sales directly with Customers, PRFM retains 5% commission; no additional transaction fee is applied, regardless of method of payment.

## **INVENTORY AND RECEIVING OF BOOTH SALES**

Vendor is to manage and track their available inventory on a weekly basis. Booth sales made when Vendor Associate has not been present is based on the difference in their available inventory. This amount minus 5% PRFM commission is to be reported to PRFM leadership on a weekly basis, who then has 3 business days to reimburse Vendor in the form of cash or check.

## **PRODUCT LABELING AND PRICING**

Product labels and descriptions must be kept to local government standards. Products must be individually labeled with their price.

## **CONCLUSION OF SEASON**

All vendor belongings must be removed within 2 weeks of season end, by November 14th. Any items remaining after this date will become property of PRFM unless other arrangements are made in writing.