

## **Farmville Community Marketplace Rules and Regulations**

### **Mission:**

The Farmville Community Marketplace is designed to be a hub for community activities. The Marketplace is a multifaceted public/private facility which showcases our community by providing a venue for outdoor events including a farmers market, a multi-dealer open market, festivals, reunions, weddings, etc.

The purpose of the Market Manager is to ensure the orderly operation of the market, while striking a fair balance between all participants.

### **Management:**

The Farmville Community Marketplace will be under the supervision of the Farmville Town Council Asset and Resource Committee. Town Council shall appoint members to the Asset and Resource Committee. The Committee will be responsible for recruiting and approving vendors, establishing and enforcing Marketplace policies, promoting the Marketplace and supervising daily operations. The Asset and Resource Committee will select a Market Manager. The Market Manager will supervise the Marketplace and oversee its daily operations.

### **Location:**

The Farmville Community Marketplace is located in the Old Farmville Tobacco Warehouse located on North Street in the downtown area.

### **Hours of Operation:**

The Marketplace will operate on Saturdays, rain or shine, April through October. Hours of operation are 9:00 am to 1:00 pm. Vendors may sell at the Farmville Community Marketplace only on announced days of the Marketplace. There will be no sales to the public prior to the 9:00 am opening of the Marketplace.

Vendors are required to be set up for business by 9:00 am and are encouraged to stay until closing. Vendors are to park only in the specified area.

### **Vendor Spaces, Applications and Fees:**

Mondays, Tuesdays, Wednesdays and Thursdays are the sign up days for vendor spaces. Marketplace vendor spaces are 10' X 10" in size and cost \$5.00 each day for the allotted hours of the Marketplace. Special rates are available as follows: 8 days for \$35.00, 12 days for \$40.00 or a season pass for \$60.00. The fee is due with the application. Checks should be made payable to the Town of Farmville. Cancellations must be made by 10:00 am on Thursdays. No vendors will be allowed to sell at the Marketplace without a reservation.

All who apply will be required to complete the Farmville Community Marketplace applications and adhere to regulations as amended.

If a vendor is absent three consecutive market days, without prior notice, his/her space reservation may be cancelled. The Asset and Resource Committee reserves the right to deny or revoke any approved space, when it is considered to be in the best interest of the Marketplace operations.

**Products:**

The following items are not to be sold at the Marketplace: guns, live animals, pornographic, bootleg or illegal materials and any items that may be potentially dangerous.

Vendors set their own prices and are responsible for posting their prices. Vendors are responsible for accurately representing their products. Scales/weights are the responsibility of the vendor, are subject to inspection by the Office of Weights and Measures and must be legal for commercial use. Vendors must make appropriate adjustment of any customer's claim of unsatisfactory quality or condition.

**Regulations:**

Vendors must visibly display any licenses, certifications, and permits required by law for all products. The collection and filing of all related taxes and the obtaining of all applicable inspections are the responsibility of the individual vendor.

Each vendor must comply with all state and federal regulations that govern the production, harvest, preparation, preservation, labeling or safety of products offered for sale at the Marketplace. It is the sole responsibility of the vendor to be knowledgeable of, abide by and ensure compliance with all regulations pertinent to their individual operations.

**Health, Sanitation and Safety:**

No pets, with the exception of assistance dogs, are allowed at the Marketplace.

Vendors will be responsible for the collection and removal of refuse generated from sales at their space. The Market Manager is responsible for the Marketplace and its surrounding area. The Marketplace must be left clean and free of all products and debris.

Behavior by vendors or customers judged to be disruptive or detrimental to the peaceful operations of the Marketplace will not be allowed.

Small children brought to the Marketplace by vendors must be kept under the supervision of the designated adult.

The use of tobacco products or illegal substances is not permitted at the Farmville Community Marketplace.

The sale and distribution of alcohol is permitted only with the proper ABC license and the Market Manager's approval.

No boomboxes or loud music is permitted.

The Town of Farmville will not be responsible for damage or loss of any personal belongings.

Any unsafe or unsanitary conditions should be brought to the immediate attention of the Market Manager.

Any accident or injury must be immediately reported to the Market Manager and to 911.

Anyone who participates in the Marketplace – whether vendor or otherwise - attends at his/her own risk. Vendors operate at their own risk and assume liability from the customers.

Farmville Community Marketplace  
20\_\_\_\_ Vendor Application

Today's Date: \_\_\_\_\_

Vendor's Name: \_\_\_\_\_

Name(s) of Person Selling Goods: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Vehicle License Number: \_\_\_\_\_

Market Date(s) Desired: \_\_\_\_\_

Products to be sold at the Marketplace (please be specific):

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

Do you have a copy of the Rules and Regulations to sell items at the Farmville Community Market Place?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

10' X 10" Vendor Spaces are \$5.00 each day  
For the Allotted Hours of the Day

The above vendor agrees to:

1. Observe the rules and regulations of the Marketplace;
2. Pay non-refundable \$5.00 fee by 10:00 am on Thursdays;
3. Be responsible for safety and purity of all products offered for sale;
4. Comply with all applicable health codes and regulations;
5. Cooperate with the Market Manager

**WAIVER:** I hereby relieve the Town of Farmville, Virginia, their agents and employees from any and all liability for any damage, loss, injury or costs associated with or arising from my use and presence at the Farmville Community Marketplace. Furthermore, I agree to indemnify and hold harmless from all claims, costs and actions occasioned by me for the use and presence at the Farmville Community Marketplace.

I have read and understand all the regulations of the rules and regulations of the Farmville Community Marketplace and agree to comply with the state rules and regulations accordingly.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town of Farmville Representative

\_\_\_\_\_  
Date

Approved: \_\_\_\_\_

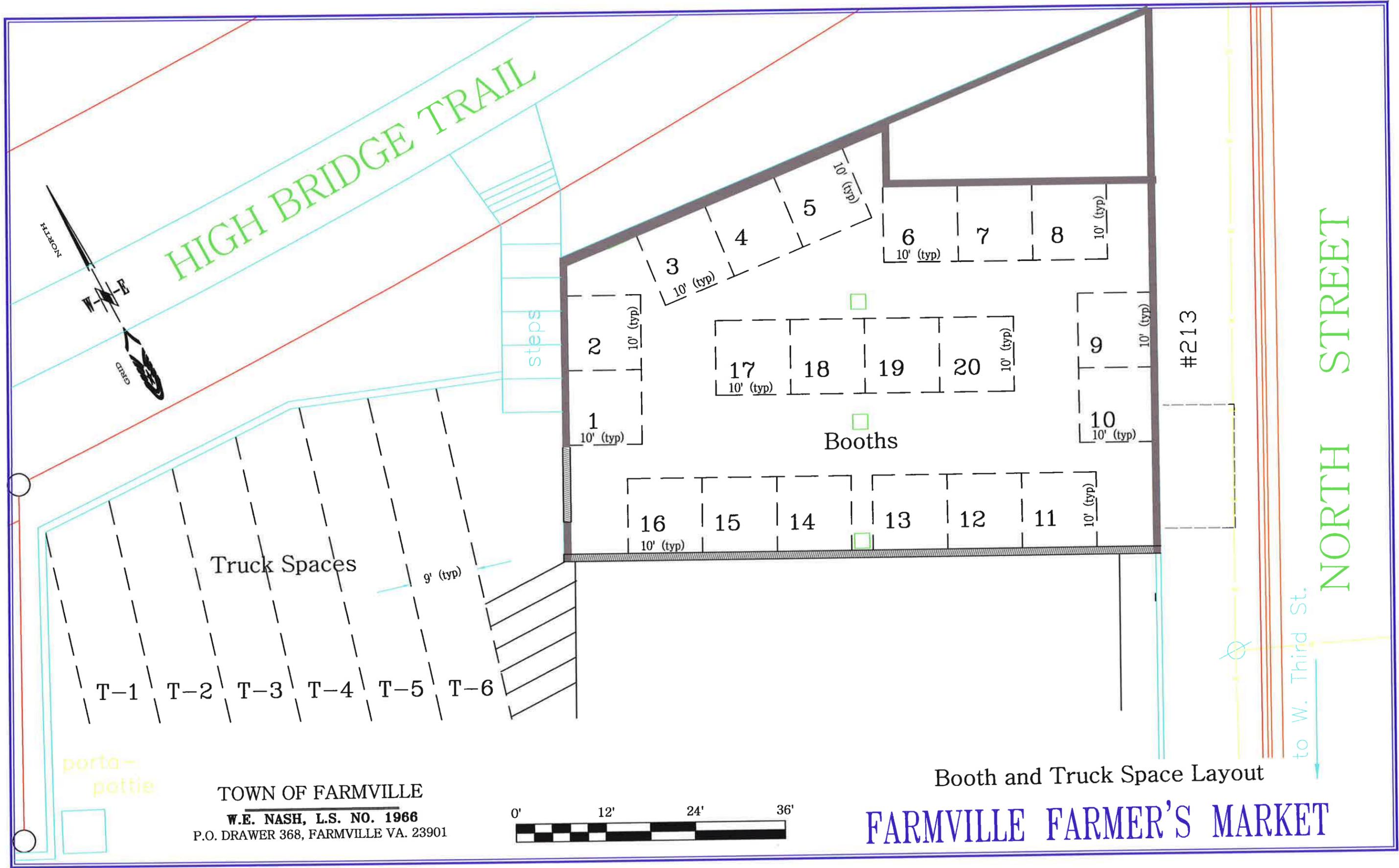
Assigned Space Number: \_\_\_\_\_

Denied: \_\_\_\_\_

Please return completed application along with your check made payable to:  
 The Town of Farmville  
 Attn: Farmville Community Marketplace  
 PO Drawer 368  
 Farmville, VA 23901

Contact the Town Treasurer's Office with questions or comments at (434) 392-3333 or by e-mail at [lhricko@farmvilleva.com](mailto:lhricko@farmvilleva.com)





HIGH BRIDGE TRAIL

NORTH STREET

TOWN OF FARMVILLE  
 W.E. NASH, L.S. NO. 1966  
 P.O. DRAWER 368, FARMVILLE VA. 23901



Booth and Truck Space Layout  
**FARMVILLE FARMER'S MARKET**

to W. Third St.

#213

Booths

Truck Spaces

steps

porta-pottie

