

2015 Historic Downtown Wilmington Marketplace Vendor Application

Thank you for your interest in becoming a vendor of the Historic Downtown Wilmington Marketplace “Market” located in Riverfront Park. The City is now accepting applications for the 2015 season. The following procedures and rules apply to the application process and Market.

Please read carefully and follow the steps below:

- **Read the Rules of the Market.**
- **Fill out the application form completely. Incomplete applications will not be considered.**
- **Submit your application to: Kim Adams, Downtown Services, City of Wilmington, 305 Chestnut Street, Wilmington, NC 28402 or email to: kim.adams@wilmingtonnc.gov**
- **Call Marketplace Volunteer Coordinator, Suzette Hawley, (910) 232-2309 bonetiredbeds@hotmail.com if you have questions or need more information.**

Vendor Name _____ Title _____

Operator Name _____

Type of Entity (e.g. corporation, proprietorship, limited-liability company) _____

Mailing Address _____

Telephone Number (including area code) _____

E-mail Address _____

Please circle the Sunday Marketplace dates for which you are applying:

April 19 26		
May 3 10 17 24 31	July 5 12 19 26	October 4 11 18 25
June 7 14 21 28	August 2 9 16 23 30	
	September 6 13 20 27	

Product Categories

Describe what you intend to sell at the Market. Permitted items are limited to handmade arts and crafts and other items of excellent handmade workmanship made by the vendor. See Rules of the Market for more details.

FEES: *Free* to valid City of Wilmington Permit-holders pending acceptance
\$20.00 per Market Day -- Guest Vendors (non-City of Wilmington permit holders) pending acceptance

To apply for an annual Riverfront Park Permit, go to www.wilmingtonnc.gov and download a Riverfront Park sales application or call 910-254-0907 for more information.

HOLD HARMLESS

Vendor agrees to protect, indemnify and save harmless the City, its officers, officials, agents and employees from and against all claims, demands and causes of action, in favor of vendor and its agents and employees and third parties on account of personal injuries or death or on account of property damages arising out of Vendor’s use of the Market premises and participation in the Market and resulting from the acts and/or omissions of Vendor. The provisions of this paragraph shall include indemnification of all losses, damages, awards and attorneys fees.

No insurance is provided by the City of Wilmington to participants in the Market.

I acknowledge that I have been provided with a copy of the “Historic Downtown Wilmington Marketplace rules” and that I will abide by these rules. I also understand my membership will be terminated for violation of these rules.

 (Print name, entity and your title)

By _____
 SIGNATURE

 DATE

City of Wilmington
HISTORIC DOWNTOWN WILMINGTON MARKETPLACE RULES

IMPORTANT: Please read and sign the Marketplace Vendor Application. Return it to City of Wilmington, Historic Downtown Wilmington Marketplace, Kim Adams, Downtown Services, 305 Chestnut Street, Wilmington, NC 28402, or e mail to kim.adams@wilmingtonnc.gov as well as bonetiredbeds@hotmail.com for returning vendors. (Your signature indicates that you have read, understand and agree to abide by these rules.)

The Historic Downtown Wilmington Marketplace is sponsored by the City of Wilmington. The Market was established to provide a central location for local artisans and crafters to sell their products directly to consumers, to encourage, support and promote local artisans and crafters, and to enhance the quality of life in Downtown Wilmington by providing a community activity that fosters social gathering and interaction. The following rules were established to ensure the smooth operation and success of the Marketplace:

APPLICATIONS:

Applications will be made available on the government website as well as the Historic Downtown Wilmington Marketplace Facebook page. Returning full time vendors (those participating at least 75% of the prior season) must still complete an application. However, they may email their application to the volunteer coordinator as well as the City and do not have to re-submit photos of their work unless they are introducing a new product. New products must be reviewed and approved by the market committee. Please submit your application by March 5, 2015. Part time vendors must reapply as per the following. All new/part time applications must be completed in full with selected dates of participation, a full list of goods to be sold as well as 5 product photos of your work. One of these photos should include your tent set up. Applications and photos of your work must be submitted prior to March 20, 2015 for committee selection for the 2015 season. If space allows applications will be accepted during the season. The committee reserves the right to select vendors based on workmanship, unique design, quality and diversity of product and to close such categories as are deemed overly represented. Please mail applications to the downtown services address at the top of the page.

PERMITTED MARKET ITEMS

Arts, crafts and handmade products of excellent workmanship may be sold and must be created 100% by the vendor. The artist must be in attendance for the duration of each selected date. No peddlers, no wholesale, and no resale products are allowed. No price dumping, "2 for 1" or "buy one get one free" sales, prices must be competitive. No "co-packing" is allowed, all goods must be packaged and presented by the vendor. The City will resolve any question as to unpermitted products. The City reserves the right to conduct an inspection of any Market vendor at any time to verify product origin. No other commercial activities shall be permitted within the Marketplace area. Displays of public interest, such as nutritional, health or consumer information may be displayed with the permission of the City and Market Committee. The Market does not offer exclusive rights to any one vendor to sell any one product as Market customers generally benefit from having a choice however the market committee reserves the right to limit the amount of like product in order to maintain diversity of goods.

VENDOR EQUIPMENT AND SUPPLIES

Each vendor is responsible for providing and removing any and all equipment and supplies he or she requires in order to conduct business on the Market premises. This includes signs, tables, chairs, products and equipment utilized for clean-up purposes. All vendors must have a 10'x10' tent and all tents must be weighted down in order to participate.

HOURS AND DAYS OF OPERATION

The Market will run from Sunday, April 19, 2015 through Sunday, October 25, 2015 from 10am-3:30 pm. Setup time is from 8:30 am to 9:45 am. All cars must be removed from the street immediately after unloading. Please unload your materials at the curb, park your car and then continue your set up. No sales will be permitted during set-up times or past listed closing time. All vendors must remain at the Market premises until closing, and must vacate the Market one hour after closing (season hours are subject to change by the City of Wilmington). The market will operate rain or shine and will be at the discretion of the volunteer coordinator to cancel the event or close the event early in case of severe, adverse weather. All vendors must remain set up for the complete duration of the market hours unless advised otherwise by the volunteer coordinator.

SIGNS

All signs must remain within the vendor's allotted exhibit space and must not block traffic or pedestrian ingress or egress, or interfere with other vendor's display or views.

EXHIBIT SPACE

The City of Wilmington has granted market coordinators full authority to assign exhibit space. Every effort will be made to space vendors of like products in a way to best allow them to sell, based upon practices of other markets. Requests for a particular space will be given consideration but the City reserves the right to assign and locate all vendors. Exhibit space will be assigned by 3 pm on the Friday preceding Market day for all vendors whose fees are paid and the coordinator will send out an email the preceding Tuesday of each market in order to receive confirmation of your attendance.

SET-UP, CLEAN-UP AND BREAKDOWN

Set-up starts between 8:30 – 10 a.m. and must be completed by 9:45 a.m. on stated days. Vendors are responsible for removing and hauling garbage from their area. Spaces are to be left in the same condition upon vendor arrival each Market day. Breakdown starts at closing and must be completed, and spaces vacated within one hour of closing. On-site trash receptacles are for customers only.

WEATHER

The Market will operate based upon favorable weather conditions. The Marketplace Committee along with the Volunteer Coordinator determines if the weather conditions are operable. **An email will be sent two hours prior to set up time IF the City determines that the weather will not be favorable at the time of Market.** If the market place has started and weather conditions have changed vendors must speak to the coordinator to discuss if such conditions are severe enough that they may leave.

ATTENDANCE

Vendors must give notice to Volunteer Coordinator (Suzette Hawley 910-232-2309) by the Friday preceding the Market day if they will be unable to attend. This will allow time to fill your reserved space. Every effort will be made to fill your space. Not giving notice will be considered a violation of Market rules. A full market is a successful market. The Market allows for "acts of God/nature" (equipment failure, car problems, medical emergencies, etc.) Notify Suzette as soon as possible in these circumstances. **Any vendor not set up by 9:45 a.m.** will not be allowed to set up. Vendors are required to remain on the premises for the entire duration of the Market day. Cancellation of multiple expected attendance dates or violation of marketplace rules will affect your eligibility to participate in the market.

VEHICLES AND PRODUCT DISPLAY

Vehicles shall not be utilized as a display or dispensing area for Market products unless approved by the City and located in approved parking areas. No vehicle may remain running during Market hours other than for purposes of refrigeration of product. All products sold must have either individual pricing or display signs indicating price and description of product. A master price list can be substituted for individual product pricing. The use of tents is required, and they must be secured in a safe manner. All products must be sold, displayed and stored from a surface above the ground. All vendors must utilize tables, shelves, cases or other structures for these purposes.

MISCELLANEOUS

Vendors are responsible for collecting and remitting their own sales tax. Vendors are responsible for all permits required by the State of North Carolina and New Hanover County to sell their products. Vendors must comply with all laws, ordinances and regulations of the United States, State of North Carolina, New Hanover County and City of Wilmington. All rules are subject to being revised periodically by the City. No live animals may be sold or given away at the Market.

ENFORCEMENT OF RULES

The City of Wilmington along with the appointed Marketplace Committee and the Volunteer Coordinator are responsible for enforcing the Market rules. Any complaints and violations will be discussed and resolution made by the committee. Vendors selling items that are not permitted will be asked to remove those items from sale or leave the Market premises. Continued violations will result in the vendor being banned from the Market with no reimbursement of fees paid. Any vendor challenging another vendor's product legitimacy or conduct must file a written complaint with the City, giving the name of the vendor and the description of the product or situation they believe is not in compliance with Market rules. The complainant must date and sign the complaint and the City will then resolve the issue. All resolutions by the City are final.

Participation in the Sunday Market is a privilege and an extension of the Downtown Vendor Permit Program and must be treated as such.