

## Second Stage Amherst - Indoor Market Policies

### **LOCATION:**

The Market is located inside Second Stage (*and on the grounds, weather permitting*), 194 Second Street, Downtown Amherst, VA 24521.

### **ELIGIBLE VENDORS LIVE WITHIN 100 MILES OF AMHERST, VA:**

A **producer** is defined as the person or persons who grows, produces or makes the product. No live animals may be sold at the market. Producers may sell farm and kitchen products including fruit, vegetables, eggs, cut flowers, herbs, plants, properly labeled baked goods (see USDA), butters, honey, jams, jellies, and sauces. Bottled cider and wine, meats, poultry, fish and cheeses processed in a Department of Agriculture approved facility are eligible. Any vendor selling these products is required to comply with all applicable local, federal and state laws regarding production, harvest, preparation, preservation, labeling, food safety and inspection. It is the responsibility of each producer to abide by all state and federal regulations that govern all products the vendor offers for sale at the market. Vendors are solely held liable for their own products.

The vendor or employee must make all arts and crafts. No items may be purchased for resale. All items are subject to the pre-approval of the market manager. For all new art/craft vendors, photos must be submitted of work prior to acceptance.

Vendors who are approved for the 2nd St. Farmers' Market will not have to submit a new application, but are responsible for reading these policies, as they differ slightly from the summer policies.

Payment of all applicable sales taxes is the responsibility of the vendor.

### **INDOOR MARKET HOURS:**

The markets will be held from 11 am – 4 pm on announced second Saturdays. Set up will begin at 9:30 am. Vendors must be in their space by 10:30 am. Vendor's vehicles should be moved out of the front parking lot and to the lot at the rear of the building before 10:30.

If a vendor arrives after 10:30 his/her spot may be given to another vendor for that day. Late arrivals will be assigned a space where setup will make least impact on the operation of the market and safety of the customers. Please do not make sales before this time without prior approval. Vendors must stay present until 4pm and may not break down until after the market is over. Leaving the market early is not allowed, unless prior arrangements have been made with the market manager.

### **ARRIVAL AND CHECK IN:**

All vendors should notify the market manager that they will not be attending prior to the Saturday of the market, so space can be organized and assigned. If attending, all vendors should check in with the manager upon arrival to be assigned a space.

### **CHECK OUT:**

Accurate sales information must be reported, and booth fees and percentage of sales paid to market manager before leaving the market.

### **SPACES:**

All spaces are at least 10' wide x 10' deep. The market manager determines the location of each vendor and, if necessary, may request that a vendor relocate. Vendors may bring additional workers as needed. Each vendor is responsible for setting up his/her stand in an attractive manner and

keeping boxes and supplies stored out of sight. All equipment and furnishings are the responsibility of the vendor. Displays must not extend beyond the limits of the assigned space. Chairs are provided but tables are not.

**FEES:**

Space fee for all vendors is \$15 per market. Fees are due to the market manager at checkout. Any weekly vendor who sells less than \$60 will only be required to pay \$10.

Each market day, the market manager will also collect 5% of each vendor's daily sales as a market fee. This fee is in addition to the space fee.

Envelopes to record sales and for booth fee payment will be provided by the market manager and should be returned at the time of checkout. Acceptable forms of payment are cash or check payable to Second Stage.

\*No refunds will be given. If you set up at the market, you are required to pay.

**OTHER:**

- Prices for each item must be clearly displayed.
- Packaged items and baked goods must have ingredients listed on a label and the notice that the product was produced in a home kitchen.
- DO NOT use the word "organic" or any other marketing terms or phrases that require specific certification.
- The vendor must remove all trash, debris, boxes, containers etc. at the conclusion of each market **or will be charged a clean-up fee** commensurate with the mess.

**VENDOR STANDARDS OF CONDUCT:**

Treat individuals, fellow vendors and management with respect, courtesy and tact.

Promote safe operations and comply with all appropriate safety and health regulations.

Promptly report safety and health hazards so that they can be corrected before injuries result.

Provide the highest level of customer service possible.

Solicitations not previously approved by the market manager are not allowed.

Vendors shall hold Second Stage Amherst, Amherst County and the Town of Amherst harmless from any liability whatsoever that results from their activities at the indoor markets.

Vendors who engage in any of the following are subject to expulsion from the Market and will not be invited back to future markets.

- Careless or willful destruction of Market property.
- Use of chewing tobacco, cigarettes, and snuff products while on the premises.
- Manufacturing, distributing, possessing, using or being under the influence of alcohol or illegal drugs while at the market.
- Threatening or assaulting a fellow vendor, market management or the public.
- Using obscene language toward fellow vendors, market management, or customers.
- Using racial, sexist or ethnic slurs.

- Sexually harassing fellow vendors, market management or customers.
- Bringing a gun, knife or other weapon, either concealed or displayed, onto Market premises.
- Engaging in rude or unprofessional behavior or disorderly conduct, even if the behavior is not expressly forbidden by regulation or laws.

**Please retain Indoor Market Policies for future reference.**

**Questions? [contact@secondstageamherst.org](mailto:contact@secondstageamherst.org) or 434-941-0997**

*(Revised 9-2018)*