



2017 THE WELLNESS CONNECTION FARMERS' MARKET APPLICATION -- NON-FOOD VENDORS --

2017 THE WELLNESS CONNECTION FARMERS' MARKET TERMS OF AGREEMENT

MARKET DATES: Saturday, April 22 - Saturday, October 28, 2017

MARKET HOURS: 9am until 1pm (Vendors must be set up no later than 8:45 am)

MARKET LOCATION: StoneSprings Hospital Center Parking Lot: 24440 Stone Springs Blvd, Dulles, VA 20166

APPLICATION DEADLINE AND FEES

Applications are due, with all appropriate paperwork, current insurance forms and registration fees by March 17th, 2017 and should be mailed to: *The Wellness Connection, 24600 Millstream Drive, Suite 340, Stone Ridge, VA 20105*. The application fee is \$75.00.

The season fee is \$280.00 for one 10x10 space (28 Saturdays at \$10.00 per Saturday)

- If you need one space, a check for \$355.00 (\$280+\$75) needs to be sent with your completed application.
- If you require 2 spaces, your season fee will be \$635.00 (\$560+\$75)
- Any arts and crafts vendors can apply for a half season rate at \$215.00 (\$140+\$75) for 14 weeks, but must give in writing the dates they will be attending when the application is filed.
- The drop-in fee is \$85 for the initial date and this amount covers the application fee. Additional dates are \$15.00.
- If you apply to our market mid - season your fee will be pro-rated.

SELECTION PROCESS

Once it is determined that a vendor meets all the requirements to be accepted into the Wellness Connection Farmers' Market, final placement is based on several factors. These factors are: space available for vendors, previous vendors in good standing receive preferential consideration for market acceptance, and vendor's availability to attend through the end of the stated market season.

VENDOR FEES

A daily rate of 3% of the vendor's gross revenue will be collected by the Market Manager at the close of each market day.

INSURANCE REQUIREMENTS

A copy of a current insurance certificate in the amount of \$200,000 per occurrence is required for all vendors. This certificate should identify Commercial General Liability insurance coverage to protect the participants. The Certificate shall have the following language: "The Wellness Connection, employees and volunteers shall be named as additional insured." This must be stated on the insurance certificate, and the certificate holder block must read: "The Wellness Connection, 24600 Millstream Drive, Suite 340, Stone Ridge, VA. 20105".

*****YOU MUST INCLUDE A COPY OF YOUR CERTIFICATE OF LIABILITY INSURANCE WITH YOUR APPLICATION*****

TENT WEIGHTS

To protect our vendors and customers during times of unexpected violent weather, the following measures are mandatory for The Wellness Connection Farmers' Market. We require that every tent, canopy and umbrella used at the market be weighted down. All tents, canopies and umbrellas must be sufficiently and safely secured from the moment the stall cover



is erected at the start of the market day to the moment immediately before it is taken down at the end of the market. Weights should be secured in a manner that does not create its own safety hazard.

- Weights should not cause a tripping hazard
- Weights should be tethered with lines that are clearly visible
- Weights should have soft edges to avoid causing cuts and scrapes
- Weights should be securely attached
- Weights should be on the ground (not above people's heads)
- Weighing the back of the canopy down by tying it to a vehicle or heavy coolers is acceptable in conjunction with weighting the front legs with weights.
- Weighing the canopy down by tying it to heavy display tables is acceptable

ATTENDANCE

Each vendor will be allowed three scheduled (3) absences during their market season. Vendors must notify the Market Manager in advance of any anticipated absence. Vendors will be given a contact number and email for the Market Manager. Emergency absences will be considered by the Market Manager/managing board on a case-by-case basis. A vendor with excessive absences may be expelled from the market for the remainder of the season. No fees will be refunded.

LATE FEE

If you are not in your space and market ready by 8:45am a late fee of \$20.00 will be charged on your credit card, and must be paid before you return to the market. It is important that we look professional, enthusiastic and organized by the time the market opens for business.

NO SHOW FEE

If you have committed to a date and fail show up, and have not notified the Market Manager with at least 24-hour's notice, a no show fee of \$35.00 will be charged on your credit card, and must be paid before you return to the market.

EARLY DEPARTURE FEE

If you leave the market before the close of the market at 1:00 pm, an early departure fee of \$20.00 will be charged to your credit card on file and must be paid before you return to the market. Exceptions may be made for emergencies. The Market Manager must be notified so that they may assure that the departure is made safely. [If you sell out of your products before the close of the market, you will be permitted to depart early from the market without penalty with permission from the Market Manager.]

MARKET AND VENDOR SPACE BASIC CONDUCT

- The Wellness Connection Farmers' Market is a smoke-free event.
- Profanity is prohibited at any time while you are at the market.
- Shoes and attire appropriate to a food market are required while selling at the markets.
- All vendors must have a sign with the name of their farm/business name and location that is displayed for all shoppers to see. Prices of items must be clearly displayed.
- All vendors are required to furnish their own tables, chairs, scales for weighing, and other display arrangements. Your set-up must fit within your assigned space(s) and may not encroach on adjoining spaces.
- All vendors must remain in their assigned market space when selling their products and conduct sales in an orderly business manner.



- All vendors are responsible for cleaning their space after each market, and in assisting the Market Manager in keeping the common areas clean.
- Children of vendors must be properly supervised by their parent or guardian at all times.

AUTHORITY AND DUTIES OF THE MARKET MANAGER

The Market Manager is the representative of The Wellness Connection Farmers' Market and represents the Board by implementing the Terms of Agreement and the Complaint Procedure. The primary task of the Market Manager is to enhance the market experience of customers, promote a pleasant and mutually beneficial atmosphere for both the customers and the vendors, and develop a positive and cooperative attitude. Additionally, the Market Manager's duties include: recording the attendance of vendors, adjusting the opening and closing hours of the markets for reasonable cause, such as impending dangerous weather conditions, assigning/reassigning spaces to vendors as needed, enforcing tent weight policy and attendance policies, resolving minor disputes on site by mutual agreement of the parties involved; failing this, taking the dispute to the Board, reporting alleged violations of the Terms of Agreement, verbally or in writing, to the Board, acting as liaison between the market vendors, customers and the Board, and additional duties as deemed appropriate by the Board.

As a vendor, you agree to cooperate and abide by the Market Manager's decisions made during market hours in all matters relating to compliance with the Terms of Agreement. For any disagreement concerning your compliance with the Terms of Agreement that arises between the Vendor and the Market Manager, you agree to cease immediately whatever action is the cause of the disagreement until the board can settle the disagreement. You further agree to abide by the decisions of the board.

LEGAL REQUIREMENTS

Vendors must be properly registered regarding the collection of state sales in Virginia, even if they are a resident of another state. Vendors must have all required documents to sell at The Wellness Connection Farmers' Market and included copies with their application.

PUBLICITY

Vendors will be included in promotional efforts that will be put forth by the Wellness Connection preceding, and throughout the duration of the 2017 farmers' market. These efforts include, but are not limited to: signage on Route 50, your business name and link the Wellness Connection's website, your business name on our Farmers' Market Facebook page, your business name and link on the Wellness Connection's email newsletter (25+ newsletters go out to over 5,000 opt-in email addresses), and more.

As a vendor, you grant permission for the Wellness Connection to post your name and/or company's name, product information, and any applicable photographs in promotional efforts for the Wellness Connection Farmers' Market and release the information to the public.

By signing below, I confirm that I have read and understand the 2017 The Wellness Connection Farmers' Market Terms of Agreement. I certify that I am in conformance with all applicable regulations, and agree to abide by all rules and regulations enforced by The Wellness Connection Farmers' Market Board and the Market Manager.

Signature: _____

**** PLEASE MAKE A COPY OF 2017 THE WELLNESS CONNECTION FARMERS' MARKET TERMS OF AGREEMENT AND KEEP IT FOR YOUR RECORDS****



2017 THE WELLNESS CONNECTION FARMERS' MARKET APPLICATION FORM
(Required for all applicants)

GENERAL INFORMATION:

BUSINESS NAME:

CONTACT PERSON(S) FULL NAME:

CONTACT PERSON(S) MAILING ADDRESS:

Street: _____

City: _____ State _____ Zip _____

BUSINESS ADDRESS (IF DIFFERENT FROM MAILING ADDRESS) :

Street: _____

City: _____ State _____ Zip _____

CONTACT NUMBERS:

Home Phone (_____) _____ - _____

Cell Phone (_____) _____ - _____

Business Phone (_____) _____ - _____

Fax (_____) _____ - _____

Email _____



CREDIT CARD INFORMATION

(Required for all applicants)

This card will be left on file and only used for late setup fees, no show fees, and early departure fees, as previously explained.

Card type (circle one): Visa, Mastercard, AMEX, Other: _____

Credit Card number: _____ - _____ - _____ - _____

Exp. Date _____ CVV Code _____

Name on card: _____

Billing Address:

Street: _____

City: _____ State _____ Zip _____

*****Your application will not be processed without a Credit Card*****

1. I understand that if I do not show up at the market and do not give the Market Manager at least 24 hours' notice, a charge of \$35.00 will be charged to the credit card I have on file, which is listed above.
2. I understand that if I am late to the market, or if I am not market ready by 8:45am on any given Saturday that the market is scheduled, a charge of \$20 will be charged to the credit card I have on file, which is listed above.
3. I understand that if I leave early from the market without being excused by the Market Manager, a charge of \$20 will be charged to the credit card I have on file, which is listed above.

Signature:

Printed Full Name:

Date:



APPLICATION AND REGISTRATION FEE

If you would like the credit card listed on the "Credit Card Information" page on the previous page to be used to make payment for the application and registration fee, please indicate so below.

I would like the card listed on the previous page to be used for my application and registration fee (circle one):

Yes

No

IF YES:

The amount I authorize The Wellness Connection to charge credit to the card on the previous page, ending in

(last 4 digits of card): _____ is (check one):

- \$355.00 for one 10x10 space for 28 weeks (\$280 + \$75)
- \$635.00 for two 10x10 spaces for 28 weeks (\$560 + \$75)
- The pro-rated amount of \$_____ (only applicable to applicants applying mid-season)
- \$85.00 for one drop-in initial visit
- \$215.00 (only applicable to arts and craft vendors who wish to attend for half-season (14 weeks)

Signature: _____ Date: _____

IF NO (CHECK ONE):

My payment is enclosed with my application in another form (check, cash, etc.)

I would like to use a different card for the registration fee which is listed below:

Card type (circle one): Visa, Mastercard, AMEX, Other: _____

Credit Card number: _____ - _____ - _____ - _____

Exp. Date _____ CVV Code _____

The amount I authorize The Wellness Connection to charge on the credit card above, ending in (last 4 digits of card): _____ is (check one):

- \$355.00 for one 10x10 space for 28 weeks (\$280+\$75)
- \$635.00 for two 10x10 spaces for 28 weeks (\$560+\$75)
- The pro-rated amount of \$_____ (only applicable to applicants applying mid-season)
- \$85.00 for one drop-in initial visit (One-time application fee)
- \$215.00 (only applicable to arts and craft vendors who wish to attend for half-season (14 weeks) (\$140+\$75)

Signature: _____ Date: _____



2017 THE WELLNESS CONNECTION FARMERS' MARKET APPLICATION CHECKLIST

Before mailing in your application, please ensure that the application is complete, every page applicable to your business is filled out in its entirety, and all required additional paperwork is included in the packet. Applications that are incomplete in any sense will not be processed until they are complete.

APPLICATION CHECKLIST

Required for All Applicants:

- 🍏 Terms of Agreement Form
- 🍏 2017 Farmers Market Application Form
- 🍏 Credit Card Information Form
- 🍏 Application and Registration Fees Form
- 🍏 Full payment
 - \$355 for one space (\$280+\$75)
 - \$635 for two spaces (\$560+\$75)
 - Pro-rated amount (only for applicants who apply mid-season)
 - \$85 for the drop-in initial rate (covers the application fee)
 - \$215 for arts and craft vendors (\$140+\$75) (only for arts and craft vendors who have requested to attend half season)
- 🍏 Commercial General Liability Insurance

You may drop off your completed application, insurance, and payment in person, or mail it to:

**THE WELLNESS CONNECTION
ATTN: FARMERS' MARKET
24600 MILLSTREAM DRIVE, SUITE 340
ALDIE, VA 20105**

Actual location of Farmers' Market:

**STONESPRINGS HOSPITAL CENTER PARKING LOT
24440 STONE SPRINGS BLVD
DULLES, VA 20166**