

**CITY OF CHARLOTTESVILLE  
STANDARD OPERATING PROCEDURE**



Type of Policy: ADMINISTRATIVE	Policy Number: 100-06
Subject: City Market Regulations	
Circulated for Comment/Approval of LeadTeam? NO	Date: 01 / 31 / 2011
Authorization: Maurice Jones, City Manager	
Signature of City Manager: <i>Maurice Jones</i>	Effective Date: 2/1/2011

**1.0 PURPOSE**

To establish policies, guidelines and procedures for the management of the City Market(s) and to ensure that the Market(s) are operated for the accommodation of any person(s) desiring to make retail sales of farm produce, foodstuffs, art work or handicrafts grown or produced by said person(s), members of the person(s) family, or farm laborers employed by said person on property owned or leased by the Market Vendor. The resale of any item that is commercially manufactured or other farm produce not grown by the Market Vendor is expressly prohibited.

**2.0 CITY DEPARTMENTS AND ORGANIZATIONS AFFECTED**

The Department of Parks and Recreation is the City Department responsible for management of the City Market(s). Chapter 8 of the Charlottesville City Code provides the enabling legislation for the conduct of the market(s).

**3.0 POLICY**

To ensure that the Market(s) are administered in an effective and consistent manner, the following policies, rules and regulations shall be in effect and govern all aspects of the operation of the market(s).

### **3.0.1 AUTHORIZATION TO SELL & DEFINITIONS**

#### **3.0.1.0 Authorization to Sell**

Only “Market Vendors” as defined herein, shall be allowed to sell from any space in the Market(s); whether such space is ‘reserved’, or ‘unreserved’.

#### **3.0.1.1 Artisan**

Anyone desiring to make retail sales of art work and/or handmade crafts produced solely by the artisan or members of their family.

#### **3.0.1.2 Market(s)**

That body of land owned by, or under the control, of the City of Charlottesville where the market(s) are conducted.

#### **3.0.1.3 Farmer/Agricultural Vendor**

Anyone desiring to make retail sales of farm produce, plants and flowers grown or produced by the seller, members of their family or farm laborers employed by the seller; strictly upon land owned or leased by the seller.

#### **3.0.1.4 Food Vendor**

Anyone desiring to make retail sales of foodstuffs grown or produced by the seller, members of their family or farm laborers employed by the seller; strictly upon land owned or leased by the seller. Food Vendors are permitted to sell homemade baked goods, honey, jams, jellies, breads, and prepared foods. Food Vendors who actually prepare and/or cook food at the market(s) are required to have a fire extinguisher present at all times they are present at the market(s).

#### **3.0.1.5 Market Master**

That person designated by the City of Charlottesville Department of Parks and Recreation to manage the annual operations of the market(s). The Market Master shall have full authority to enforce all approved Rules and Regulations promulgated herein within the designated area of the Market.

#### **3.0.1.6 Market Vendor**

Any Artisan, Farmer or Food Vendor as defined herein who has completed the documentation required in Section 3.0.9 and who has paid the annual and weekly participation fee(s) as outlined in Section 3.0.6. All individuals who are employed by a Market Vendor or represent a Market Vendor at the market(s), shall be considered a Market Vendor, and subject to these Rules and Regulations.

#### **3.0.1.7 Reserved Market Vendor**

A market vendor who has a market slot that is guaranteed each week at the specific market, unless the vendor is absent.

#### 3.0.1.8 Unreserved Market Vendor

A market vendor who does not have a guaranteed market slot and must contact the Market Master or their designee at the appropriate time to request admittance into the next occurrence of the market(s).

#### 3.0.1.9 Non-Profit Organization

An incorporated organization which exists for educational or charitable reasons, and from which its shareholders or trustees do not benefit financially. Any money earned must be retained by the organization and used for its own expenses, operations and programs. This also includes all other State and Local Government offices. Non-Profit Organizations must provide proof of non-profit status to the Market Master prior to participating at a market.

#### 3.0.1.10 Produce

Fruits, vegetables, live plants, flowers, herbs, cut flowers and other such produce that is grown by the seller, members of the seller(s) family, or farm laborers employed by seller person on property owned or leased by the seller.

#### 3.0.1.11 Meat and Poultry Products

Meat, poultry, eggs and dairy products that is grown by the seller, members of the seller(s) family, or farm laborers employed by seller person on property owned or leased by the seller.

The slaughter, processing, storage, sale and labeling of most meat products (from cattle, swine, sheep, horses, goats, poultry and ratites) are subject to the regulations of the United States Department of Agriculture and/or the Virginia Department of Agriculture and consumer services. Vendors of meat and poultry products must comply with all applicable federal and state food safety regulations pertaining to their products prior to offering them for sale at the City Market(s).

#### 3.0.1.12 Plants and Flowers

Plants or flowers offered for sale at the Market(s) must not be included on the list of Rare Virginia Wild Plants published by the Division of Natural Heritage, Virginia Department of Conservation and Recreation. Plants or flowers offered for sale at the Market(s) gathered from private property may only be gathered with permission from the property owner. No plants may be removed from public parks, interstate highways or other public property and then offered for sale at the market(s).

#### 3.0.1.13 Organic Products

All products described in any manner as "organic" must meet federal and state regulations for such labeling. All Market Vendors offering such items for sale are required to file a copy of all relevant certificates and licenses with the Market Master prior to offering such products for sale at the market(s).

#### 3.0.1.14 Arts and Crafts

Handmade items that are produced by the vendor, vendor's family or vendor's staff; and are intended for functional use or decoration.

#### 3.0.1.15 Foodstuffs

Edible items prepared by the vendor, vendor's family or vendor's staff that can be consumed with little no further preparation. Examples are baked goods, honey, jellies or hot food served at the market.

### **3.0.2 MARKET DAYS, HOURS OF OPERATION & PROHIBITIONS**

#### 3.0.2.1 Time and Place of Markets

At the time of the execution of these City Market Regulations, the days and hours of operation of the Charlottesville City Market(s) are as follows:

##### City Market

Days: Saturdays, beginning the 1<sup>st</sup> Saturday in April through the Saturday in November immediately prior to Thanksgiving.  
Hours 7am – 12 Noon April through October  
8am – 2 PM November

##### The Market at Pen Park

Days: Tuesdays, beginning the 1<sup>st</sup> Saturday in May through the last Tuesday in September  
Hours 3pm – 7pm

##### Farmers in the Park at Meade Park

Days: Wednesdays, beginning the 1<sup>st</sup> Saturday in May through the last Wednesday in September  
Hours 3pm – 7pm

##### Holiday Market

Days: Saturdays, beginning the Saturday immediately following Thanksgiving through the Saturday immediately preceding Christmas Day.  
Hours 8am – 2pm

The Department of Parks and Recreation reserves the right to adjust days and hours of market(s), with thirty (30) days prior written notice to all affected Market Vendors. The Market Master reserves the right to cancel any market day due to inclement weather to ensure vendor and patron safety.

#### 3.0.2.2 Prohibitions

Animals are not permitted in the Market area(s), except dogs trained and serving as guide animals for those individuals with vision, hearing or mobility impairments.

### **3.0.3 ITEMS THAT MAY BE SOLD AT MARKET(S)**

The following items, as defined in Section 3.0.1 above, may be offered for sale at each of the City Market(s) as outlined herein.

#### **3.0.3.1 CITY MARKET**

Produce  
Meat and Poultry Products  
Plants and Flowers  
Arts and Crafts  
Foodstuffs

#### **3.0.3.2 FARMERS IN THE PARK at Meade Park**

Produce  
Meat and Poultry Products  
Foodstuffs

#### **3.0.3.3 THE MARKET AT PEN PARK**

Produce  
Meat and Poultry Products  
Foodstuffs  
Arts and Crafts

#### **3.0.3.4 HOLIDAY MARKET**

Produce  
Meat and Poultry Products  
Plants and Flowers  
Arts and Crafts  
Foodstuffs

### **3.0.4 DISTRIBUTION OF VENDORS AT MARKETS**

To ensure a wide variety of offerings to market patrons, and to offer fair and reasonable access to all markets to a variety of vendors, the following distribution of vendors will be applied to each market:

#### **3.0.4.1 CITY MARKET**

Artisans	20 %
Farmer/Agricultural Vendors	50 %
Food Vendors	30 %
Non-Profit Organizations	No More than ten (10) per market day

#### **3.0.4.2 FARMERS IN THE PARK at Meade Park**

Farmer/Agricultural Vendors	65 %
Food Vendors	35 %
Non-Profit Organizations	No More than five (5) per market day

**3.0.4.3 THE MARKET AT PEN PARK**

Artisans	20 %
Farmer/Agricultural Vendors	55 %
Food Vendors	25 %
Non-Profit Organizations	No More than five (5) per market day

**3.0.4.4 HOLIDAY MARKET**

Artisans	60 %
Farmer/Agricultural Vendors	25 %
Food Vendors	15 %
Non-Profit Organizations	No More than ten (10) per market day

**3.0.5 METHOD OF VENDOR SELECTION**

**3.0.5.1 Reserved Market Vendors**

Reserved Market Vendors are selected based upon:

- 1 - Completion of Reserved Vendor Application and payment of Annual Fee prior to Application Deadline
- 2 - Tenure of the Vendor at the Market(s)
- 3 - Quotas concerning the distribution of vendors at the market(s)
- 4 - Diversity of products to be offered at the market(s)

**3.0.5.2 Unreserved Market Vendors**

Unreserved Market Vendors are selected based upon:

- 1 - Diversity of products to be offered at the market(s)
- 2 - Availability of slots at the market(s)
- 3 - Order in which requests for admittance to the market(s) are received

Reserved Market Vendors must have completed an application and submitted that application prior to the initial annual deadline and have submitted their annual fee payment with that application to be considered Reserved Market Vendors.

**3.0.5.3 Non-Profit Organizations**

Non-Profit Organizations must contact the Market Master two (2) business days prior to the market day for which they desire to be present. Placement at the market(s) will be on a first-come, first served basis. Organizations will be provided with a 6' space at the City Market and Holiday Market. Space allocation at the other Markets will be determined on a case by case basis.

Non-Profit Organizations are responsible for providing any and all tables, chairs and other equipment.

### **3.0.6 VENDOR FEES & TAXES**

#### 3.0.6.1 Annual Market Registration Fees for Reserved Vendors

Reserved Market Vendors are required to pay, for each market for which they participate, the following annual fee. Market Vendors who pay the annual registration fee shall be considered Reserved Vendors. These fees are due twenty-one (21) days prior to the first day of each market in which a Market Vendor participates; and are non-refundable.

City Market	\$ 35.00
Farmers in the Park at Meade Park	\$ 20.00
The Market at Pen Park	\$ 20.00
Holiday Market	\$ 15.00

#### 3.0.6.2 Unreserved Vendor Fees

Vendors who have not paid the Annual Market Registration Fee may participate in any Market on a space available basis only. The Market Master is responsible for notifying Unreserved Vendors of available spaces at the market(s).

Unreserved Vendor Fee	\$ 5.00 per each market day, not to exceed annual market registration fees for that particular market.
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#### 3.0.6.3 Slot Fees & Sales Taxes

All Market Vendors, both Reserved and Unreserved, are required, upon the close of business of each market day, to provide payment to the Market Master the following slot fees and sales taxes:

##### Slot Fees

A slot fee of \$10.00 or six (6) % of daily gross revenues, whichever is greater.

Sales Taxes are required of all vendors who have not acquired a Tax ID number and is based upon the type of items offered for sale

Food Vendors	2.5 % Sales Tax
Non Food Vendors	5.0 % Sales Tax

#### 3.0.6.4 Optional Fees and Charges

##### Electricity

Electricity is only available at the City Market and Holiday Market and only on a space available basis, and limit of a maximum of three (3) receptacles. Any Market Vendor requiring the use of electricity shall be charged a one-time fee on the first day of their participation in the market(s).



Vendor status and their assigned vendor space for the remainder of the year. The Market Master may waive this requirement when a Market Vendor has experienced an emergency or an extenuating circumstance. Such waivers will be documented in writing by the Market Master and provided to the Vendor.

### **3.0.8 VENDOR RESPONSIBILITIES**

#### **3.0.8.1 Agreement to Abide by Rules and Regulations**

Market Vendors **including employees and/or other representatives**, as a condition of application to become a Vendor, agree to abide by all Market Rules, Regulations and the Market Vendor Standards of Conduct. Violations of the Rules, Regulations and Standards of Conduct will be addressed as outlined in paragraph 3.0.10.

#### **3.0.8.2 Registration to Sell at City Markets**

Market Vendors are required to complete a Registration to Sell at City Market(s) form that will be forwarded to the Commissioner of Revenue by the Market Master. A copy of this Certificate will be provided to the vendor and must be available at all times for inspection upon request of the Market Master.

#### **3.0.8.3 Timeliness**

All Market Vendors are required to have their space prepared and ready for customers no more than fifteen (15) minutes prior to the advertised start of the market(s).

#### **3.0.8.3 Cleanliness and Appearance**

Each Market Vendor is responsible for setting up his/her stand in an attractive manner and keeping boxes and supplies stored out of sight. All displays and food items must be raised at least twenty-four (24) inches from the ground, with the exception of those items approved by the Market Master. All baked goods must be covered. Vendors are responsible for all equipment and materials required for the display of items. Additionally, vendors may not use nails or other methods of adhesion or any other action which permanently damages the space.

Each Market Vendor shall be solely responsible at all times for the cleanliness around and their vending area regardless of the origin of the debris in that location. The vendor is responsible for leaving the space in a clean condition at the end of the market day.

Market Vendors are responsible to ensure that their vending space is left in a clean and orderly manner at the end of each market day, including the removal of all overhead protective coverings.

Failure to comply will result in the Market Vendor bearing the cost of any and all clean up that is required.

#### 3.0.8.4 Compliance

It is the Market Vendor's responsibility to know and comply with all applicable Federal and State laws and regulations for the products they sell at the City Market, including any required licenses. The City of Charlottesville makes no warranty or endorsement of any Market Vendor's product, and assumes no responsibility for any consequences resulting from a Market Vendor's failure to comply with the laws or regulations applicable to the sale of their products. As a condition to participating in the City Market, Market Vendors shall agree to indemnify and hold harmless the City of Charlottesville from any damage or injury resulting from their use of the approved Market area.

#### 3.0.8.5 Parking

The City of Charlottesville does not provide parking privileges to Market Vendors. Vendors are required to secure parking in accordance with City Ordinances. Parking fee reimbursements will not be provided to Market Vendors or visitors to the market(s).

#### 3.0.8.6 Conduct of Market Business

All Market related business must be resolved on market premises or in the Parks and Recreation offices in the City Hall Annex, or via Telephone, email or fax. Market Vendors are not to attempt to communicate with Market Staff at their personal residences. Such attempts will be considered trespassing, and violators will be prosecuted. Additionally, such Market Vendors will be immediately and permanently barred from participation in any City Market.

### **3.0.8 CITY RESPONSIBILITIES**

#### 3.0.8.1 Market Management

The City of Charlottesville shall be responsible for the management of the day-to-day operations of the market(s), including administrative, management and oversight of the market(s).

#### 3.0.8.2 Marketing and Advertising

Charlottesville Parks & Recreation is committed to make all of the markets successful and will advertise as effectively as possible within the adopted budget. Charlottesville Parks & Recreation is responsible for the creation, selection and purchasing of all advertisements for the Market(s). This includes both paid and non-paid advertisements in print publications as well as electronic media.

Market Vendors may, at their own expense, advertise their products and presence at the market(s). However, such advertising must be specific to the Market Vendor and their products, not to the market(s) at-large.

### **3.0.9 VENDOR APPLICATION PROCEDURE**

#### 3.0.9.1 Reserved Vendor Application

In order to obtain reserved space, a Reserved Market Vendor must have participated in a minimum of fifty (50) percent of the Market days during the previous year at the market the Vendor participated. A completed Reserved Vendor Application and signed Market Vendor Standards of Conduct must be submitted by deadline set by the Market Master for receipt of Applications.

#### 3.0.9.1 Unreserved and New Vendor Application

All unreserved vendors and all new vendors must submit an Unreserved Vendor Application form annually.

### **3.0.10 VIOLATIONS OF RULES AND REGULATIONS**

#### 3.0.10.1 Violations

The following procedures shall be in place to address violations of the Market Rules and Regulations and the Market Vendor Standards of Conduct. Violations may result in the suspension and/or revocation of a Market Vendor's right to participate in any market.

#### 3.0.10.2 Violations of the Market Rules and Regulations

Market Vendor(s) will receive a written notification of Rules and Regulations violations via the Market's system of the color-coded enforcement postcards. These cards are meant to provide Vendors with a notice of violation and to allow Market Vendors and Market Masters an opportunity for discussion in a busy marketplace.

##### Yellow Cards

Yellow cards will address infractions recognized by Market Masters: E.G., not conforming to food handling guidelines, sanitation requirements, cooking without a fire extinguisher; not wearing gloves while preparing food, etc.

##### Green Cards

Green cards will address queries raised by market customers regarding Market Vendors: E.G. produce that is not in season, authenticity of products, other violations of the Market Rules and Regulations, etc.

##### Pink Cards

Pink Cards address unexcused absences of Market Vendors who fail to appear on Market days they are expected to be in attendance.

Market Vendors who do not respond to the color-coded enforcement postcard from Market Management or continue to disregard the Market rules may have their right to participate at the Market(s) suspended and/or revoked.

It is within the sole discretion of the Market Master to determine if a Market Vendor has violated the Market Rules and Regulations. If a violation has occurred, the Market Master will contact the name(s) or company listed on the vendor application for resolution of the violation.

Vendors with a confirmed violation of any of the stipulations in the City Market Rules and Regulations will be given a written warning. A second confirmed violation for the same, or for a different confirmed violation, will result in suspension from the Market for a period of thirty (30) days. A third confirmed violation will result in the termination of the Authorization to Sell without refund of any monies paid therefore; and immediate and permanent expulsion from all market(s).

#### 3.0.10.3 Violations of the Market Vendor Standards of Conduct

Market Vendors with a confirmed violation of any of the Market Vendor Standards of Conduct will be given a written warning. A second confirmed violation for the same, or for a different confirmed violation, will result in suspension from the Market for a period of thirty (30) days. A third confirmed violation will result in the termination of the Authorization to Sell without refund of any monies paid therefore; and immediate and permanent expulsion from all market(s).

It is within the sole discretion of the Market Master to determine if a Market Vendor has violated the Market Vendor Standards of Conduct. The Market Master(s) retains the right, if necessary, to revoke the vendor's right to participate in any Market(s) without prior warning for any violations of the Market Vendor Standards of Conduct.

#### 3.0.10.4 Customer Complaints

Specific complaints from a customer against any Market Vendor regarding the origination of their produce or goods, or any other matter, must be directed by the customer in writing to the attention of the Market Master(s).

Resolution of customer complaints is the responsibility of the Market Master(s). The Market Master(s) shall determine, at their sole discretion, what type of investigation, if any, shall be conducted to determine the validity of the complaint. The Market Master will respond in writing to the complainant, no later than ten (10) business days from the receipt of the written complaint.

#### 3.0.10.5 Vendor Appeal Procedure

Vendors who have had their right to participate at the Market(s) suspended or revoked may appeal in writing to have their right to participate reinstated. All appeals must be made in writing and must be submitted to the Market Master within five (5) business days of the notice of suspension or expulsion. The Market Master will make a determination on the appeal request and notify the appellant in writing within five (5) business days of receipt of the appeal if the appeal has been granted or denied.

If the appeal is denied by the Market Master, the Market Vendor may make a secondary appeal of the decision to the Director of Parks & Recreation. An appeal to the Director of Parks and Recreation must be made in writing and within (5) business days of receipt of the Market Master's appeal ruling. The Parks and Recreation Director will then make a determination on the appeal request and notify the appellant in writing within five (5) business days of receipt if the appeal has been granted or denied.

If the appeal is denied by the Director of Parks and Recreation, the Market Vendor may make a final appeal of the decision to the City Manager. An appeal to the City Manager must be made in writing and within (5) business days of receipt of the Director of Parks and Recreation's appeal ruling. The City Manager will then make a determination on the appeal request and notify the appellant in writing within fifteen (15) business days of receipt if the appeal has been granted or denied.

## **APPENDICES**

Appendix 1 – Vendor Standards of Conduct

Appendix 2 – Sample Vendor Application

**APPENDIX 1 –VENDOR STANDARDS OF CONDUCT**

**CITY OF CHARLOTTESVILLE  
MARKET VENDOR  
STANDARDS OF CONDUCT**

**COMMITMENT TO OUR CUSTOMERS:**

Why do people visit the Charlottesville Markets? There are many reasons, including fresh healthy foods, socialization, unique arts and crafts, and a fun family friendly environment. A sincere and helpful management and vendor team is a major area of focus for our markets. As a participant in Charlottesville Markets, the customer is our NUMBER ONE priority. The goal of the staff & vendors is to ALWAYS be friendly, understanding and willing to serve.

**As a condition of participation in the City Market(s); Market Vendors are expected to:**

- Greet and welcome customers, make eye contact and smile. Thank each and every customer.
- Display appropriate body language at all times
- Treat Market Management, fellow Market Vendors and customers 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.
- Render full and efficient service and provide the highest level of customer service possible.
- Comply with all Market Rules and Regulations.

**The following conduct is expressly prohibited. Market Vendors who engage in any of the following are subject to suspension and/or expulsion from the Market.**

- Carelessly or willfully causing destruction of market or vendor property.
- Manufacturing, distributing, possessing, using or being under the influence of alcohol or illegal drugs while at the market.
- Threatening or assaulting a fellow vendor/staff or the public.
- Participating in mischievous actions such as horseplay, disorderly conduct or similar undesirable conduct.
- Using obscene language toward fellow Market Vendors, Market Management or customers.
- Arriving late consistently.
- Using racial, sexist or ethnic slurs.
- Sexually harassing fellow Market Vendors, Market Management or customers.
- Bringing a gun, knife or other weapon, either concealed or displayed, onto Market premises.
- All Market related business should be resolved on market premises or in the Parks and Recreation offices in the City Hall Annex, or via Telephone, email or fax. Do not attempt to communicate with Market Staff at their personal residences. Such attempts will be considered trespassing, and violators will be prosecuted.

I have read, understand, acknowledge and will comply with these Market Vendor Standards of Conduct.

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SIGNATURE

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PRINT NAME

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DATE

**APPENDIX 1 – SAMPLE VENDOR APPLICATION**

Date returned to Market Manger \_\_\_\_\_

**Charlottesville City Market**



Sponsored by Charlottesville Parks & Recreation  
... Creating Lifetime Experiences!

**2011 Reserved Vendor Application**

**This Application has to be received by 5pm, February 11.  
Applications received after this deadline will automatically be considered as non-reserved vendors.**

*I hereby apply for a permit to sell at the Charlottesville City Market*

Business/Producer's

Name \_\_\_\_\_

Please list any individual that will representing your business at our market.

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

Farm/Business Name \_\_\_\_\_

Address \_\_\_\_\_

City/County \_\_\_\_\_ / \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Work phone \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

I currently sell at these locations (provide details)

Other Public Markets \_\_\_\_\_

Retail Outlets, including Galleries \_\_\_\_\_

Internet \_\_\_\_\_

Fairs, Festivals \_\_\_\_\_

On Farm/At Home \_\_\_\_\_

**Other** \_\_\_\_\_

\*\*\*\*\*

**For Farmers only:**

Do you own or lease? \_\_\_\_\_

If you lease please list land owner \_\_\_\_\_

Dates of your Lease \_\_\_\_\_

Total acres in production \_\_\_\_\_

Total leased acres \_\_\_\_\_

Total greenhouse space in production \_\_\_\_\_

Total sq. feet of greenhouse space \_\_\_\_\_

\*\*\*\*\*

Are you interested in donating excess produce or food?

\_\_\_\_\_ Yes or \_\_\_\_\_ No

What will you be selling at the market if other than produce?

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

What day would you plan to begin selling?

April 2 \_\_\_\_\_ April 9 \_\_\_\_\_  
April 16 \_\_\_\_\_ April 23 \_\_\_\_\_  
Other \_\_\_\_\_

Are you aware of any dates that you will be unable to attend the City Market, and if so , please mark them?

April	2 _____		9 _____	16 _____	23 _____
May	7 _____		14 _____	21 _____	28 _____
June	4 _____		11 _____	18 _____	25 _____
July	2 _____	9 _____	16 _____	23 _____	30 _____
August	6 _____		13 _____	20 _____	27 _____
September	3 _____		10 _____	17 _____	24 _____
October	1 _____	8 _____	15 _____	22 _____	29 _____
November	5 _____		12 _____	19 _____	

There will be a \$10 Fee for any vendor who fails to inform Market staff of absences. *It is very important that you let management know when you are not able to occupy your space as soon as possible.*

When will you likely end selling? \_\_\_\_\_

Detailed Driving Directions to Farm or Business from Charlottesville: (please continue on back, if necessary)

**I agree to sell only products that immediate family, and/or my employees or I have produced on my property and/or property I lease. I will not re-sell any products purchased from a wholesale warehouse, or retailer. I realize that failure to comply may result in my suspension or expulsion from the Charlottesville City Market.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Applicant/Producer**

I HAVE READ AND AGREE TO THE RULES AND REGULATIONS OF THE CITY MARKET  
AND THE GUIDELINES SET FORTH IN THE RESERVED SPACE AGREEMENT.

INITIALS: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN APPLICATION & SIGNED:  
By February 11, applications received after this date will  
automatically be non-reserved vendors.**

ATTN: STEPHANIE ANDEREGG-MALOY  
CHARLOTTESVILLE PARKS & RECREATION  
P.O. BOX 911  
CHARLOTTESVILLE VA 22902

Or

Fax 434-970-3596  
Or  
Email maloy@charlottesville.org

Please initial here that you have read and understand all rules and regulation set forth by the City of Charlottesville. \_\_\_\_\_

**CERTIFICATION**

I hereby certify that the above named person(s) is, to the best of my knowledge, growing/producing the crops/goods described above in accordance with the rules and regulations of the Charlottesville City Market.

Signature \_\_\_\_\_ Date \_\_\_\_\_

***Producer's County Extension Agent***

Agent Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Phone \_\_\_\_\_

FAX \_\_\_\_\_

E-mail Address \_\_\_\_\_

.

