



# TOWN POINT SATURDAY MARKET

## Merchant Application Form

### Applicant Information

Contact Person: \_\_\_\_\_

Business Name: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_

\*List a number that is accessible on nights and weekends in case of an emergency

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

\*Include an email address if it is checked regularly and a preferred method of communication

### Merchant Items

Items must be original to the merchant

List Merchant Items: \_\_\_\_\_

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

### Pictures

Please include at least (3) pictures of the products you would be selling and/or set-up. The photos will become the property of Norfolk Festevents.

### Experience (not required)

Event Name	Location	Date(s)

**2010 TOWN POINT SATURDAY MARKET Dates**  
**Please check the dates you are interested in**

<input type="checkbox"/> April 24, 2010*	<input type="checkbox"/> July 24, 2010*	<input type="checkbox"/> October 2, 2010*
<input type="checkbox"/> May 1, 2010	<input type="checkbox"/> July 31, 2010	<input type="checkbox"/> October 9, 2010
<input type="checkbox"/> May 8, 2010*	<input type="checkbox"/> August 7, 2010	<input type="checkbox"/> October 16, 2010*
<input type="checkbox"/> May 15, 2010*	<input type="checkbox"/> August 14, 2010	<input type="checkbox"/> October 23, 2010
<input type="checkbox"/> May 29, 2010	<input type="checkbox"/> August 21, 2010*	<input type="checkbox"/> October 30, 2010
<input type="checkbox"/> June 5, 2010	<input type="checkbox"/> August 28, 2010	<input type="checkbox"/> November 20, 2010
<input type="checkbox"/> June 19, 2010	<input type="checkbox"/> September 4, 2010	<input type="checkbox"/> November 27, 2010
<input type="checkbox"/> June 26, 2010*	<input type="checkbox"/> September 11, 2010	<input type="checkbox"/> December 4, 2010
<input type="checkbox"/> July 3, 2010	<input type="checkbox"/> September 18, 2010*	<input type="checkbox"/> December 11, 2010
<input type="checkbox"/> July 10, 2010	<input type="checkbox"/> September 25, 2010	<input type="checkbox"/> December 18, 2010
<input type="checkbox"/> July 17, 2010		

\*Denotes dates where market coincides with other festivals and/or events. Please note that some of the Saturday markets will fall on the same date as other major events in Town Point Park and Downtown Norfolk. These events will not create a competition for the Saturday markets. Also, some dates were eliminated from the schedule due to major events using the area for another purpose. For a complete listing of Norfolk Festevents events please see [www.festevents.org](http://www.festevents.org)

**Cost:** \$10.00 per date

- Reserve 4 dates and receive a 5<sup>th</sup> date for free.
- Reservations will be accepted on a first come, first serve basis upon receiving this application
- Reservations will only be accepted with full payments
  - o If by mail please pay with check or money order
  - o Credit Cards accepted over the phone
- Payments will be refunded if:
  - o Requested dates are not available
  - o Event is cancelled by Norfolk Festevents
  - o Application is not accepted

Completing and submitting this form and attachments does not constitute authorization to operate a retail vending operation in Town Point Park. All information contained herein is subject to change without notice.

Return pages 1 & 2 as soon as possible to:

**Norfolk Festevents**  
**Attn: Sales & Operations**  
**120 West Main Street**  
**Norfolk, VA 23510**

## TOWN POINT SATURDAY MARKET

### Rules and Regulations

Please read the following rules and regulations before submitting application.

1. **Location:** The TOWN POINT SATURDAY MARKET is in Town Point Park located between TowneBank Fountain Park and Waterside Marina on a brick promenade in Downtown Norfolk, Virginia.
2. **Hours:** The TOWN POINT SATURDAY MARKET will begin at 9:00am and end at 2:00pm. No vehicles will be allowed to enter or exit during the market hours.
3. **Stalls:** Each Merchant will be assigned a stall location with specific dimensions. Expectable stalls include tents, shade umbrellas, open air and/or approved vehicles. Merchants must stay within in parameters of their stall and may not infringe on another merchants stall.
4. **Equipment:** Merchants are responsible for their own equipment including tents, tables, chairs, lights, ice, coolers, signage, credit card machines, electric cords, ect.
5. **Set-up:** Merchants may begin set-up at 7:00am Saturday morning and must be complete by 8:30am.
6. **Load In:** Merchants may drive their vehicle along the promenade once instructed to do so by a Norfolk Festevents staff member. Due to space constraints each merchant will only be allowed one vehicle for load in.
7. **Load Out:** Merchants may bring their vehicles on the promenade at the conclusion of the market and after the market has been cleared of pedestrians. A Norfolk Festevents staff member will determine when vehicles can begin driving on the promenade. Vehicles will not be allowed on the promenade until the merchant's stall is completely broken down and ready to be loaded into a vehicle.
8. **Electricity:** Electricity is very limited! Please plan accordingly. However, if you must have electricity please contact Norfolk Festevents at 757.441.2345 to discuss accommodations.
9. **Umbrellas:** If a merchant would like to rent a market style umbrella for your stall space from Norfolk Festevents, it must be reserved by the Thursday before that Saturday market. Umbrellas can be rented from Norfolk Festevents for \$15.00 while supplies last.
10. **Heath permits:** Any merchant selling a food item must have a temporary food permit with Norfolk Health Department. Any merchant selling a prepared food product such as jams, jellies, baked goods, salsas, ect. must have thir kitchen approved by and comply with any rules and regulations set forth by the Virginia Department of Agriculture and Consumer Services. Please contact Norman Grefe at the Norfolk Health Department for any questions at 757.683.2700
11. **Wholesaler/Retailer:** Merchants are not allowed to re-sell products purchased from a wholesaler and/or a retailer. All items must be original to the merchant.
12. **Pets:** TOWN POINT SATURDAY MARKET is a pet friendly market. Aggressive animals will be prohibited on site and owners will be required to comply.
13. **Behavior:** Norfolk Festevents expects every merchant to behave in a responsible and professional manner. Any merchant found to be acting otherwise will be asked to leave immediately and will not be allowed to return.