



Every Sunday, May 15 - October 30
9am-1pm

Baldwin Drive at Oklahoma Ave

VENDOR APPLICATION

\$50 DEPOSIT REQUIRED (CHECKS ONLY)

CONTACT NAME _____

COMPANY/BUSINESS NAME _____

MAILING ADDRESS _____

CITY, STATE, ZIP _____

HOME PHONE _____ CELL PHONE _____

E-MAIL ADDRESS _____

LIST OF ALL ITEMS TO BE SOLD (ATTACH A SEPARATE PAPER IF NECESSARY)

SPACE REQUIRED _____ (e.g. 10'x10' tent)

Be sure to refer to the Vendor Guidelines prior to submitting your application for information on fees, space assignments, vendor eligibility, etc. Please contact us with any questions before applying. All applications must be signed (see page 3) to be complete and receive consideration.

Mail Application & Deposit To:
Sykesville Main Street Association
7547 Main Street
Sykesville, MD 21784

Application Deadline:
March 31, 2016

Make Checks Payable To:
Sykesville Main Street Association

For More Information:
Call — 410.795.8959
E-mail — scolella@sykesville.net

DEPOSITS MAY BE PAID BY CHECK ONLY.



Vendors are responsible for providing tent, table, chairs, etc. No electricity available.



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VENDOR GUIDELINES

ELIGIBILITY REQUIREMENTS

All local persons or businesses that meet the following criteria are eligible to apply:

- A) Are located within 50 miles of Sykesville, MD and produce, grow, raise, or make the goods they intend to sell OR
- B) Have an established personal or business relationship with an entity that produces, grows, raises or makes the goods they intend to sell (entity must be located within 50 miles of Sykesville, MD)

No commercially produced or manufactured goods are permitted. Final determination on eligibility is at the discretion of the Market Manager. Some applications may be given partial approval with a restricted list of items eligible to be sold.

VENDOR FEES

For the 2016 season, vendor fees are proposed to be a percentage of weekly sales as reported by the participating vendor according to the following schedule:

Gross Weekly Sales of \$500 or less - 3% of gross sales

Gross Weekly Sales of greater than \$500 - 5% of gross sales

Deposit - All vendors must pay a \$50 deposit to reserve space at the market, which will be credited toward your weekly fees. All deposits must be paid by check only (no cash or credit). If you are not selected for the 2016 Season, your deposit check will not be processed.

Fees may be paid in weekly or monthly installments depending on your preference. All monthly payments are due no later than the first market date of the subsequent month (i.e. May's fee is due no later than June 5). You must indicate your preference upon acceptance and obtain approval from the Market Manager to change your selected payment. All sales reporting/fee payments is done on the honor system.

Note: Fees are directly invested in marketing & promotional opportunities to enhance the market. It is in the vendor's best interest to pay their fee promptly to ensure the market is well advertised.

PERMITS AND INSURANCE

All vendors are required to obtain any and all necessary permits and licenses to conduct business at the Sykesville Farmers' Market. The Sykesville Main Street Association is not responsible for any vendor operating without a valid permit or license.

All vendors are advised to obtain adequate liability insurance coverage and provide a certificate of insurance prior to the first Market (May 15). Certificates of insurance should name "Sykesville Main Street Association" and "Town of Sykesville" as additional insured.



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GENERAL RULES

SETUP/TEARDOWN, PARKING AND HOURS OF OPERATION

- Market hours are from 9am-1pm. All vendors must be set up no later than 9am and stay until the end. No exceptions unless otherwise arranged with the Market Manager — late arrival or early departure may result in expulsion from the market.
- The Sykesville Farmers' Market is a RAIN OR SHINE event.
- Market setup occurs between 7am and 8:45am.
- Public restrooms will be available from 7am-1pm each day.
- All vendors are required to leave their vehicle at South Branch Park unless otherwise arranged. Vendor parking is not permitted in any municipal parking lot or on Main Street.
- We RECYCLE! Please place your clean plastic, boxes, paper, etc. in a recycle bin or cardboard box placed next to a recycle bin at the end of each market day.
- You are responsible for the upkeep of your surrounding area. There should be no trash and debris before, during or after market hours in or around your booth.

VENDOR SPACES & RESPONSIBILITIES

- Accepted vendors are offered a one-season contract with the Sykesville Farmers' Market. Acceptance one year does not guarantee future acceptance.
- Vendor spaces will be assigned prior to the start of the season. Preferences will be considered but no spaces are reserved or guaranteed.
- The Sykesville Main Street Association reserves the right to determine if a vendor has violated any provision of these guidelines. Failure to comply with these Rules & Guidelines may result in expulsion.

DECORUM & SAFETY

- Products should be attractively displayed and business conducted in an orderly and professional manner. Shouting or other objectionable means of soliciting trade will not be tolerated.
- All Market vendors are expected to represent the market in a positive fashion to any and all guests. Private feedback is always welcome; however, negative remarks made in public (including on social media) may be grounds for expulsion from the Market.
- No profanity, abusive conduct, alcoholic beverages, tobacco products, or weapons.
- All children of vendors must be supervised at all times.

By signing below, you agree to all of the terms stated in these guidelines. Guidelines are non-negotiable and incomplete applications will not be considered.

Signature

Date