



The City of Lynchburg, Virginia

1219 MAIN STREET, LYNCHBURG, VA 24504 (434) 455-4485 FAX (434) 847-1552

PARKS AND RECREATION
DEPARTMENT

LYNCHBURG COMMUNITY MARKET

APPLICATION FOR CO-OP SPACE RENTAL TO SELL HANDCRAFTED DECORATIVE OR FUNCTIONAL ITEMS

I hereby apply to sell at the Lynchburg Community Market.

Primary Seller Name (Print) _____

Artist/Business Name _____

Mailing Address _____

Town _____ State _____ Zip _____

Phone # (Home) _____ (Work) _____ (Cell) _____

E-Mail _____ web site: _____

Business Facebook page: _____

Please check your desired membership level:

_____ Level A: \$150/month 0 hours worked/month 90% Artist, 10% LCM

_____ Level B: \$60/month 20 hours worked/month 80% Artist, 20% LCM

Shared spaces are permitted. You may change your level at a later time if needed. Request may take 2-4 weeks to implement.

Business License # _____ **State Tax #** _____

If you expect to sell less than \$10,000 annually, you do not need a City of Lynchburg business license.

Please give a detailed description of the product(s) you propose to sell, and an approximate price range:

Describe your target market and how your business will complement the LCM market mix:

I currently sell at these locations:

____ At Home (address) _____

____ Online (list website) _____

____ Retail Outlets (list locations) _____

____ Fairs, Festivals (list locations) _____

____ Other Venues (list locations) _____

Does your product require any special use of a booth space or additional needs to house your products? _____ If so, please describe:

Have you previously been approved to sell at the Lynchburg Community Market: ____ Yes ____ No

If "Yes", give approximate dates: _____

I will abide by LCM vendor policies found in the Handbook (Copy online), including but not limited to, the following:

I will pay my rents on the day due - the last Saturday of the month for the following month, or on the day of, before I begin vending, if I am a day vendor.

I will read, sign, and abide by, the vendor Standards of Conduct. (Copy attached)

I will notify the Market office with absences and pertinent updates in a timely manner.

telephone: 434.455.4489

email to BOTH

Susan Brown, susan.brown@lynchburgva.gov and

Jennifer Kennedy, Jennifer.kennedy@lynchburgva.gov

Initial _____

Vendor Fees (as of 2014)

All vendors' booths contain an 8'-10' long table.

HERITAGE CRAFTER'S GALLERY

Level A \$150/month 0 hours worked/month 90% Artist, 10% LCM

Level B \$60/month 20 hours worked/month 80% Artist, 20% LCM

Marketing Fee \$50/annually

PARKING:

- All vendors may use the temporary loading spaces to load and unload their products, and then park off the Market lots, to allow for customers to park.
- The City of Lynchburg does not monitor Saturday parking on streets, but they do ticket the Market lots based on posted signs.

I have read and agree to abide by all policies of the LCM as stated in the LCM Handbook. A copy of the LCM Handbook can be found at www.LynchburgCommunityMarket.com/become-a-vendor or by request at the LCM Administrative Office.

I certify that all the information contained in this application is true and correct and that supplying false or misleading information is grounds for the termination of the applicant's lease.

Applicant Name (Please print) _____

Applicant Signature _____ **Date of Application** _____

Market Manager Signature _____ **Date Received** _____



City of Lynchburg Lynchburg Community Market Vendor *Standards of Conduct*

Commitment To Our Customers

Why do customers visit the Lynchburg Community Market? Since 1783, there are many reasons why people visit and return to the market to include access to fresh healthy foods, community socialization, unique gifts of craft and art, and a fun, friendly environment that offers an irreplaceable Hill City experience.

Many factors are involved in creating an atmosphere in which people can enjoy themselves. Some factors such as weather are not controllable. A sincere and helpful vendor or management team is a factor that is controllable and a major area of focus at our market.

As a participant in the Lynchburg Community Market, the customer is our NUMBER ONE priority. The goal of the staff and vendor is to ALWAYS be friendly, understanding, and willing to serve. By allocating space at the Market, we are asking for a commitment from each vendor that we anticipate to be upheld at all times.

Therefore, market vendors are expected to:

- Make eye contact and smile
- Greet and welcome customers
- Display appropriate body language at all times
- Preserve the Lynchburg Community Market experience
- Thank each and every customer
- Treat individuals, fellow vendors and management alike and those whom they serve, with respect, courtesy, and tact.
- Promote safe operations and comply with all appropriate safety and health regulations.
- Promptly report safety and health hazards so they can be corrected before injuries results.
- 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. Vendors who engage in any of the following are subject to expulsion from the Market.

- Carelessly or willfully causing destruction of City property.
- Threatening or assaulting a fellow vendor/staff or the public.
- Acting in a manner that is deliberately disruptive to the commerce of fellow vendors.
- Intimidating a customer for the purpose of sale.
- Deliberately misguiding customer for purpose of sale.
- Participating in mischievous actions such as horseplay, disorderly conduct or similar undesirable conduct.
- Using obscene language towards fellow vendors, market management, as well as customers.
- Arriving late consistently
- Using racial, sexist, or ethnic slurs
- Sexually harassing fellow vendors, management, or customers.
- Bringing a gun, knife or other weapon, either concealed or displayed, onto City premises.
- Engaging in rude or unprofessional behavior or disorderly conduct, even if the behavior is not expressly forbidden by regulation or law.
- Attempting to gain access to the market building after business hours unless approved by market staff
- Conducting any other types of business transactions not approved by application on Market premises
- Contacting Market Staff at their residence is prohibited. All Market related business must be addressed at the Market and during office hours located at 1219 Main Street, by phone at 455-4485, or at communitymarket@lynchburgva.gov. Violation of this clause will result in immediate expulsion.

I have read, understand, acknowledge and comply with the above information.

Print Name

Signature

Date