



# 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 STALL RENTAL TO SELL PRODUCE, FARM PRODUCTS, HOMEMADE FOOD GOODS, or RESELL PRODUCE

I hereby apply to sell at the Lynchburg Community Market.

Primary Seller Name (Print) \_\_\_\_\_

Other People Authorized To Sell Your Products at Your Stall:

\_\_\_\_\_

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

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

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

Phone # (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

E-Mail \_\_\_\_\_ web site: \_\_\_\_\_

Business Facebook page: \_\_\_\_\_

**Business License #** \_\_\_\_\_ **State Tax #** \_\_\_\_\_

If you are ONLY going to sell products you have grown on your own property and you expect to sell less than \$10,000. Annually, you do not need a City of Lynchburg business license.

List all VDACS or other federal state or local certificates, letters, required for your products:

Agriculture Inspection Report #:

\_\_\_\_\_

I have **attached the following required Certificates, Licenses, and Letters of Approval from state and local health authorities** relevant for my products to be sold at the Market: (list and attach)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please check appropriate product category: \_\_\_\_\_ Locally Grown Produce

\_\_\_\_\_ Certified Virginia Grown    \_\_\_\_\_ Re-Sell Produce    \_\_\_\_\_ Home-Baked Goods

\_\_\_\_\_ Home- Produced Goods    \_\_\_\_\_ Flowers/Plants    \_\_\_\_\_ Other: (please list below)

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If baked goods are not made in an inspected kitchen you need to meet all the labeling and other requirements of an uninspected kitchen. **Note items that will be made for sale from an uninspected kitchen and attach a sample label:**

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

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

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I currently sell at these locations:

\_\_\_\_\_ On Farm/At Home/Farm Stand (address) \_\_\_\_\_

\_\_\_\_\_ Public Markets (list locations) \_\_\_\_\_

\_\_\_\_\_ 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: \_\_\_\_\_

Reserved Vendor

You are considered a reserved vendor if:

- You sell at the Market **at least 2 days a week** during your vending season **or**
- You choose **to pay rent year round** even if you are not vending here in the winter season.

Reserved vendors are eligible to have a reduced, monthly rent for the time they are vending at the Market, and are given priority over new vendors during the next year's selection of vendors. Reserved vendors may also vend on all days the Market is open at no additional fee.

Daily Vendor

You are considered a daily vendor if:

- You sell fewer than 2 days a week at the Market

Daily vendors must pay the daily fee for all days they vend, and are allowed to vend on a space-available basis. Daily vendor applications are not given priority over other vendors during the next year's selection of vendors. Daily vendors may not vend at the market if their product does not add to the existing market mix.

Please note that Green Market Wednesdays are generally restricted to producer only products, and low or no-spray produce is encouraged. Please check the days that you plan to vend at the Market:

Tuesday \_\_\_\_\_, Wednesday \_\_\_\_\_, Thursday \_\_\_\_\_, Friday \_\_\_\_\_, Saturday \_\_\_\_\_.

I understand that if I choose to vend only one day a week, I will pay a day rate and will be considered a daily vendor.

**Initial** \_\_\_\_\_

I understand that **the Market is open five days a week from 7am until 2pm** and I will strive to provide enough products to remain open until 2pm on the days I am here.

**Initial** \_\_\_\_\_

**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 by Wednesday morning if I know I will be absent that following Saturday.

telephone: 434.455.4489

email to BOTH

Ricky Kowalewski, [ricky.kowalewski@lynchburgva.gov](mailto:ricky.kowalewski@lynchburgva.gov) and

Jennifer Kennedy, [Jennifer.kennedy@lynchburgva.gov](mailto:Jennifer.kennedy@lynchburgva.gov)

**Initial** \_\_\_\_\_

## Vendor Fees (as of 2014)

All vendors' booths contain an 8'-10' long table. Outside vendors may rent an extra table and/or a tent for a fee as listed below.

<b>Reserved Farm / Food Artisans</b>		
<b>Inside</b>		
\$100/month	Bay Door Space; year-round	
\$90/month	Inside Row Space; year-round	
<b>Outside</b>		
\$100/month	(April-September)	
\$50/month	(October-March)	
<b>Additional table rental</b>	<b>Tent rental</b>	<b>Cooler space rental</b>
\$15/month or \$5/day	\$30/month or \$10/day	\$25/month

<b>Daily Farm / Food Artisans</b>		
<b>Saturday booth rental</b>		
\$30/day	(April-September)	
\$20/day	(October-March)	
<b>Wednesday booth rental</b>		
\$15/day	(April-September)	
\$10/day	(October-March)	
<b>Additional table rental</b>	<b>Tent rental</b>	<b>Cooler space rental</b>
\$5/day	\$10/day	\$25/month

**Tent and extra table rental policies:**

- There are a very limited number of tables and tents available so reservations must be confirmed and paid for ahead of time.
- Outside vendors may rent tents and extra tables if reserved by Wednesday of that week for Saturdays, or by Tuesday noon for Wednesday market.
- Daily vendors must rent by the day.
- Reserved vendors may rent by the day or by the month.
- Daily rent is due before set-up on the rental day.
- Monthly rents are due the last Saturday of the preceding month along with Market space rent.
- There will be no refunds.

**PARKING:**

- Outside vendors have a space allotted at their booth.
- Inside Bay door vendors have an assigned parking space adjacent to their bay door.
- All other 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](http://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](mailto:communitymarket@lynchburgva.gov). Violation of this clause will result in immediate expulsion.

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

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**Print Name**

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**Signature**

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**Date**



## GREEN MARKET WEDNESDAY POLICIES & GUIDELINES

*Green Market Wednesday Policies and Guidelines have been established as a response to a community cry for locally sourced products balanced with a duty to provide appropriate variety of nutritional items to an underserved community.*

### **Definition:**

Green Market Wednesdays are a heavily producer-based market with a mission of providing fresh, healthy food options mid-week in an area of the community that is considered a “Food Desert.”

### **Season Restrictions:**

*September through May – Producer HEAVY Market* supplemented with Re-Sale Products, preferably from Virginia. Resale Farmers should be mindful to not duplicate products that are already provided by Producer Farmers. Products should be clearly marked with proper price signage in coordinating colors provided by the Lynchburg Community Market. Producers will be responsible for displaying signage that alerts patrons to their locally-grown commitment. Such signage will be made available by the Lynchburg Community Market.

*June through August – Producer ONLY Market.* Products should be clearly marked with proper price signage in BRIGHT GREEN as provided by the Lynchburg Community Market. Producers will be responsible for displaying signage that alerts patrons to their locally-grown commitment. Such signage will be made available by the Lynchburg Community Market.

### **Violation of Market Policies:**

Violations of Green Market Wednesday Policies will be dealt with in accordance with the Lynchburg Community Market Handbook including verbal warnings, written notice, and record of offenses which could result termination of vendor agreement.



## Clearly Defined Produce:

The Lynchburg Community Market is dedicated to providing every vendor with the necessary tools to effectively communicate to Market patrons. Currently, LCM Staff provides each farmer daily with colored paper signs on which prices and information is displayed.

### COLOR DEFINITIONS –

**GREEN:** *Local Producer Products* –  
Spray, Light Spray, or No Spray

**PINK/MAGENTA:** *Resale Products* – Virginia Grown

**BLUE:** *Resale Products* – USA Grown



Lynchburg Community Market is open to creating re-usable laminated signage for any farmer upon request. Laminated signs will not only reduce waste, but save time on daily vendor set-up. Any farmer using laminated signs will be responsible for maintaining and keeping their signs. Farmers with laminated signs will still need to request paper signage when offering products that deviate from their standard product.

When requesting laminated signs, please provide in writing the product name, price point, whether it is a producer product (Spray, Light Spray, No Spray) or resale, and where it has been grown. Please refer to the Re-Usable Farmer Sign Request sheet and allow 1-2 Weeks for signage to be created.

Lynchburg Community Market will also have available a Producer Pledge that alerts patrons to a farmer's locally-grown commitment. As previously stated, it is the responsibility of each Producer to communicate this message to their patrons and they are welcome to do so through signage that they personally provide.

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

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**Print Name**

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**Signature**

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**Date**