



# Hardeeville Farmers Market Vendor Application



June 12<sup>th</sup>- October 30<sup>th</sup> 2017; Every Monday except Labor Day & Columbus Day

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

Contact Name: \_\_\_\_\_

Address of Business: \_\_\_\_\_

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

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

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Website/Facebook page: \_\_\_\_\_

Products to be sold: \_\_\_\_\_

\_\_\_\_\_

I can supply proof of registration and application permits if requested: Yes \_\_\_\_\_ No \_\_\_\_\_

I have read and understand the Rules and Policy Sheet attached: Yes \_\_\_\_\_ No \_\_\_\_\_

I am registering for the following dates:

\_\_\_\_\_ The whole season, 19 days (\$215)                      \_\_\_\_\_ Month of June, 3 days (\$45)

\_\_\_\_\_ Month of July, 5 days (\$75)                      \_\_\_\_\_ Month of August, 4 days (\$60)

\_\_\_\_\_ Month of September, 3 days (\$45)                      \_\_\_\_\_ Month of October, 4 days (\$60)

Total amount Due: \_\_\_\_\_ (make checks payable to City of Hardeeville)

Check Enclosed: \_\_\_\_\_ Bill Me: \_\_\_\_\_ Call Me: \_\_\_\_\_

Money will be processed upon approval of application.

No refunds will be given.

Application must be turned in the Friday before your intended start date.

Completed applications may be emailed to [bdalsanto@cityofhardeeville](mailto:bdalsanto@cityofhardeeville), mailed to Becky DalSanto, RE: Farmers Market, 205 Main St. Hardeeville, SC 29927, or delivered to City Hall at 205 Main St. Hardeeville, SC from 9am-5pm.

Any questions or concerns can be brought to Becky DalSanto at 843.227.4314 or [bdalsanto@cityofhardeeville.com](mailto:bdalsanto@cityofhardeeville.com)

## 1. Dates & Location of Market

- a. June 12<sup>th</sup>- October 30<sup>th</sup> (Total of 19 Market Days)
- b. Every Monday from 4-7pm, except Labor Day and Columbus Day
- c. 205 Main Street, Hardeeville, SC 29927 (Directly behind City Hall)

## 2. Vendor Application

- a. All vendors must fill out and turn in a vendor application no later than the Friday before a market day. Application can be found at [cityofhardeeville.com](http://cityofhardeeville.com)
- b. Application maybe emailed to [bdalsanto@cityofhardeeville.com](mailto:bdalsanto@cityofhardeeville.com), delivered to City Hall, or mailed to:  
RE: Farmers Market  
Becky DalSanto  
205 in Street, Hardeeville, SC 29927
- c. Once you have filed one application you do not need to fill another one out.
- d. **All fees must be turned in by the Friday before market day unless otherwise discussed with Becky DalSanto.** Make checks payable to City of Hardeeville.

## 3. Vendor Fee Information

- a. Each vendor space will be 10' x 10'. The cost of the space will be \$15 per space, but you must sign up for a month (See application). \$215 if you sign up for the whole season in advance.
- b. Each additional space is \$5
- c. There will be no electricity or water available for this market season.
- d. Advertising for the farmers market will be free of charge.

## 4. Vendor Setup and Arrival

- a. Vendors may start setting up at 3pm. All vendors must be present by 3:30 or your spot may be revoked for that day (Contact Becky DalSanto if you know you will be late). You may bring vehicles to your space. Movement of vehicles is strictly prohibited from 3:45-7pm. All tents must be weighted down or secured. Vendors must check in at the information tent when they arrive.

## 5. Vendor tear down

- a. Tear down is not allowed until 7pm. If vendor need to leave early, vendors must communicate and coordinate with the information table during the market or contact Becky DalSanto ahead of time.
- b. Total revenue made must be reported to the information tent before you leave the venue.

## 6. Vendor etiquette

- a. Vendor's space must remain clean and free of any barriers throughout the market time. Smoking is not allowed in the market area.
- b. Profanity is prohibited, this is a family event!
- c. If there are complaints about vendors that cannot be resolved, the vendor may be asked to leave the market for the rest of the season.

## 7. License, Certificates, Health Regulations, and Insurance

- a. Vendor must have City of Hardeeville Business Licenses and registration available and current at your booth.
- b. Vendors are responsible for own revenue certificates, licenses, and appropriate taxes.
- c. All produce must be grown/made locally. Non-local or resale will not be permitted.
- d. Vendors must have own insurance; the City of Hardeeville do not have insurance to cover vendors.

## 8. Cancelations

- a. If the weather conditions are unsafe the market will be cancelled. If the market is cancelled vendors are not allowed to sell on the property.

Any questions or concerns can be addressed to:

Becky DalSanto; Parks, Recreation, and Tourism Program and Partnership Manager  
843.227.4314 or emailed to [bdalsanto@cityofhardeeville.com](mailto:bdalsanto@cityofhardeeville.com)



General layout of the Farmers Market, subject to change.