



# City of Fredericksburg Farmers Market 2023 Vendor Application

Under the provisions of the City Code, Section 66-148, the Department of Parks, Recreation and Events is authorized and directed to administer the Farmers Market and to establish hours and rules for its operation. One or more Market Manager(s) shall be responsible for administering the ongoing operation of the Market.

Vendors must complete the following application and submit it, along with the application fee, required documents as listed in the rules and regulations of the Fredericksburg Farmers Market. Applicants may be requested to submit photos of the booth set-up and products being sold, along with additional documents, in order to be approved for the Fredericksburg Farmers Market.

The Fredericksburg Farmers Market shall be held at Hurkamp Park (500 William St, Fredericksburg, VA 22401). This Farmers Market is open year-round, schedule, availability, and fees varies per season. Sales shall occur on Prince Edward and George Streets only, with other locations on William Street and around/within Hurkamp Park as approved by the Market Manager, Superintendent of Recreation or Director of Parks, Recreation and Events.

### **The Market Seasons are as follows:**

- Managed Market – April 15, 2023 – October 28, 2023
- Extended Season – November 4, 2023 – December 2, 2023 (no market on Saturday, November 25)
- Weekday Market – February 1, 2023 through January 31, 2024

### **Space Locations:**

- **Hurkamp Park (500 William St, Fredericksburg, VA 22401)** - Prince Edward Street will be closed for all Saturday Markets from April 15, 2023 through October 28, 2023, except for dates specified by City officials.
  - **Prince Edward Street** – Marked spaces are 12 feet wide and approximately 20 feet deep. They extend from the curb to the center of the street (Prince Edward Street). The other half of Prince Edward Street **MUST** remain clear and accessible to emergency vehicles.
  - **George Street** – Spaces are 12 feet wide and approximately 10 feet deep, extending from the curb to the edge of the planted/grass area of the sidewalk.
  - **Spaces within Hurkamp Park and on William Street**– Available at the discretion of the Market Manager.
    - Vendors reserving space within the Market area (12 feet wide by 12 feet deep), shall **NOT** have drive-up access to the space or parking available next to the space.

### **Fees**

There shall be an application fee of \$25.00 per vendor. This fee must be paid prior to vendor approval and is non-refundable regardless of approval status. Payment must be submitted at the time of application. Applications can be found at [FXBGParks.com](http://FXBGParks.com).

**Vendors NOT paying the application fee shall NOT be approved.** All approved vendors will be invoiced for their space fees. Payments for space fees are due before the Vendor will be assigned their space.

Space fees vary according to:

- Season
- Weekday or Saturday Market
- Number of Contiguous Space
- Location within the Market

**FEES FOR SPACES ARE AS FOLLOWS:**

**Saturday Reserved Spaces:**

**Prince Edward Street Spaces**

	Annual	Bi-Weekly (2 <sup>nd</sup> & 4 <sup>th</sup> Saturday)	Daily
One Space (12 Feet)	\$250	\$150	\$20
2 Contiguous Spaces (24 feet)	\$425	\$225	\$27
3 Contiguous Spaces (36 feet)	\$600	\$315	\$35

**George Street Spaces:**

	Annual	Bi-Weekly (2 <sup>nd</sup> & 4 <sup>th</sup> Saturday)	Daily
One Space (12 Feet)	\$200	\$125	\$15
2 Contiguous Spaces (24 feet)	\$325	\$175	\$20
3 Contiguous Spaces (36 feet)	\$450	\$250	\$25
4 Contiguous Spaces (48 feet)	\$575	\$325	\$35

**Within Hurkamp Park (only available the 2<sup>nd</sup> and 4<sup>th</sup> Saturday)**

	Annual	Bi-Weekly (2 <sup>nd</sup> & 4 <sup>th</sup> Saturday)	Daily
One Space (12 Feet)	n/a	\$125	\$15
2 Contiguous Spaces (24 feet)	n/a	\$185	\$20

**Weekday Spaces:**

- These space are assigned on a first-come, first-served basis.
- Spaces are only allowed on Prince Edward Street. There are **NO** spaces on George Street, William Street or within Hurkamp Park.
- Vendors can choose one-day per week (Monday through Friday) to set up, or multiple days per week. Permits are good for the entire Market year, April 2023 through March 2024.
  - Vendors must designate which day(s) of the week they will be setting up and may **NOT** sell on other days.

	Single Week Day (M, T, W, Th, or F)	Whole Weekday Market (Monday through Friday)	Daily (1 time only)
One Space (12 Feet)	\$125/ day	\$500	\$20
2 Contiguous Spaces (24 feet)	\$200/day	\$600	\$25
3 Contiguous Spaces (36 feet)	\$300/day	\$700	\$30

**Extended Saturday Market (November 4 – December 2, 2023)**

- These spaces are assigned on a first-come, first-served basis.
- Spaces are only allowed on Prince Edward Street. There are **NO** spaces on George Street, William Street or within Hurkamp Park.
- Vendors must display the approved permit in their space and adhere to Market Rules at all times.
- There will be **NO** market Saturday, November 25.

	<b>Entire Extended Season</b>	<b>Per Saturday</b>
<b>One Space (12 Feet)</b>	<b>\$70</b>	<b>\$20</b>
<b>2 Contiguous Spaces (24 feet)</b>	<b>\$90</b>	<b>\$25</b>
<b>3 Contiguous Spaces (36 feet)</b>	<b>\$110</b>	<b>\$30</b>

**Non- Profit (501c3) Organizations:**

- The application fee is waived for Non-Profit vendors upon proof of 501c3 status.
- Non-profit organizations are only allowed 1 FREE Market Space per month, and are only allowed the 2<sup>nd</sup> and 4<sup>th</sup> Saturday of the Managed Market season.
- Non-profit organizations must adhere to the same rules as regular Market Vendors and are responsible for supplying their own tent, chairs, tables and other equipment as needed.
- Non-profit vendors will be only offered spaces within Hurkamp Park, unless vendor space on Prince Edward or George become available.
- If Non-profit vendors required more than their 1-FREE Market space or would like to attend the market more than once per month, the fees listed below will apply to the additional spaces needed.
- If a non-profit vendor is selling any items, memberships or fundraising, the following fees will apply.

	<b>Bi-Weekly (2<sup>nd</sup> &amp; 4<sup>th</sup> Saturday)</b>	<b>Daily</b>
<b>One Space (12 Feet)</b>	<b>\$50</b>	<b>\$10</b>
<b>2 Contiguous Spaces (24 feet)</b>	<b>\$75</b>	<b>\$15</b>
<b>3 Contiguous Spaces (36 feet)</b>	<b>\$100</b>	<b>\$20</b>





# City of Fredericksburg Farmers Market 2023 Vendor Application

Applications must be received 2-weeks before the market to be considered.

**Mail or In-Person drop off Monday – Friday:**

Market Manager  
Dorothy Hart Community Center  
408 Canal Street  
Fredericksburg, VA 22401

**Email:** [marketmanager@fredericksburgva.gov](mailto:marketmanager@fredericksburgva.gov)

**In-person during the Saturday Market:**

Market Manager Tent, 7am – 1pm

Notification of acceptance to participate in the event as well as details regarding arrival time, setup/break down procedures, and parking info will be sent no later than **5 business days** before the market. Questions? Email [marketmanager@fredericksburgva.gov](mailto:marketmanager@fredericksburgva.gov)

### Vendor Information

Business Name: \_\_\_\_\_  
Business Physical Address: \_\_\_\_\_  
Business Mailing Address: \_\_\_\_\_  
Contact Name \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Please list the products to be sold at the Fredericksburg Farmers Market:

### Space Requirements and Dates

**Saturday Farmers Market:** April 15 – October 28

Please check where you would like the booth to be located:

\_\_\_\_ Prince Edward      \_\_\_\_ George Street      \_\_\_\_ Inside Hurkamp Park

How many contiguous spaces will you need?

\_\_\_\_ 1      \_\_\_\_ 2      \_\_\_\_ 3

\_\_\_\_ Full-Market      \_\_\_\_ Bi-Weekly (2<sup>nd</sup> & 4<sup>th</sup> Saturdays)      \_\_\_\_ Daily Fee (please list dates below)

**Weekday Market:** Only spaces are on Prince Edward

\_\_\_\_\_ Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday

How many contiguous spaces will you need?

\_\_\_\_\_ 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3

**Extended Season Market** (Saturdays, November 4 – December 2)

Are you participating in the Extended Season Market? \_\_\_\_\_ YES \_\_\_\_\_ NO

How many contiguous spaces will you need?

\_\_\_\_\_ 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3

I, \_\_\_\_\_, understand that it is expected that representatives of the group are present during the event at all times. Exhibitors are responsible for all display equipment, set-up, tents, chairs and tables. No materials, electrical or any other item(s), will be provided by Fredericksburg Parks, Recreations, and Events or the City. Exhibiting groups take full responsibility for the safety of themselves, their family, and volunteers. They agree to release and hold harmless the Fredericksburg Parks, Recreation and Events, as well as the City of Fredericksburg from any and all liability. Furthermore, I have read the Rules and Regulations for the Fredericksburg Farmers Market and agree to adhere to all stipulations set forth.

Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_

**THIS SECTION TO BE COMPLETED BY THE FARMERS MARKET MANAGER**

**Approval:**

\_\_\_\_\_ **Approved** \_\_\_\_\_ **Denied**

Space(s) assigned:

\_\_\_\_\_

**TOTAL FEES OWED:** (to be completed by market manager)

Saturday Farmers Market	
Weekday Market	
Extended Season Market	
<b>TOTAL</b>	