

# 2024 James Island Town Market

## Vendor Information

Thank you for your interest in joining the 2024 James Island Town Market.

The James Island Town Market is located at Town Hall, 1122 Dills Bluff Road, James Island, SC 29412. The grounds include vendor space, a play space, restrooms, and parking.

Markets will be held the 1<sup>st</sup> Friday of the month from May to December. Dates are listed on page 3. Normal hours are 6 pm— 8 pm (except the hours will be extended to 6-9pm for the December market).

The James Island Town Market is seeking creatives, makers, growers, food trucks, food vendors, bakers, local artists, hand- growers and farmers to take part in our market season. Preference will be given to local vendors who make and sell their own goods. Commercial goods, religious, political or community activist groups are not considered artisans or growers, and therefore are ineligible for vendor participation. We will announce our lists of vendors ASAP and keep our calendar flexible to include newcomers and rotating vendors. The market guidelines are detailed within the Vendor Application/Agreement.

Please review the James Island Town Market Vendor Application/Agreement. If you meet and agree to the Market guidelines, we encourage you to complete the Vendor Application/Agreement. Submission of the application materials does not guarantee acceptance into the Market. Upon review, the application status will be emailed to the applicants.

Vendors inquires may be emailed to:

The Co-Market Managers: Parker Richardson ([prichardson@jamesislandsc.us](mailto:prichardson@jamesislandsc.us)) & Mike Hemmer ([mhemmer@jamesislandsc.us](mailto:mhemmer@jamesislandsc.us))

Or at (843)-795-4141 for the front desk at the Town of James Island; ask to speak to Mike Hemmer about the Market.

We look forward to working with you!

*Parker Richardson & Mike Hemmer, Co-Market Managers*

# 2024 James Island Town Market Vendor Application/Agreement

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

Name \_\_\_\_\_

Email \_\_\_\_\_

Work/cell # \_\_\_\_\_

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

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

Emergency Contact \_\_\_\_\_

Phone # \_\_\_\_\_ Relationship \_\_\_\_\_

Website URL \_\_\_\_\_

Facebook \_\_\_\_\_

Insatagram \_\_\_\_\_

Other \_\_\_\_\_

Please indicate your social media preference for marketing purposes.

Description of business and items to be sold and any special requirements:

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Please check the market dates that you would like to attend.

May 3<sup>rd</sup>, 2024 \_\_\_\_\_ September 6<sup>th</sup>, 2024\_\_\_\_\_

June 7<sup>th</sup>, 2024 \_\_\_\_\_ October 4<sup>th</sup>, 2024 \_\_\_\_\_

July 5<sup>th</sup>, 2024 \_\_\_\_\_ November 1<sup>st</sup>, 2024 \_\_\_\_\_

August 2<sup>nd</sup>, 2024\_\_\_\_\_ December 6<sup>th</sup>, 2024 \_\_\_\_\_

\*Christmas Market Tree Lighting— December 6th, 2024\*

\*I agree to list The Town of James Island as an additional insured on insurance certificate policy and provide the Market Management with a copy.

Initial - \_\_\_\_\_

\*No alcohol is allowed - \_\_\_\_\_

Food Truck Vendors: Please supply the following additional information.

Truck dimensions:\_\_\_\_\_ Serving side of truck:\_\_\_\_\_

Generator type:\_\_\_\_\_

YES:\_\_\_\_\_NO:\_\_\_\_\_ Are you available on short notice for a Waitlist space?

Your signature on the Vendor Application / Agreement Form indicates your commitment to participate in the 2024 James Island Town Market.

By signing this form, you are agreeing to comply with **ALL** of the guidelines outlined.

Thank you for your interest in joining the 2024 Town of James Island Market.

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

Vendor Signature\_\_\_\_\_Date:\_\_\_\_\_

# 2024 James Island Town Market Vendor Guidelines

## 1. General Rules

We strive to have a wide range of Vendors at each market with minimal directly competing products so that our Vendors can maximize their sales. The Tuesday before each market date, you will receive an email to confirm your attendance. We typically have a flyer available by Wednesday and it will be used on our social media, printed for local distribution and available for you to post.

The Thursday before each market, we will email the vendor space assignments.

Market setup can begin as early as 5 pm. Market hours are 6 pm - 8 pm. Vendors should be in place at least 15 minutes prior to market opening.

Due to the limited space, it is essential that all vendors are courteous and not block the drive or street while waiting to unload/load. Where space is allowed, most spaces will accommodate one vehicle 20 feet long or less, with a 10 x 10 tent space, allowing for easier set up. Breakdown time must be completed one hour or less following market close.

For the safety of our customers, vendors may not breakdown before the end of the market. Booths must remain open for the entire market. **Closing Time: 8:00 pm.** No vehicles in the market area until after the market has closed. **All Vendors must leave their tent up (tables if no tent) until 8:00.** As vendors, we know it is hard to sit and not have a lot of customers towards the end of the market. Feel free to pack up your non-essential stuff and generally tidy up as the market winds down. You can't sell it if it's not there, so it's good business practice for you and your neighboring vendors, to keep your signs up and product out until we close. If a customer comes towards closing and the vendors have everything packed up and the market looks like a ghost town, they'll stop coming. If you sell out: put up a note, leave your table and your sign up, and wander around bragging about it. If there is an emergency, please let us know and we will help you leave safely.

The regular market vendor fee is \$30 per market day. Vendor fees may be paid via cash, check or Venmo. The Town of James Island Market will provide a payment envelope which will be collected before the end of the market day.

Vendors in most cases will be provided a 10' X 30' space. At this time, no electricity will be available.

Vendors must provide their own tents, tables, chairs, signage, battery powered lighting and anything else needed for their designated space. Vendors are responsible for securing tents and tent legs to the ground in case of inclement weather. Weights of **25lbs+** are recommended per tent leg.

**Vendors are responsible for cleaning up the designated space and removing their trash.**

**No alcohol, illegal drugs or firearms are allowed on the premises.**

## **2. Cancellation Policy**

If you have an emergency and must cancel your space, we request notification as soon as possible and/or no later than noon on the Friday before the market. This will allow us to adjust the flyer and potentially reassign your space to a Vendor on the wait list.

Cancellations, please email or call Parker Richardson, [prichardson@jamesislandsc.us](mailto:prichardson@jamesislandsc.us) or call the market cell phone number: (843) 452-5749. Vendors who repeatedly cancel may be removed from the vendor schedule. Vendor no shows without proper cancellation may result in being removed from the market.

## **3. Weather Policy**

We would like the market to continue rain or shine but realize too much rain risks damaging vendor's goods – we will take that into consideration when deciding if The Market should be cancelled or should close early. In the event of inclement weather, the Market Management will decide on cancellation by noon on the Friday market day. Cancellation notices will be communicated to the vendor by phone or email and will be posted on our Facebook page.

## **4. Licensing and Permits Policy**

**All vendors** are required to research and comply with all federal, state and local regulations governing the sale of their items. Food vendors must be certified by SC DHEC and any other required regulatory agencies. Farmers are encouraged to register with the SC Department of Agriculture and / or any other required regulatory agencies.

Upon application approval, all vendors are required to have a business license issued by The Town of James Island. The Town will allow you to attend one market before committing to the market and Business License purchase.

Business licenses are valid May 1<sup>st</sup> to April 30<sup>th</sup>. Business license information is available online at: [www.jamesislandsc.us](http://www.jamesislandsc.us) or call Melissa Flick at (843)795-4141.

#### **5. Insurance:**

All vendors must have a general liability insurance policy totaling at least \$1,000,000.00, it must cover claims arising from injuries and from property damage. The insurance policy must list The Town of James Island as an additional insured on their policy and provide the Market Management with a copy.

Vendors agree to hold harmless The James Island Town Market and the market managers and accept responsibility for their person(s), as well as, goods and products sold, and any damages or loss caused by the vendor during the market.

Any questions about insurance, please contact Market Management.

#### **6. Vendors selling Cottage Law:**

Approved products prepared in a non-regulated, non-inspected kitchen must be sure they are eligible for this option. **DO NOT** assume that your product is covered by this exemption. Contact DHEC if you have any questions.

Vendors selling items produced in a regulated kitchen must have their license at every market. All food items (except produce and eligible baked goods) must be prepared in a licensed kitchen. This includes, but is not limited to: salsa, sandwiches, enchiladas, etc. If you are selling canned goods, you must have your approved HACCP.

It is the vendor's responsibility to keep all necessary licenses, documentation, proofs and permits updated and on hand at the market each week. Further, it is the vendor's responsibility to operate their business in a safe and conscientious manner and properly maintain their area.

## **7. Farmers:**

To sell in the market, a farmer's primary source should be crops they are growing. You can sell limited additional produce from other local farmers you are affiliated with, but everything must be clearly labeled as such, including the farm name and location.

## **8. Crafters/prepared food vendors:**

This is a maker's market. No resale of commercially made items, or items made by other people. Please check with us before bringing new items that are outside your application description. (Ex: if you make bread and want to start bringing candles.) All "new" items require approval-this is to keep the vendor type varied and attractive to customers. Food trucks/mobile food vendors: Must have documentation of compliance with DHEC/SCDA regulations and are responsible for all insurance, equipment and materials required to operate correctly and legally.

## **9. Vendor expectations:**

Vendors should dress and act appropriately for doing business in a family friendly environment. Aggressive sales (particularly hollering at people or hawking) are prohibited. Please be nice. We can't make you like your neighbors, but we can expect you to be able to fake it convincingly. Absolutely no rude or aggressive behavior will be tolerated from anyone, vendors or otherwise. Any physical threats from a vendor will result in their immediate expulsion from the market with no refund fees. If you have an issue with anyone, contact the market management.

All vendors using an oven, burner, heating device, etc. must have a fire extinguisher at their designated space, per the Fire Marshall.

Only legal scales with state permit stickers are allowed to calculate sales by weight. Vendors without legal scales must sell by the piece or per quantity. If you wish to sell produce by weight, but do not have a legal scale, consider weighing and packaging items at home, but sell "by the bag" or "by the package".

## **10. Unscheduled Absences:**

We know life happens, all we ask is that you please be courteous and let us know as soon as you know. If possible, let us know by Thursday morning so we can take you off the posted vendor list (customers really do check the list weekly).

Absences without adequate notice will result in being removed from the vendor list.

## **11. The Rent:**

Vendors are provided with an empty space, and that's all. You are responsible for bringing whatever else you need to do business including, but not limited to: tables, chairs, tents, stakes/weights, gloves, inspected scales, signage, change, battery operated lighting, etc. There is no electricity available. Your space is 10 x 10 ft plus room for 1 vehicle. You will need to keep your display area within these boundaries. This includes front signage. No more than 1/2 of your A frame sign should protrude into the walkway. Do not block your neighbors. Special requirements will be handled on a case-by-case basis, talk to us. Vendors will maintain a clean and orderly area. Please clean up your space when you leave. Pack out your trash (empty boxes, etc.)

## **12. Signs:**

All vendors must have signage that includes, at minimum, your business name and prices (items can be priced individually). List your products and prices clearly.

Please submit the following:

Completed and signed vendor application/agreement form along with a copy of any applicable licenses or certifications.

Email: [prichardson@jamesislandsc.us](mailto:prichardson@jamesislandsc.us) or [mhemmer@jamesislandsc.us](mailto:mhemmer@jamesislandsc.us)

You will receive an email notifying you of your application status as soon as the review is completed. Thank you for your interest in joining the 2024 James Island Town Market.