



Twilight on the River™
Presented by Growing Bridgeport Together™
2018 Market Application and Contract

Mission of Growing Bridgeport Together™

Dedicated to promoting programs and events in the community for and with community organizations, artists and musicians for the development and improvement of public spaces, programs, education and charitable causes.

2018 Twilight on the River™ Market Dates

May 9	May 23
June 13	June 27
July 11	July 25
August 8	August 22
September 12	September 26
October 10	October 24

Market Operations

The Market is open for business - rain or shine, in hot weather or cold!

Official hours of the market are from **4:30 pm to 8 pm**. Vendors must arrive on time on sale days to be ready to sell at the official opening time of **4:30 pm**. Setup may begin at **2:30 pm**. No sales are allowed before the opening time or after the closing time of **8 PM**. (Please note that no one is expected to turn away sales that continue beyond 8 PM, but the market will begin breaking down at that time.) Vendors are to ensure that their space is vacated, clean with trash removed - no later than **10 PM**. A volunteer for Twilight on the River™ may supervise opening and closing of the market.

Severe Weather/Emergency Cancellation: Official Notice of cancellation due to severe weather or an emergency will be made by 12:00 noon on Market Day by the Twilight on the River™ committee. Vendors will be contacted by email address provided by Vendor.

Participant Application

A completed application and copies of any required insurance coverage and licenses are requested as soon as vendors decide they will participate. **The completed application including full payment is due no later than April 13, 2018.** In the event an application is not approved, full payment will be returned.

2018 Fees

\$300 for the full season of 12 market days.

\$40 per week for weekly commitment.

Electricity (optional) – electricity will be provided for an additional fee of \$10 per market day. Paid at the time of application.

Vendor Mix, Selection Criteria, and Priority

Vendor Mix: While the Twilight on the River™ Committee (the Market Committee) endeavors to ensure a strong mix of product availability at each market, there may be overlap in product offerings by more than one vendor. There should be no expectation of exclusivity. The Committee will make every effort to balance the vendor/product mix to ensure a healthy competitive environment.

Selection Criteria: In keeping with the Mission of Growing Bridgeport Together™ to foster building a strong community in the Borough and encouraging revitalization, the Market Committee will give first preference to applications submitted by businesses operating in the borough and/or owned by borough residents, followed by local businesses within a 10-mile radius, then Montgomery county, and finally all other locations. Additional selection criteria will include but is not limited to: producers will be considered before resellers, small businesses considered before chain or corporate entities, and under-represented products before those already included in the current market mix.

Priority: At each new season, the previous full-season vendors in good standing will receive first priority, followed by weekly vendors in good standing, then by applicants in the order of their application. The Market Committee may recruit a new applicant at any time to improve market balance and vitality. Current market vendors and others are encouraged to contact the Market Committee with leads and recommendations for new vendors.

Normal Sales Practices

Vendors are independent entrepreneurs with a common stake in creating a vibrant marketplace. Other vendors may question activities that seem to exceed normal sales practices. These activities might include:

- Unsafe conditions or hazards at a stand
- A stand that impedes access to other farmers and vendors
- Consistent pricing of products well below profitable levels
- Condition of a stand, products, or vendor behavior that detract from the market's appearance, overall quality or reputation

The Market Committee will have final determination on resolution of questionable sales practices or activities.

Signage

- Signs must be posted before the market opens listing prices of every item for sale
- Producers will display a sign identifying the name and location of their farm
- Growers should clearly separate and label organic and non-organic produce in the same display
- Growers listing "organic" produce, or calling their produce "organic," must display a sign listing their organic grower's certification and their certifier's organization
- ***All participants must comply with Montgomery County Health Department regulations***

Non-Profit, Educational, and Community Activities

Space will be made available at no charge for educational activities relating to sustainable agriculture or other environmental concerns, for non-profit groups, and for Bridgeport Borough non-profit organizations. These spaces are limited and are made available on a first come, first served basis. Space must be secured through advance reservation with the Market Committee.

If you are interested in reserving a space for your non-profit organization, we ask that you do the following:

- E-mail your request to twilightmarketinfo@gmail.com with the following information:
 - Name of your Organization
 - Primary contact
 - Email
 - Phone
 - Cell phone number for market day representative

- Date are you requesting - please list at least one alternate date as well
 - Who will be in charge on market day
 - How many others will attend
 - Are you a market sponsor
 - Will this be a fundraiser
 - How will you be raising funds
-
- Only one date can be reserved at a time. You may request another available date following your successful appearance at the Market. Only one date can be reserved per month for a given group.
 - Rules for non-profits, fundraisers and sponsors are the same as those for all vendors and you will be asked to sign the Vendor and Market Day Guidelines.
 - A specific location in the Market cannot be guaranteed, but if your group is confirmed a space will be provided.
 - The Market does not provide tables or tents. Bring what you need.
 - Your group is a guest at the Market. Please do not walk through crowds with signs or solicit sales/donations from shoppers from outside of the market space you occupy.
 - DON'T FORGET to bring signs that let people know who and what you are fundraising for, and tell friends and family to come out and support your sale to increase your success!

Twilight on the River – 2018 Market Vendor Application and Contract

Application Deadline: April 13th, 2018

Vendor Name _____ Tax EIN _____

Contact Person _____ Email _____

Vendor Address _____ County _____

Phone _____ Website _____

Logo (to be included on website and marketing materials), please submit logo to twilightmarketinfo@gmail.com.

Do you require electricity? Yes No Electricity will be provided for an additional fee of \$10 per market date.

Please keep us updated on any changes or additions to the products/merchandise you plan to sell. We will update the Twilight on the River TM Facebook Page and marketing materials. We expect that you sell what you are committing to sell. For example, please don't sell chicken fingers when you reported you will sell hot roast beef sandwiches.

I will participate as a **Full-season Vendor** _____ - Or - I will participate as a **Weekly Vendor** _____

Please check off weeks you wish to participate, and list products/merchandise you plan to sell:

Market Date	Attending	Products/Merchandise for Sale
Full-season		
May 9		
May 23		
June 13		
June 27		
July 11		
July 25		
August 8		
August 22		
September 12		
September 26		
October 10		
October 24		

Insurance Information and Licenses: Please *attach a photocopy of any insurance and/or licenses* that you must have to sell according to Pennsylvania Law.

Insurance Carrier Name: _____ Phone: _____

Your Signature(s): _____

Payment Information

A check in the amount for all applicable fees must be submitted with application. Checks will be returned in the event your application is not approved.

Make checks payable to: Twilight on the River **Mail to:** Twilight on the River, PO Box 520, Bridgeport, PA 19405-0520

\$300 Full-season (12 market dates): _____ **Number of Weeks Participating:** _____ x \$40 per week **Total \$** _____

Electricity fee (optional): _____ x \$10 per market date **Total \$** _____ **Grand Total:**

Date Fees Received: _____ **Amount Received:** _____ **Received by:** _____

The parties agree to the following:

1. Vendor shall have access to Market no earlier than 2:30 pm on market day for purpose of setting up Vendor's vending station, goods, and other things necessary and reasonable to vending at the location.
2. Vendor must be set up and ready to sell no later than 4 :30 PM on market day and vehicles must be removed from the Market Area.
3. Vendor shall supply all tents, chairs and booths required for their services. Tents must be weighted down at 40 lbs per leg.
4. Vendor shall not vend any goods or services other than those described herein at and during the Market without the Market Committee's written consent.
5. **Food Vendors must comply with Montgomery County Department of Health requirements for Farmers Market Vendors. Details available on the Montgomery County Department of Health main page <https://www.montcopa.org/532/Farmers-Market-Vendor>**
6. Vendor's operation must be clean and orderly; and must comply with all applicable laws and regulations.
7. Vendor's staff may announce the availability of the goods to be vended only while they are within the confines of the vendor's location.
8. Vendor's staff shall be clothed and groomed in a clean, neat fashion and shall conduct themselves professionally.
9. No loud music, noise, or sound amplification devices shall be used by vendor's staff at the location.
10. Vendor shall have access to the location for up to 2 hours after the Market closes to dismantle and remove all things brought to the location by Vendor.
11. Vendor shall leave the location clean of trash and substantially in the condition it was before Vendor occupied it.
12. Vendor hereby agrees to indemnify and hold harmless the Borough of Bridgeport, Growing Bridgeport Together, and the Twilight on the River market committee against any damages or claims that may arise in connection with Vendor's participation in the Market and Vendor's activities of any kind.

In witness to their agreement to the terms of this contract, the parties affix their signatures below:

Twilight on the River, signature & date

Vendor, signature & date

Vendor and Market Day Guidelines - *Signed Agreement is Required*

Vendors are asked to read and comply with these rules. The On-Site Coordinator or other Twilight on the River ™ Market Committee (the Market Committee) designee is expected to remind vendors if they are not following these rules, especially if they believe that a legal or other danger through non-compliance is threatened.

We are so excited to begin our inaugural season! We ask that all Vendors help us keep the " buzz " and excitement going by helping us make the Twilight on the River ™ market (the Market) the best it can be. You can help us by doing the following:

- Vendors should notify the Market Committee by 3:00 pm on the Monday prior to a Market Day if they are going to be absent from the Market that Wednesday. Email: twilightmarketinfo@gmail.com
- Refunds and credits will not be given for vendor cancellation. No-shows may forfeit their right to participate in future Markets.
- No sub-letting or sharing of spaces is allowed without advance written approval of the Market Committee.
- Please e-mail twilightmarketinfo@gmail.com as soon as possible if you will be late in setting up. Be aware that the Market grounds will be blocked to vehicular traffic no later than 4:30 pm on Market days.
- The Market Committee will determine vendor booth location. Regular vendors will have the same space each week to the extent possible.
- Vendor is responsible for booth setup and breakdown.
- Vendors are to supply their own tables, chairs and covers for tables as appropriate.
- Vendors are to supply their own Canopies/Tents, which **must be weighted down at 40 lbs per leg** to avoid issues on windy days. The Market Committee reserves the right to remove unsafe tents.
- Vendor areas must be kept neat and clean at all times. Vendors may not place items for display or sale in front of tables, outside of their designated area, or in any walkway or path. Aisles, walkways and paths are to be kept clear for Customer traffic.
- Vendors are responsible for cleaning their own area completely at the end of the market and removing all trash, boxes, packing materials, and unsold goods.
- Vendors may not permit their children to be on the Market property unsupervised. Failure to properly supervise children may result in Vendor being banned from selling at the Market.
- Vendors will conduct themselves in a professional, courteous manner.
- The consumption of alcoholic beverages by vendors at any time on market property is prohibited.
- Vendors are to park outside of the Market Area after unloading.
- ***Every vendor is responsible for making sure the barricades are in place during and after the market. Upon your leaving the market, barricades must be replaced for the continued safety of volunteers and vendors not yet finished breakdown.***

Your Signature(s): _____