

As a vendor at the Merry Market, you are expected to abide by the following guidelines:

Friday, December 2:

- Vendors must be set up and open for sales from **6pm to 9pm**. Vendors are required to have an attendant at their booths during the entire event and to remain until the end of the event. If for any reason you must leave your booth, provisions for coverage are your responsibility.
- For the safety of our guests, **no vehicles will be allowed to drive in after 5pm or move out of the event before 9:30pm**. If you require a supply delivery during the day you should plan to meet the delivery vehicle outside the Hampton Street entrance and move items back to your booth with a hand cart.

Saturday, December 3:

- Vendors must be set up and open for sales from **3pm to 9pm**. Vendors are required to have an attendant at their booths during the entire event and are required to remain until the end of the event. If for any reason you must leave your booth, provisions for coverage are your responsibility.
- For the safety of our guests, **no vehicles will be allowed to drive in after 2pm or move out of the event before 9:30pm**. If you require a supply delivery during the day you should plan to meet the delivery vehicle outside the Hampton Street entrance and move items back to your booth with a hand cart.

GENERAL:

1. **All vendors must comply with public health and safety guidelines determined by Maymont Foundation.**
2. Vendors must adhere to scheduled load-in and load-out times.
3. Vendors must set up and break down their own tent if using one. Maymont does not provide tents.
4. Please remove all vehicles from the marketplace grassy area immediately after unloading.
5. Balloons and confetti are not allowed in your booth or on Maymont property.
6. Subletting or licensing of space by the vendor, or sharing of the space not authorized in writing by Maymont, is prohibited. Vendors should only exhibit any merchandise or service that was listed in their contract.
7. Assigned spaces cannot be relocated without the prior consent of a Maymont staff person.
8. Signage or banners may not exceed the height of your tent.
9. Early breakdown of your booth may result in forfeiture of your booth space for the following year.
10. Please provide a copy of your certificate of insurance which shows general liability and worker's compensation coverage with limits of liability not less than \$1 million dollars no later than **November 26, 2022**.
11. Vendors are required to clearly display prices on all merchandise.
12. A non-refundable \$125 two-day participation fee (or \$150 two-day participation fee after September 23, 2022) must be received with the Vendor Contract.
13. Maymont cannot guarantee booth space will be available for contracts and fees received after October 28, 2022.
14. No-show vendors may forfeit booth space for the following year.
15. Pets are not allowed on Maymont property.
16. A non-refundable table rental fee of \$11 per six-foot table ordered is due with your signed contract.

17. Vendors must handle their own cash, including sales tax and change funds. All tax reporting is the responsibility of each vendor.
18. All vendors are expected to maintain the highest standards of conduct and treat all guests in a pleasant, professional and respectful manner.
19. All trash/waste should be placed in an appropriate receptacle and not left behind in your vendor location. Failure to clean your space before departing may result in forfeiture of booth space for the following year. Be sure to flatten all boxes and please recycle.
20. Any rental tables and/or chairs should be folded/flattened and moved and stacked in the designated area at the end of the event.

Food Vendors:

1. All food vendors must have a Class K fire extinguisher in their booth/truck.
2. Appropriate food vendor licenses must be on display at your sales area, and you must maintain food safety standards as outlined by the Health Department.
3. Used cooking oil must be taken off site by the food vendor for proper disposal.

Maymont will provide:

1. Outdoor space for setup (approx. 10' x 10'); tent not included. A larger space may be requested.
2. Marketing and promotion for the event.
3. Security from 9pm Friday until 2pm Saturday.

All fees are non-refundable.