

**GROVE ARCADE ~ OUTDOOR ARTISTS MARKET
VENDOR INFORMATION**

T
**Grove Arcade
Outdoor Artists Market**

Applicant's name: _____

Date: _____

Thank you for your interest in the Outdoor Artists Market at the Grove Arcade. The purpose of the Market is to support local craftspeople and farmers with an appropriate space in which to sell directly to the public in downtown Asheville. This type of direct selling opportunity provides producers with an income source and gives the buyer the benefit of learning about the product from the person who knows it best: the maker. The Market is open year-round, every day of the week except Thanksgiving, Christmas and New Year's Day. Local crafters, artisans and farmers who are residents of the City of Asheville, Buncombe County and adjoining counties are welcome to apply to be a vendor at the Market.

The Market is open to the public year-round from 10:30 a.m. to 10 p.m. daily, rain or shine.

Rental Rates – First Shift:

Hours of operation are 10:30 a.m. to 4:00 p.m. daily, rain or shine. The costs for renting a booth are as follows: Saturday and Sunday, tables 1-6 (closest to Page Avenue) are \$35.00 per day/table. Tables 7-12 rent for \$20 per day/table
Monday-Friday, all tables rent for \$10 per day/table

Second Shift:

5:00 p.m. to 10:00 p.m. Friday, Saturday and Sunday, tables 1-6 (those closest to Page Avenue) are \$15.00 per day and tables 7 – 12 rent for \$10.00 per day/per table.
Monday through Thursday all tables rent for \$5.00 each evening.

January - March: All tables are \$10.00 for first shift and \$5.00 for second shift, 7 days a week. No reservations are taken January - March.

How to Proceed:

- Complete the entire application form, including product evaluation form, which you will bring to your appointment.
- Read and sign the Rules and Regulations form.
- Set up an appointment to have your items reviewed by the Grove Arcade Management staff at Emily.dresback@deweypa.com
- Only after you have been accepted, apply for a NC State Sales Tax Number. The number must be given to the Grove Arcade Management Staff annually.
- Once all the above steps have been met, there is a one-time \$50.00 application fee to sell at the Market.

Enclosed is a packet of information containing application forms and information about the Market. Please read and complete.

1. This application form (pages 2-5)
2. Market Rules and Regulations form

Grove Arcade ~ Outdoor Artists Market - Permit Application

Date: _____

Name of Applicant:

Farm/Business Name:

Farm/Business Address:

Mailing Address if different from above:

Cell Phone: _____ Other Phone: _____

Email: _____

Website: _____

Other occupation in addition to farming/crafting: _____

The vendor permit will be issued in applicant's name only. Only one permit is issued per family/household/business. However, others over 18 years of age can sell at vendor's booth if listed below:

Name:

Contact Phone/Information:

Name:

Contact Phone/Information:

Name:

Contact Phone/Information:

Vendors will need to complete attached self-evaluation form. Both crafters and farmers will need to schedule an appointment with a member of the Grove Arcade staff to review products, rules and regulations before continuing with application.

Additional Information Checklist:

_____ Proof of local residency. Utility bill, driver's license.

_____ Self-evaluation form

_____ NC State Sales Tax number needed prior to selling

_____ Copy of NCDA certification for kitchen used in processing edible goods

_____ \$50.00 application fee payable to the Altamus Trust – Grove Arcade

_____ Signed Outdoor Artists Market Vendor Information form, complete application

I certify that the information provided in this application is correct.

Signed: _____ Date: _____

Grove Arcade ~ Outdoor Artists Market – Product Evaluation Form

This description/evaluation form is designed to provide detailed information to the person(s) reviewing the application on the process and components used in producing the individual items the applicant wishes to sell at the Market. The Grove Arcade Management staff will make the final determination on acceptable products to be sold at the Market. This determination will be made based on product line, percentage of total item(s) that are handcrafted, quality of craftsmanship and appropriateness for the Grove Arcade. Thank you!

Name of applicant: _____ Date: _____

List all items intended for sale, and answer questions pertaining to that item. All items must be handcrafted by you and not preassembled, purchased for resale or imported. Natural farm products must be grown by you or contain a high percentage of produce you grow yourself. **Use back of page if needed.**

| Item | Original Design | Materials Used | % created by you |
|------|-----------------|----------------|------------------|
|------|-----------------|----------------|------------------|

Market Rules and Regulations as of 8/14/2018

- I. ***The Grove Arcade Outdoor Artists Market is operated and maintained by the staff of the Grove Arcade.*** The purpose of the Market is to support local craftspeople and farmers with an appropriate space in which to sell directly to the public in downtown Asheville. This type of direct selling opportunity provides producers with an income source and gives the buyer the benefit of learning about the product from the person who knows it best.

II. Hours of Operation - The Market is open to the public year round from 10:30 a.m. to 10:00 p.m. daily, rain or shine. The market is closed Thanksgiving Day, Christmas Day and New Year's Day.

III. Description of space - The Market is housed outside the south entrance of the Grove Arcade on Battery Park Avenue under the portico. The area is divided into 12 selling tables 8 feet wide by 3½ feet deep. The tables are provided with hose bibs and electrical outlets.

IV. Rental Rates –

First shift: (10:30 a.m. to 4:00 p.m.) Saturday and Sunday tables 1–6 (those closest to Page Avenue) are \$35.00 per day and tables 7-12 rent for \$20.00 per day. Monday through Friday all tables rent for \$10.00 per day/per table.

Second shift: (5:00pm to 10:00pm). Friday, Saturday and Sunday tables 1–6 (those closest to Page Avenue) are \$15.00 per day and tables 7-12 rent for \$10.00 per day. Monday through Thursday all tables rent for \$5.00 each evening.

As for points, first shift stays at 1 point, second shift is .5 point with a maximum of five points per week.

January - March: All tables are \$10.00 for first shift and \$5.00 for second shift 7 days a week. No reservations are taken in January - March.

Rent is due and payable weekly and can be placed in the lock box by the elevators on the ground floor of the Grove Arcade. Payment must be made by check; no cash accepted. Please write in the days you are paying for on the memo line of your check or include a list of days. **Any vendor late in paying table fees can be suspended.**

V. Required Permits

1. A North Carolina State Sales Tax number is required. The number must be on file with your application.
2. The Grove Arcade requires a copy of your NC State Sales Tax permit to sell at the Outdoor Artists Market and it should be in the possession of the vendor when selling.
3. Permits are non-transferable.
4. Each year a vendor must fill out an updated contact sheet before a vendor can be scheduled for the second quarter. These are due by January 31 of each year. Vendors must show proof of a NC State Sales Tax permit.

VI. Application Procedure

1. Application form. All vendors and agents must be over 18 to sell at the Market.
2. Proof of local address.
3. Copy of any designation documentation (i.e. organic) for farmers.
4. Copy of NCDA certification for kitchen used in processing edible products.

5. Certification of materials and processes used in making handcrafted items.

VII. Grove Arcade Privileges

1. Selling Privileges are issued by the Grove Arcade for a two-month trial period during which time the vendor will get familiar with the selling process at the Market and any issues can be resolved.
2. Selling Privileges will be issued in the name of the person making the application and listed on the NC State Sales Tax permit.
3. Only one selling privilege is issued per family but family members (spouse, children (over 18), siblings, parents, grandparents and grandchildren (over 18) may assist in selling for the permit holder. Changes and additions to your agent list should be reported to the Grove Arcade Staff Representative.
4. Group permits are addressed on an individual basis and must have approval of the Grove Arcade Staff Representative.

VIII. Reservations –Requests can be made in advance for any dates in the year as long as they are submitted no later than the dates shown below. **Requests received after these dates will be filled on an “as available” basis only.** Notification of reserved dates for the next quarter will be sent to vendors 5 days before the quarter begins.

| <u>Requests due</u> | <u>Quarter</u> | <u>Seniority as of</u> |
|---------------------|----------------|------------------------|
| December 15 | March | November 30 |
| March 15 | Apr – June | February 28 |
| June 15 | July – Sept | May 31 |
| September 15 | Oct – Dec | August 31 |

If there is no space available on the dates requested, the vendor’s name will go on a “wait list” to be called in case of a cancellation. Any unassigned spaces will be available at **10:30am** the morning the market opens and will be filled by seniority.

You will be charged a full booth fee Friday – Sunday if you sign up for a table, cancel and the space is not filled by another vendor. It is your responsibility to call the next person on the wait list, if not filled, you must pay for the reserved table.

IX. Seniority – One (1) seniority point is earned for each first shift (10:30 a.m. until 4 p.m.) and .5 point for each second shift (5:00 p.m. until 10:00 p.m.) A vendor can earn 5 points per week only. This does not limit the number of days a vendor may sell just the number of seniority points they may earn. Points accrue from January 1 through December 31. In January of the following year, these total points are halved

and added to points gained each quarter thereafter to assign spaces for the current year.

1. To maintain seniority and the privilege of selling at the market, a vendor must attend the Market at least one full day each month (even though we do not schedule in January - March).

2. To receive a point for that day, a vendor must be in their booth by 10:30 a.m. and remain at the booth until 4 p.m.

3. There will be a limit of 4 vendors per craft category. For instance, if there are four jewelers scheduled, the fifth person in that category requesting space will go on the **wait list** to be called in case of a cancellation.

X. Cancellation Policy –If it is necessary to cancel a reservation (other than an emergency situation or weather), the Grove Arcade Staff Representative must be notified by Wednesday prior to the day being cancelled so that there is time to fill the vacancy from the wait list. However, if there is a conflict in the schedule or you are aware of the need to cancel, please let the Grove Arcade Staff Representative know as far in advance as possible. If you do not cancel with the Grove Arcade Staff Representative, you will be considered a “no show” and subject to the following:

- There will be no penalty for the first no-show.
- The second no-show will result in loss of one seniority point.
- The third no-show will result in loss of ability to schedule by seniority ranking for the next quarter.
- If this practice continues, a meeting will be held with Grove Arcade Staff Representative concerning the vendor’s level of commitment to the Market and may result in loss of selling privileges.
- You will be charged a full booth fee Friday – Sunday if you sign up for a table, cancel and the space is not filled by another vendor. It is your responsibility to call the next person on the wait list, if not filled you must pay for the reserved table.

XI. Cancellation due to weather- It is the responsibility of the vendor to decide if their merchandise will be damaged by the weather or if it is too uncomfortable to be outdoors.

Understandably, this choice can only be made on that day. If the weather becomes an issue during the day and you decide to leave, the following will apply:

- If you stay until noon, you must pay for the day. To receive a seniority point for the day, you must remain until at least 1:00 p.m. (This applies to weather days only; otherwise, the day ends at 4:00 p.m.)
- No credits will be given for weather days. If you stay until 1:00 p.m. and pay for the day, you receive a seniority point.

XII. Assigned space – Assigned Spaces must be occupied at 10:30 a.m. Any space not occupied by 10:30a.m. is considered available and rented to another permit holder.

XIII.

1. Vendors are expected to remain at their space from the time of set up until the market closes at 4:00 p.m. Brief breaks may be taken as needed and covered by other vendors.

2. Should a space become available during the day, the space will be offered to other vendors by seniority. This does not apply to moving from a \$20.00 table to a \$35.00 table after the fee has already been paid. A neighboring vendor may expand to a vacant space adjacent to their own table to display their work. (An empty space can be shared, but no more than one extra space per vendor.) **If a vendor expands, they will need to pay for the second table space; additional tables are not free.**

3. Per Asheville City ADA regulations, there must a six-foot unimpeded walkway between the Market tables and any outdoor dining or merchandising. No other merchandise displays can be attached to the metal framework of the Market structure.

4. In addition, table covers or displays may not hang over the front edge of the Market table, where they could be pulled loose and harm merchandise or customers.

5. Each vendor may display one business sign, attached securely to the metal framework of the Portico, over the table area, no other items can be attached to the metal structure.

XIV. Loading and unloading – The parking spaces behind the Market tables are for customers of the Grove Arcade. Vendors may use them to park their vehicles for 30 minutes in the morning for unloading and the same in the evening for loading. **(E.g., Vendor cars may occupy a parking space at 3:30 p.m. for a 4:00 p.m. closing.) At no other time are vendor vehicles allowed to park in these spaces.**

Vendor shall observe and obey all parking and traffic regulations imposed by Landlord on the Building parking areas. Tenant and Tenant's employees shall not park on Asheville City streets or Asheville City Street parking areas within 100 feet of the Grove Arcade during any day between the hours of 10:00 a.m.

and 6:00 p.m. Failure of Tenant to comply with parking regulations of Landlord shall constitute a default under the Lease.

XV. Agents/representatives/assistants – The primary artist or farmer is the “story” that makes the Market special. Visitors want to meet and talk to them about their product, its process and development. However, a permit holder may have an agent or representative sell in their place under the following circumstances:

1. The permit holder employing an agent must be present to sell for at least one full day (10:30 a.m. to 4:00 p.m.) in each week that the agent is to be there selling for them.
2. The permit holder must inform the Grove Arcade Staff Representative in advance that an agent will be representing their work.
3. The agent should be able to discuss the product intelligently with the public.
4. An agent may sell for only one vendor at a time on any given day.
5. Seniority points are the same, whether represented by vendor or agent.
6. All agents must sign in under the assigned Vendor name, and include your name also as the agent. *Johnnie’s Jewelry/Mary Smith, agent.*

XVI. Products/merchandise – All products displayed and sold at the Market must be grown or produced by the vendor selling them. All products must be approved by the Grove Arcade Staff Representative prior to presenting them for sale to the public. It will be up to the Grove Arcade Staff Representative to decide if products being sold are in conflict with those being sold by merchants inside the Grove Arcade.

Misrepresentation of products to the public in any way (E.g., item purchased by a vendor for resale) may result in loss of selling privileges. The Grove Arcade Staff Representative reserves the right to make a site visit to a studio or farm to establish where the crafts or farm products are produced and by whom.

XVII. Conduct while at the Market/safety/sanitation – It is imperative to obey city and state laws and ordinances and Grove Arcade rules/regulations concerning safety and sanitation of the area; under and around tables must be kept free of debris; do not sit on the sidewalk or the tables; no pets or animals are allowed; reasonable dress and footwear must be worn at all times.

Behavior appropriate to the Grove Arcade

1. The following types of behavior constitute automatic grounds for revocation of the right to sell at the Market: fighting, swearing, and sexual harassment of any nature; use of alcoholic beverages or controlled substances; derogatory comments about the Grove Arcade or fellow vendors.
2. Smoking is not allowed at the tables by vendors or guests. Typically, vendors who must smoke should step across Battery Park Avenue to the sidewalk opposite the Market.
3. No children will be allowed to accompany vendors at the Market due to safety issues inherent with being so close to a busy street.
4. Music at individual booths is permitted only with Grove Arcade Staff Representative approval.

XVIII. Violations of rules and regulations

NOTIFICATION: Other than behavior violations mentioned in Section XVI. Behavior appropriate to the Grove Arcade, a warning will be issued in recognition of the violation. Continued disregard of Grove Arcade rules and regulations will result in suspension or loss of vending privileges at the Market. A vendor will be notified of a violation in person, by phone or by email.

APPEAL: A meeting with the Grove Arcade Staff Representative can be requested to discuss the violation. A further appeal of the decision can be made to the Grove Arcade Staff Representative, whose decision on the matter will be final.

The Grove Arcade has the final authority to enforce the rules and regulations of the Market. Participation at the Market and products sold are subject to approval by Grove Arcade Staff Representative. The Grove Arcade is not liable for loss, theft or damage of personal property while selling at the Market.

CONTACTS:

Grove Arcade Staff Representative and Acting Grove Arcade Outdoor Artists Market Manager:

Emily Dresback

828-548-0090 ext. 105

emily.dresback@deweypa.com

Grove Arcade Security:

828-215-3437

I have read the Rules and Regulations for the Grove Arcade Outdoor Artists Market and agree to abide by the rules as stated.

Signature _____ Date _____

Signature _____ Date _____

Revised January 9, 2019