



Market Guidelines & Vendor Requirements

1. These guidelines are in effect for all Trusted Vendors participating in the Forever Grateful Markets. By initialing each guideline, and completing a final signature of this document, you are acknowledging that you understand and will comply with the guidelines and requirements laid out in this vendor application.

Initial: _____

2. This agreement is in effect for all markets organized by the Forever Grateful Market organization. All new markets added will also be binned to this same agreement. Non-compliance of Vendor Guidelines and Requirements may result in removal of the event and forfeit of all paid fees.

Initial: _____

3. Your participation in the Forever Grateful Markets requires that you follow the laws and regulations of the appropriate Local County, State and/or Federal authorities. Forever Grateful LLC, its affiliate company, Forever Grateful Market, its officers and members do not condone or tolerate any violations of laws.

Initial: _____

4. The Forever Grateful Market management team reserves the explicit right to have any item, which management deems to be inappropriate for any reason, removed. If the vendor disagrees with management's discretion, they will be asked to leave the premises and forfeit all vendor admission fees and assigned vendor space. Vendors are **PROHIBITED** to sell the following items at Forever Grateful Markets:

- Guns, knives, swords of any type (real or fake).
- Pornographic, Hate or Racist material of any type.
- Counterfeit merchandise.
- THC (includes any edible, drinkable or any other form).

- All Food and Beverage (including water) sales are strictly reserved for Food Vendors. County Fines will be issued to violators.
- If you plan to sell prepackaged items, please be sure to include all ingredients, where it was made and your contact information. If you will be preparing food on site, you will need a permit. See link for all food vendor county requirements: <https://www.arlingtonva.us/Government/Programs/Health/Temporary-Food-Establishment-Licenses>

Initial: _____

5. Once you submit an application and have been accepted as a vendor for your selected market(s), you must be in attendance, rain or shine. Late arrivals and no-show vendors may be banned from future markets.
 - NO SHARED BOOTHS ALLOWED. Your acceptance is for you and your business only. **Violators will be fined \$125 and asked to leave immediately.**
 - Rented tents, tables, and/or chairs will be placed in your designated space. It is your responsibility, to set up and take down the rented items and place them in the middle of your assigned space for pick up at the end of the market.

Initial: _____

6. As a vendor you have the creative freedom to curate your space. We encourage our vendors to bring any required tents, tables, and equipment necessary to be successful. *Please note there is no access to power. If you are a food vendor, you will need to bring your own generator. ***Generators require a county permit:** <https://www.arlingtonva.us/files/sharedassets/public/topics/documents/special-events-apr22.checklist.pdf>
 - This is a curated marketplace and we do our best to not have an excess of vendors within the same category; in order for the market to have variety and for our vendors to get the most out of their participation. Each market is a combination of returning vendors and brand new vendors.
 - In terms of selection criteria, we are looking for a level of professionalism, thoughtful branding, and quality products that stand out when making our choice. This is your storefront, so make it an experience!

Initial: _____

7. You should be able to provide a website and/or Instagram account where we can view what you will be selling, or the service(s) you will be offering. Our team thoughtfully reviews each application to make sure they're a good fit for the market atmosphere first.

Initial: _____

8. Forever Grateful Market is a curated event; all vendors go through an approval process to participate. After you apply, you will receive an email within 1 week if you have been accepted. **Approved Vendors have 72 hours from the time of acceptance to claim their spot(s) by a confirmed payment and signed market guidelines and vendor agreement.** If Forever Grateful Market has not heard from you within that timeframe, your spot may be given to another vendor on the wait list.

- Due to the number of applicants, Forever Grateful Market does not send decline emails or application status updates to applicants.
- **Please be sure to add Contact@ForeverGratefulMarket.com to your email contacts so our emails do not go to spam.**

Initial: _____

9. Vendors are free to setup as early as 7:00AM. Breakdown is strictly at 4:00PM ONLY. **Vendors who leave (for whatever reason other than an emergency), prior to the permitted tear down will pay a \$100 fine for breach of contract.** Refusal to pay will result in a ban from all future markets. Tear down and all clean up must be signed off by a Forever Grateful Market staff member and completed by or before 6:00PM. Bring your laminated name plate upon checkout.

- All vendors are required to **check in no later than 8:00AM** at the Forever Grateful Booth. **Any vendor not checked in by that time may be subject to having their selected space(s) reassigned to a waitlisted vendor and forfeit their scheduled space and all vendor fees.** Special circumstances are reviewed on a case by case basis by market management.

Initial: _____

10. Previously participated vendors will be allowed to be a “walk-on vendor” at a premium price determined on the day of the event and available in the Forever Grateful Market registration booth by 7:45AM on a first come, first served basis.

Initial: _____

11. It is each vendors responsibility and obligation to comply with the rules and regulations of the Department of Health, along with the Fire Department and any other government agencies having jurisdiction over the Forever Grateful Markets. Neither Forever Grateful LLC, its affiliate Forever Grateful Market, staff, associates or sponsors are responsible of any fines incurred by you at the market(s). **Therefore, if Forever Grateful LLC, its affiliate Forever Grateful Market, any of its employees, volunteers, sponsors or affiliates is fined for a violation you committed, you will be obligated to pay the fine(s).**

Initial: _____

12. Proper vendor etiquette is mandatory at Forever Grateful Markets. We have a zero-tolerance policy for any vendors who do not display: integrity, respect, a positive attitude, professionalism, and overall sense of gratefulness to the space, opportunity and patrons who help make our markets a success. Violators may be removed from the market and may also lose all future market privileges.

Initial: _____

13. Though we aim to help our vendors succeed through paid SEO targeted marketing and sponsorships, the overall success of your booth is your sole responsibility. Forever Grateful LLC, its affiliate Forever Grateful Market, any of its employees, volunteers, sponsors and affiliates are not responsible for the success or losses, associated with your participation in any Forever Grateful Market.

Initial: _____

14. Approval to the markets can be acquired by completing an application (accessed via ForeverGratefulMarket.com/Vendor), signed vendor agreement, provide any and all required permits, licenses, and appropriate fees. Once all requested materials have been received, reviewed, and approved, you'll be emailed with "Day-Of" market information, along with your confirmed market location and booth number for your selected date(s).

Initial: _____

I have fully read and understand the above vendor guidelines and participation requirements for Forever Grateful Market. My submission of this electronically signed vendor agreement is binding and in compliance with state and county regulations. My

signature below indicates my compliance to all market guidelines and vendor requirements listed above. I'm ready to become a Trusted Vendor!

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Signature:

Date:

Print Name:

Business Name:
