Here is your application to participate at the GrowRVASouth of the James 2019/20 Winter Market as a Non-profit group. To have your application considered as a not-for-profit organization, you must be registered and have your 501 (c) (3) identification number included on your application.

Take the time to fill in all requested information; **references to previous applications cannot be accepted**. Also take note of all deadlines, and the requirement to **MAIL**, not email, your application regardless of how close the deadline is. Be sure to include all requested documentation; failure to do any of the above will delay the review process for your application.

If you have any general questions after reviewing the application, you may email them to vendors@growrva.com. No business/organization specific questions will be answered until we have an application in hand to which we can refer.

**We have moved the Social Media page to be included with the Vendor Contract; hopefully this will give everyone more time to properly and more adequately complete this important advertising tool.**

**GrowRVA**

***Owned and operated by Karen and Doug Grisevich***

[**www.GrowRVA.com**](http://www.GrowRVA.com) **– web site**

vendors@growrva.com – email address
**Please make your entries legible!**

**Non-Profit Application for the South of the James 2019/20 Winter Market**

*Forest Hill Park, New Kent Rd and West 42nd Street, Richmond, VA 23225*.

*Saturdays, 9am – 12pm, November 2nd, 2019 through April 25th, 2020.*

*Non-profit participants should arrive no earlier than and as close as possible to 8:30am*

Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job title (director, employee, volunteer, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To ensure accuracy and aid in the proper routing of information, organization name and other requested information may be required on multiple pages.**

Number of years you have participated with GrowRVA @ the SOJ market: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address at which you would like to receive GrowRVA communication – for internal use only;

this address will not be shared: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list the names of employees, volunteers, or anyone who would be running your space:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Emergency contact(s) – names and phone numbers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Organization name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please include your mission statement, here, or you may attach a copy to your application:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Brief description of how your space will be used – for example, distribution of literature or information, children’s activities, etc. This is for internal information only and may be brief: \_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**501 (c) (3) ID number (required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

If you will be selling anything, this information must be listed in detail here and must be approved prior to arriving at the Market; **nothing may be sold at the Market without prior approval:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please include here a list of your other fundraising events and/or activities:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Organization name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TO BE COMPLETED BY ALL PARTICIPANTS**

**Market Dates**

Please indicate below the dates on which you **would like to participate** by circling or similar – **please do not highlight in yellow,** as it can be difficult to readand **may delay the processing of your application**. This does not guarantee you will be approved for each of those dates. Approved dates will be sent to you via email.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Nov 2 | Dec 7 | Jan 4 | Feb 1 | Mar 7 | Apr 4 |  |  |
| Nov 9 | Dec 14 | Jan 11 | Feb 8 | Mar 14 | Apr 11 |  |  |
| Nov 16 | Dec 21 | Jan 18 | Feb 15 | Mar 21 | Apr 18 |  |  |
| Nov 23Nov 30 | Dec 28 | Jan 25 | Feb 22Feb 29 | Mar 28 | Apr 25 |  |  |
|  |  |  |  |  |  |  |  |

**Market Fees: Non-profit organization application fees are forgiven; vending fees are $25 for each approved participation date. Payment for all approved dates should be remitted with your Non-Profit Participant Contract (dates and contract will be emailed to you after your application has been received/reviewed/approved). No payments will be accepted at the Market, no postdated payments will be accepted, and no payments should be sent until your contract has been received, read, the signature page and the Social Media page completed. At that point both forms and your vending fees for the entire season should be mailed to the address listed on the signature page.**

**TO BE READ BY ALL PARTICIPANTS; COMPLIANCE IS REQUIRED**

**Policy for all participants selling baked goods or any other prepared consumable product packaged primarily for home consumption**

**Anyone selling products included in the above description is required to adhere to VDACS regulations regarding prepackaging and labeling of product. This includes those baking in an uninspected kitchen/operating under the Cottage Bakery Law. A copy of product labels must be included with your application and must be approved prior to sale of these items. In addition, new applicants operating from an inspected kitchen must also submit a copy of their VDACS packet.**

**Links for VDACS packaging and labeling regulations information are included, here:**

**[http://www.vdacs.virginia.gov/vagrown/pdf/goingmarket.pdf](http://www.vdacs.virginia.gov/vagrown/pdf/goingmarket.pdf%22%20%5Ct%20%22_blank)**

[**http://www.vdacs.virginia.gov/vagrown/pdf/FoodSafetyGuide.pdf**](http://www.vdacs.virginia.gov/vagrown/pdf/FoodSafetyGuide.pdf)

 **Also, page 8 of the** [**http://www.vdacs.virginia.gov/pdf/homefdapplication.pdf**](http://www.vdacs.virginia.gov/pdf/homefdapplication.pdf)**is another useful resource and includes a sample label.**

**Important additional information:**

**Power Sources:** Generators are permitted at the markets if they do not exceed 75 decibels in the vicinity of the market vendors or shoppers. **There is no electricity accessible by Market participants.**

**No amplified music** is allowed at the market; this includes personal radios, etc.

**Organization name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TO BE COMPLETED BY ALL PARTICIPANTS**

**This is your application to vend with GrowRVA. A Non-Profit Participant Contract will be forwarded to all accepted organizations; this form must be read, and the required pages completed and received by GrowRVA as instructed in the contract or the email to which it is attached.**

**By signing below, I agree to adhere to the rules and regulations set forth by GrowRVA plus all local, state, and federal regulations required of my business. Failure to do so may result in permanent dismissal from the Market with no refund of fees.**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mail completed application to:**

**GrowRVA**

**PO Box 28364
Henrico, VA 23228-0364**

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**Applications must be mailed to this address. NO emailed applications will be accepted. Applications should be completed and mailed to GrowRVA as soon as possible, and must be received by October 1st, 2019; any apps received within 2 weeks of opening day will not be processed until after that date.**

**Checklist:**

All:

\_\_\_ Signed and completed application

\_\_\_ Copies of applicable certifications, permits & licenses

**There may be a required meeting, training session, or similar for all returning participants, dates and times to be announced. New participants may be advised regarding required attendance at some similar event, in order to ask questions and to meet staff, and to review and turn in their Participant Contracts.**

**GrowRVA STRONGLY suggests all first-time applicants visit the South of the James Market prior to applying. We are not your typical Farmers Market; your visit will give you an idea of our standards, what we and our vendors/participants have to offer, and what setup supplies you may need if your application is approved.**