



Laurel Market Vendor Application Guidelines

DESCRIPTION OF THE EVENT: Laurel Market is an open-air shopping experience featuring local farmers and artisans.

MISSION STATEMENT: Laurel Market aims to encourage a healthier community through partnerships, educational programming, and by providing our community with direct access to local farmers and artisans while strengthening our local economy.

LOCATION: Sunset Auditorium, Laurel Avenue, Pitman, NJ 08071

REQUIRED SUPPLIES: Vendors must provide their own table, chairs or any other equipment needed for the booth. Tents are not required. Sunset Auditorium is an open-air concert hall with a roof and a concrete floor.

SALES TAX: Vendors are solely responsible for reporting and paying all applicable sales tax due for the merchandise sold at Laurel Market.

APPLICATION PROCESS: All applications MUST be submitted electronically via our webpage at uptownpitman.com. Paper applications WILL NOT be accepted.

ATTENDANCE POLICY: Any vendor cancellation after midnight (12am) on Tuesday will not be re-scheduled.

APPLICATION DEADLINES: All online applications must be **received by May 15, 2021.**

APPLICATION REVIEW: The Laurel Market Planning Committee will review all vendor applications and will advise applicants of their acceptance or rejection via email only. The Laurel Market Planning Committee reserves the right to accept or reject an application for any reason.

ACCEPTANCE PROCESS: If accepted, a vendor will have **FIVE (5) DAYS** from the notice of acceptance email to pay for their spot via PayPal Link on the website uptownpitman.com. If payment is not received within five (5) days of acceptance, the Laurel Market Planning Committee reserves the right to offer the spot to another vendor.

CERTIFICATE OF INSURANCE: After acceptance, Vendors must provide a Certificate of Insurance evidencing Commercial General Liability Insurance (CGL), including bodily injury/property damage, products and completed operations, personal injury and contractual liability of at least \$1 million per occurrence and \$1 million aggregate, against injury (including sickness or death) to a person or property of others. The dates of coverage

must include date(s) of the Laurel Market. Policies shall name the Borough of Pitman, the Greater Pitman Chamber of Commerce, and the Laurel Market, as additional insured and must list the vendor's business name as shown on the vending application. The deadline for submitting Certificates of Insurance is May 25.

ADDITIONAL INSURANCE: Vendors are expected to insure their own property, including, but not limited to all tools, displayed work and personal items. The Borough of Pitman, the Greater Pitman Chamber of Commerce and/or Laurel Market is not responsible for this coverage and assumes no liability for damages or lost or stolen property. Property Insurance is the responsibility of the vendor and shall be obtained at his/her own expense and initiation.

BOOTH LOCATION: Booth locations will be assigned at the SOLE DISCRETION of the Laurel Market Planning Committee.

SET-UP: Vendors should arrive by 8:00am to start setting up.

Set-up must be completed at least 15 minutes before the market begins. Take-down may **not** commence before the close of the market.

INCLEMENT WEATHER: Laurel Market is a rain or shine event, inclement weather is not accepted as a reason for cancelling. If you need to cancel due to other reasons, please provide a two-day notice of cancellation. Once your application has been approved, you will receive direct contact information.

SMOKING: Vendors are asked not to smoke cigarettes or faux cigarettes within the confines of the marketplace.

PARKING: All vehicles must be removed from the market site at least 15 minutes before the market opens.

PHOTOGRAPHY: Exhibitors will consent to the use of their name and any photographs for publicity purposes without further permission unless they address any objections or limitations to the Laurel Market Committee in writing prior to the market.

PERMITS: You are required to obtain and display all necessary permits and/or licenses in order to operate at the market. If you are forced to close by any government agency for failure to obtain your necessary permits and/or licenses, Laurel Market is not liable and will not refund fees.

FOOD VENDORS: Food and fire permits from Gloucester County Department of Health and Borough of Pitman are also required. Please call the County at (856)218-4101 and the Borough at (856) 589-3522 to request these permits.

PRICING: All items for sale must be clearly priced or on a price list posted at the individual booth. Vendors are not allowed to "hawk" their products or harass customers and other vendors in any way.

DOGS: The public will be allowed to bring their dogs to Laurel Market. Please keep this in mind when designing and setting up your display.

TRASH: Vendors are always expected to keep their area in a clean and sanitary condition. Vendors are responsible for removing any and all trash from their area. Vendors may use the designated recycling or trash containers provided on site for disposing of their trash.

CHANGES & AMENDMENTS: Laurel Market reserves the right to change or amend these terms at any time without prior notice. If any changes are made, the revised terms and conditions shall be posted on our webpage at uptownpitman.com and will be effective immediately. Please check the latest information posted herein to stay informed.

INDEMNIFICATION: In signing this Agreement, and in consideration for the fee paid, Vendor agrees to abide by all the policies, rules, and regulations listed here. The Laurel Market, the Greater Pitman Chamber of Commerce, and the Borough of Pitman, their officers, directors, employees, contractors, volunteers, or members assume no risk. By acceptance of this agreement, Vendor expressly releases those named above from any liability for any damages, injury or loss to any person or goods which may arise from Vendor's participation, and agrees to hold and save those named above harmless from any and all claims which may arise out of merchandise exhibited or sold. In addition, Vendor hereby agrees to this release on his/her behalf of all participants, helpers, volunteers, or employees or their business or group and affirms that they are informed of this waiver of responsibility, and by their individual and group participation, they too agree to this waiver as though signed by each and every one of them.

APPLICABLE LAW JURISDICTION: This Agreement shall be construed and enforced under the laws of the State of New Jersey. Any legal action arising out of this Agreement shall be brought in the competent courts of Gloucester County, New Jersey.

SEVERABILITY: Invalidity or unenforceability of one or more provisions of this Agreement shall not affect any other provision of this Agreement.