

# CROSSROADS market

## VENDOR APPLICATION FORM

### CONTACT & BUSINESS INFORMATION

Company Name

Years in Business

Company/Home Address

Do you have a current or past retail space? If so, provide location(s)

Company Email

### OWNER(S) INFORMATION

Owner #1 Full Name

Owner #2 Full Name

Cell Phone #

Cell Phone #

Email Address

Email Address

Emergency Contact

Emergency Contact

Will you (owner) be working at your booth or will you have employees? If so, how often do you expect to be present at the market?

**SOCIAL MEDIA & MARKETING INFO:** List all Business related (not personal) online platforms including website, Facebook, Instagram, Twitter, etc.

**PRODUCT DESCRIPTION:** Please check all that apply

Please list what you intend to sell at the market & select the Crossroads Market Category your offering falls under with our icons below.



Fresh Food & Groceries



Food Hall Prepared Food for Eat-In or Take-Away



Meat, Poultry, & Fish



Specialty Items & Foods, Gifts, Liquor, Self-Care Products



Marketplace Antiques, Vintage, Artisan made, Home Decor, Clothing

**BOOTH NECESSITIES:** Please check all that apply

Water

Remote from Booth Cooler Storage

Electrical 110 208

Outdoor Area

External Ventilation for Kitchen HVAC

Approx. Booth Size:

Remote from Booth Dry Storage

Small (8ft x 8ft)

Medium (14ft x 14ft)

Large (20ft x 20ft)

Other specific special needs, please list: (i.e. liquor licensing)

Please tell us why your business will be successful at Crossroads Market:

## MARKET SPECIFICS

**Market Operating Hours:** This is a year-round market, open 3 days/week, Friday, Saturday & Sunday 9AM to 5PM. Occasionally, we are open additional days for seasonal events. You must have your booth open each day and for the stated hours.

**Signage and Build-out:** All signage and Buildout must be approved by Market Management.

**Assignment & Subletting:** All assignment is at the discretion of the Market Management and subletting will not be permitted.

**Use:** The premises shall be used for the distinguished use of the booth only. Any changes to products & services must be approved by management. The landlord warrants that such use shall be lawful for the premises.

**Parking:** Parking is free on premises. All vendors are expected to park at the far east end of the lot, for customer preferred parking.

**Waste Disposal:** Here at Crossroads Market there is waste, recycling and organic disposal. Proper use of all 3 levels is required. Vendor disposal does not happen within the common area bins.

**Deliveries:** Deliveries must happen only at assigned delivery times and never during market hours.

**Marketing:** While Crossroads Market invests a healthy budget towards marketing for its vendors through many platforms. Crossroads Market does not assume responsibility to do any marketing on your businesses behalf or to ensure your business succeeds while a vendor at Crossroads. We are here to help, want to see you succeed and will be happy to provide suggestions on how to do so. Any use of Crossroads logo or branding material must be approved by Market Management before use.

**Gift Certificates:** Crossroads Market sells Gift Certificates to its patrons and uses them to further enhance the customer-vendor interaction. Vendors must accept gift certificates and will be reimbursed in cash from Market management.

**Social Media:** We require all **new** vendors of Crossroads Market to use Social Media platforms to further enhance their businesses awareness. If this is currently not available, we can aid in finding resources to do this.

## DECLARATION:

By my signature, I declare the information on this form to be complete and accurate. I agree to pay the rates once agreed upon with Crossroads Market Management. I understand that not all applicants are granted space at the Market and that it is the right and responsibility of Crossroads Market Management to decide allocation of space. If accepted, this forms a binding agreement. I understand that should my application be accepted; approval will be subject to an interview and product review.

**Information Collection:** The personal information collected on this form will be used to manage the Market and will only be shared with those individuals responsible for managing the market.

**I AGREE TO PAY THE RATES ONCE AGREED UPON WHEN DUE.**

Signature of Applicant:

Application Date:

THANK YOU FOR YOUR INQUIRY! We will be in contact soon.

