



Sponsorship Agreement

Sponsor's Company Name: _____

Address: _____

Phone Number: _____

Sponsor's desired Sponsorship Level:

Sustaining Market Sponsor

Full Season Sponsor

Market Day Sponsor

Market Builder Sponsor

Sponsor's Company Name as it should appear on all marketing material:

Sponsor's website address: _____

Sponsor's primary contact person: _____

Primary person's email address: _____

Sponsor's Market Day will be on: _____

Please send your check, both pages of this agreement and your camera ready Sponsor Logo (Presenting Market Sponsors only) to:

Center for Rural Culture

Attn: Market Manager

P.O. Box 639

Goochland, VA 23063

Or, email logo to: admin@centerforruralculture.org

Market Day Booths:

1. Sponsors shall be assigned a Market Day space based on the date the sponsor application is received. Each sponsor space measures approximately 10 feet by 10 feet. Sponsors are encouraged to provide tents, market umbrellas, tables, and chairs for their display areas. All tents must be staked. Water and electricity, as well as bathroom facilities, will be available.
2. If selling prepared foods, compliance with all local Health Department and Virginia Department of Agriculture and Consumer Services (VDACS) regulations is the responsibility of the sponsor. Sponsors wishing to sell cheese and other dairy products, meats and baked goods must comply with VDACS regulations. Contact the VDACS Food Safety Program at (804) 786-3520 for assistance. To be eligible to sell prepared food, Sponsors must possess a passing inspections report for all prepared food items. A copy of the report must be provided to the Market staff to be eligible to sell prepared food products at the Market prior to Sponsor's Market Day. Inspection reports can be faxed to: 804-556-6428.
3. If offering products for sale, Sponsors are required to collect and remit sales to the Virginia Department of Taxation. To obtain a State Sales Tax ID number, contact the VA Department of Taxation at (804) 440-2541 and request forms R-1. You may also register on-line at www.tax.virginia.gov. A copy of the state sales tax certificate must be provided to Market staff prior to Sponsor's Market Day, and must be displayed at each Sponsor space. State sales tax certificate forms can be faxed to: 804-556-6428.
4. Sponsors are asked to arrive at least 30 minutes before the Market opens (Market hours are Saturdays, 8:00am-12:00pm. After Labor Day, Market hours are 9:00am-1:00pm). Upon arrival, Market staff will direct Sponsors to assigned space where they may unload their vehicles. Vehicles must then be parked in a designated area.
5. Sponsors are not permitted to bring pets to the Market.
6. Sponsors are responsible for leaving the vending space in a clean condition.
7. Smoking and the use of alcohol or other illegal substances is prohibited at the Market.
8. The Farmers Market Committee shall have the authority to enforce all rules and regulations within the Market area.
9. Market and "Hold Harmless" Agreement – This agreement means that the sponsor verifies that all information is accurate and will hold the Center for Rural Culture, its Officers, Directors, Employees and Volunteers harmless concerning product liability or other factors that relate specifically to the sponsor's business practice.

Print Name: _____ **Title:** _____

Signature: _____ **Date:** _____