

VENDOR PACKET



Current:

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2025



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WELCOME



We are thrilled to have you join us as a valued part of our community-focused market. This market is more than just a place to shop—it's a celebration of local craftsmanship, artistry, and agriculture, rooted in the rich history and traditions of our local area. Together, we're building an experience that will bring neighbors, friends, and families together, fostering connections and supporting local businesses like yours.

As a vendor, you play an integral role in making the Draper Village Heritage Market a vibrant, memorable destination. To ensure your experience is enjoyable and successful, we have included important information in this packet, including guidelines, a market map, setup details, and promotional opportunities.

Please take a moment to review the enclosed materials, and don't hesitate to reach out with any questions. We are happy to assist and are committed to making this market a rewarding experience for everyone.

Thank you for choosing to share your talents and products with us and our guests. We're excited to see what you bring to the table and look forward to working together throughout the season.

Warm regards,

Peggy White

Market Manager

Draper Village Heritage Market

MISSION STATEMENT



The Draper Village Heritage Market celebrates the creativity and craftsmanship of our local community, showcasing the finest arts, crafts, and food while honoring the region's agricultural roots. Held on the first Saturday of each month, the market connects neighbors with local makers, creating a vibrant space to experience our culture, promote learning opportunities, and support a sustainable future. Through workshops, demonstrations, and interactive exhibits, we offer educational experiences that deepen understanding of traditional and modern practices in agriculture, crafts, and sustainable living.

We invite you to Grow Roots, Get Grounded, and embrace the spirit of community and tradition that defines our village.

VENDOR BENEFITS



The Draper Village Heritage Market is more than just a place to sell—it's a community-driven marketplace that connects vendors with customers who appreciate quality, craftsmanship, and local heritage. As a vendor, you gain access to a welcoming, well-organized market that values both tradition and innovation.

Regular Vendor Benefits

(Vendors who participate in the market but are not Signature Vendors)

1. Access to a Well-Promoted Market

- Benefit from our marketing efforts, including social media promotion, website listings, newsletters, flyers, local advertising to attract customers, and coming soon...the Village Podcast!

2. Professional Market Setting

- Enjoy a well-managed market with a strong community reputation, clean facilities, and a welcoming atmosphere.

3. Flexible Participation

- Choose which market dates to attend, based on your availability and product inventory.

4. Engaged Customer Base

- Reach shoppers who value high-quality, locally sourced goods and handcrafted products.

5. Prime Location in Draper Village

- Be part of a unique heritage-focused market set within a thriving village setting, drawing in tourists and local shoppers alike.

6. Networking & Collaboration

- Connect with fellow vendors, local artisans, and farmers to create partnerships, expand your business, and share best practices.

7. Support for Small Businesses

- Participate in a vendor-friendly environment designed to help small businesses and entrepreneurs succeed.

8. No Market-Wide SNAP Program

- Vendors maintain full control over their own sales, including the option to individually apply for and accept SNAP benefits if desired.

9. Basic Vendor Support

- Assistance from market staff in setup and general questions to ensure a smooth market experience.

10. Community & Heritage Engagement

- Join an effort to preserve and celebrate the cultural and agricultural heritage of Draper Village while contributing to a vibrant local economy.

EXCLUSIVE PERKS *for* SIGNATURE VENDORS

PRIME LOCATION

Ensure Signature Vendors receive the most visible spots at the Market.

YEAR-ROUND DISPLAY

Offer limited dedicated space inside Draper Mercantile to showcase their products beyond the monthly market.

BRANDED SIGNAGE

Provide custom-designed signage that prominently features the business name and logo, showcasing each as a Signature Vendor.

EARLY ACCESS

Choice of booking future market dates or selecting prime event space

MARKETING BOOST

Signature Vendors will be featured in our newsletters, social media and in various places throughout Thee Draper Village offering extra promotional support.

FEATURE SPOTLIGHT

Rotate featured vendor spotlights with detailed profiles or interviews to promote their story and products.

EVENT INVITATIONS

Signature Vendors will be invited to participate in the Village Table Harvest Suppers and Holiday Events, as applicable, offering them unique opportunities to showcase their products, boost sales, and enhance their presence in the community.



2025 CALENDAR

JANUARY

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JUNE

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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MARKET DAY CIRCLED | 8AM TO 1PM



2025 MONTHLY HIGHLIGHTS

APRIL 5TH

SPRING HERITAGE CELEBRATION

Celebrate spring with crafts, plants, local foods, and traditions that honor the community's cultural heritage.

MAY 3RD

MAKERS AND CREATORS

Find the perfect handmade Mother's Day gift while supporting local artisans and enjoying delicious treats.

JUNE 7TH

DRAPER DAYS FESTIVAL

Celebrate summer with a farm-to-fork experience, artisan vendors, cooking demos, and activities for all ages.

JULY 5TH

GARDEN PARTY

Soak in the peak of summer with fresh produce, floral displays, and picnic-inspired goods in a festive atmosphere.

AUGUST 2ND

BACKYARD BBQ BASH

Enjoy a sizzling BBQ contest, smoky flavors, and a lively celebration of summer community vibes.

SEPTEMBER 6TH

GOLDEN HARVEST

Welcome early autumn with golden blooms, honey, apples, and the vibrant colors of the equinox season.

OCTOBER 4TH

CIDER & SPICE

Savor the cozy flavors of fall with caramel apples, apple cider, and Oktoberfest-inspired treats.

NOVEMBER 1ST

HARVEST OF GRATITUDE

Celebrate the season of thanks with autumnal delights, handcrafted gifts, and a warm sense of community.

DECEMBER 6TH

HOLIDAY HOMECOMING

Experience the warmth of the holidays with festive decorations, handmade gifts, and seasonal traditions.

MONTHLY HIGHLIGHTS



APRIL 5TH

Spring Heritage Celebration

Welcome spring by celebrating both the season of renewal and the region's rich cultural heritage. Vendors will feature spring-inspired crafts, fresh plants, and local foods, while honoring traditional crafts, storytelling, and the agricultural roots that have shaped the community.

MAY 3RD

Makers and Creators

Celebrate local artisans and honor mothers with this special market. Featuring handmade gifts perfect for Mother's Day, the event will showcase a variety of crafts, jewelry, and art alongside food vendors offering special treats.

JUNE 7TH

Draper Days Festival

Celebrates Draper with an emphasis on community and growth, perfect for a market day filled with floral elements, local foods, and summer activities.

As part of the Draper Days Festival, the market will feature a Farm to Fork experience, showcasing the best of local agriculture and food producers. Visitors can enjoy fresh, seasonal produce, meats, and artisanal food products while learning more about the farm-to-table movement. Cooking demonstrations and tastings from local chefs will highlight how to turn these fresh ingredients into delicious meals. The event will also include artisan vendors, music, and activities for all ages, making it a celebration of welcoming in summer.

JULY 5TH

Garden Party

In celebration of National Picnic Month, July's "Garden Party" theme invites everyone to enjoy the peak of summer with a relaxed, festive atmosphere. Visitors can explore fresh produce, floral displays, and picnic-inspired goods while enjoying live music, outdoor seating, and summer treats perfect for a picnic. It's a chance to gather, savor, and soak in the vibrant beauty of summer in Draper's own backyard.

AUGUST 2ND

Backyard BBQ Bash

August brings the heat with Draper's **Backyard BBQ Bash**! This month's theme celebrates National BBQ Month with a sizzling BBQ contest featuring local pitmasters competing for the best smoky flavors and mouth-watering dishes. Visitors can sample the flavors, shop for BBQ essentials, and enjoy the lively, laid-back atmosphere of a classic backyard barbecue. It's a celebration of community, flavor, and friendly competition—all in true Draper style.

SEPTEMBER 6TH

Golden Harvest

"Golden Harvest" celebrates the autumn equinox with all things golden and bountiful. From honey and apples to the first fall blooms, this theme brings together the rich colors and flavors of early autumn, inviting everyone to savor the beauty of the season.

OCTOBER 4TH

Cider & Spice

Embrace the cozy, festive spirit of October with Cider & Spice...and lots of things nice! This theme celebrates the warm flavors of the season, featuring caramel apples, fresh apple cider, and Oktoberfest-inspired treats. With a focus on autumn's rich colors, seasonal flavors, and community cheer, it's the perfect way to savor everything that makes October feel like fall in Draper Village.

NOVEMBER 1ST

Harvest of Gratitude

In November, we celebrate a “Harvest of Gratitude,” a theme that honors the season of thanks and giving. This market day offers autumnal delights like seasonal produce, baked goods, and handcrafted gifts perfect for holiday gatherings. It’s an invitation to gather, reflect, and find meaningful items to share with loved ones as we embrace the spirit of Thanksgiving in Draper Village.

DECEMBER 6TH

Holiday Homecoming

This December, the Draper Village Heritage Market celebrates the warmth of coming home for the holidays. Guests can enjoy festive decorations, handmade gifts, seasonal treats, and traditional crafts that bring the spirit of a cozy, welcoming holiday to life. It’s a time for gathering, sharing, and celebrating the close of the year in true Draper style.

Working Dog Competition



MAP IDEAS



LOGO SUBMISSION INSTRUCTIONS



To help us promote your business effectively, we ask that you submit your logo following these guidelines:

File Requirements

1. File Format: Submit your logo in a high-resolution format (.PNG, .JPG, .EPS)
2. Size: Minimum size of 1000 x 1000 pixels for clarity in print and digital materials.
3. Color: Submit a full-color version. If available, include a black-and-white version as well.

Submission Process

- Email your logo to peggy@thedrapervillage.com with the subject line: "Vendor Logo Submission – with your business name."
- Include your business name and any social media handles you'd like us to tag in promotions.

Deadline

- Please submit your logo when you submit this packet to ensure inclusion in promotional materials. Materials are needed at least 2 weeks before Market Day.

Questions or Assistance

If you need help or have questions about file formats, please email me your questions or what you need help with and I'll have someone in marketing give you a call.

We are looking forward to having you as part of The Draper Village Heritage Market!

Peggy White

Marketing Manager

MARKET SET UP AND LOGISTICS GUIDE



This guide outlines all the essential details to ensure a smooth setup, operation, and teardown for the Draper Village Heritage Market. Please review carefully and keep this guide handy on market days.

1. Arrival & Check-In

- Vendor Arrival Time: 7am – 7:45am
- Check-In Location Please check at the Information Tent
- Please check in at the Information Tent to confirm your booth location and receive any last-minute updates.

2. Parking & Unloading

- Unloading Area: Vendors may unload between beginning at 7am – 7:45 am. Vehicles should be unloaded within 10 minutes.
- Vehicles must be moved to the designated vendor parking area before 8am to allow for guest traffic.
- Vendor Parking: See information booth for information

3. Booth Setup

- Booth spaces are 10' x 10' and will be marked upon arrival.
- Vendors are responsible for providing:
 - Tables, chairs, and displays.
 - A tent or canopy (strongly recommended for outdoor vendors).
 - Weights to secure your tent in case of wind should be at 25lb weight per tent leg.

- All booths must be fully set up by 7:45am.

4. Electricity & Wi-Fi

- Electricity: Limited access is available. If required, please confirm prior to the market day.
- Wi-Fi: Details about Wi-Fi availability will be provided prior to Market.

5. During the Market

- Keep your booth area clean and organized.
- Vendors are responsible for the monitoring of their own booths.
- Be courteous to customers and fellow vendors.

6. Teardown

- Teardown Time: 1pm – booths must remain open until this time unless otherwise directed.
- Pack up your booth completely before bringing your vehicle to the unloading area.
- Ensure your space is free of debris before leaving.
- Vendors are responsible for disposing of their own trash.

7. Emergency Contacts

- For any urgent issues on the day of the market, please contact:
 - Market Manager: Peggy White, 541-561-6697
 - First Aid Supplies are available at the Information Tent
 - **EMERGENCIES: CALL 911. Merc Farm address is: 2980 Brown Rd, Draper**

8. Market Policies

- Weather: The market operates rain or shine. Bring weather-appropriate supplies.
- Prohibited Items: Sale of unapproved items not listed in your application is prohibited.
 - Contact Market Manager for approval on sale of any new products not previously stated.

9. Pro Tips for a Great Market Day

- Arrive early to allow plenty of time for setup.
- Engage with customers and share your story—it helps build loyalty.
- Bring business cards or promotional materials to encourage repeat visits.

Need Help?

We will have an Information Tent at each Market to help with questions or requests.

Thank you for being part of the Draper Heritage Market! We appreciate your efforts to create a vibrant and welcoming community experience. Let's make this market a success together!

Guidelines for Providing Safe Food Samples at Market

Safe preparation

Use clean surfaces and utensils, good personal hygiene, and proper storage for prepared samples. Do as much prep at home as possible to avoid having to do it at the market where you may not have access to handwashing and utensil washing. If you must prepare samples at the market, work on a clean surface, with clean utensils and make sure to wear gloves on clean hands. Wash fruits and vegetables in clean water prior to cutting, and once washed, store them so they do not become soiled.



Keep your hands clean

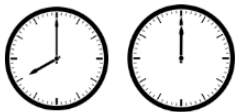
Hands must be washed after smoking, eating, drinking, using the restroom, or any other time contamination occurs. Remember to wash your hands frequently and always before putting on gloves. Use of hand sanitizer does not take the place of washing your hands with warm soapy water. You can set up a simple handwashing station with a water dispenser, catch basin, soap and disposable paper towels.

Barrier between hand and food

Tongs, spoons, single-use deli paper, plastic ramekins, toothpicks or disposable gloves are a few examples of good tools. Bring extra with you to the market so you do not run out. Remember: gloves must be placed on clean hands and changed often, and they do not substitute for proper hand washing.

Keep equipment clean

It is important that any knives, tongs, bowls, etc. that you use for your food samples is kept clean. You can make sure they stay clean if you follow a three step process of: wash in hot soapy water, rinse in clean water, and a 2 minute soak in a mild bleach-water solution, afterwards, letting the utensil air-dry. Bleach should be added at a ratio of about 1 teaspoon per gallon of water, which equates to about 50 ppm. This can be measured using chlorine test strips. Set this washing station up in three small plastic tubs.



Limitation of exposure time

If your sample requires refrigeration, limit its exposure to outside temperatures to 4 hours or less. After the 4 hours is up, discard any uneaten food samples. Keep extra samples cold in a cooler with ice packs.

Protection from the environment

You must protect the samples from the elements, pests (insect or birds) and dirty fingers. Display samples under covering like a dome or plastic wrap. To prevent customers from touching samples other than their own, place individual samples in single-serving containers or provide toothpicks.

Protect allergic customers

Have signs or other materials that alert customers of the 8 major allergens that might be present in your products: milk, eggs, crustacean shellfish, finfish, tree nuts, wheat, peanuts, and soybeans. You do not want to unintentionally cause someone to have an allergic reaction to your food.



Milk



Egg



Shellfish



Fish



Tree Nuts



Wheat



Peanut



Soybean



Sesame

HEALTH AND SAFETY INFORMATION



The health and safety of our vendors, guests, and staff are a top priority. Please review the following guidelines to ensure a safe and enjoyable experience for everyone.

1. Food Vendors

If you are selling or sampling food or beverages:

- **Permits:** You must have the appropriate health permits from [Local Health Department].
- **Temperature Control:**
 - Cold items must be kept at 40°F or below.
 - Hot items must be kept at 140°F or above.
- **Sanitation:**
 - Handwashing stations or sanitizer must be available at your booth.
 - All utensils, surfaces, and containers must be clean and sanitized regularly.
- **Sampling:**
 - Samples must be covered and served in single-use containers.
 - Avoid bare-hand contact with ready-to-eat food.

2. General Vendor Guidelines

- **Booth Safety:**
 - Ensure all equipment, tents, and displays are stable and secure.
 - Tents must be weighted with at least 25 lbs per leg to prevent movement in windy conditions.

- **Electrical Safety:**
 - Use only market-approved electrical connections.
 - All cords must be properly secured to avoid tripping hazards.
- **Emergency Preparedness:**
 - Know the location of the market's first aid station and nearest exits.
 - In case of an emergency, contact the Market Coordinator immediately at [phone number].

3. COVID-19 and Public Health Guidelines (if applicable)

- Follow all current health department mandates regarding masks, distancing, and sanitization.
- If you or your staff feel unwell, please stay home and notify the market staff.

4. Waste Management

- Vendors must dispose of waste in designated bins.
- Do not leave trash, food, or hazardous materials at your booth.

5. Animal Safety

- Only service animals are permitted in vendor areas.
- Vendors handling pet-related items must ensure clean and safe products.

6. Weather Preparedness

- The market operates rain or shine; be prepared with proper gear.
- In case of severe weather (e.g., lightning, high winds), follow staff instructions for evacuation or shelter.

7. Contact Information for Emergencies

- Market Coordinator: 540.230.3397
- First Aid is at the Information Tent
- Local Emergency Services: Dial 911 for urgent situations. Merc Farms address 2980 Brown Rd, Draper VA

Questions or Concerns?

If you have any health or safety-related questions, please contact us at peggy@thedrapervillage.com.

Thank you for prioritizing safety at the Draper Village Heritage Market!

SNAP PARTICIPATION POLICY



The Draper Village Heritage Market does not participate in the Supplemental Nutrition Assistance Program (SNAP) or process SNAP benefits at a market-wide level. Vendors who wish to accept SNAP are responsible for obtaining their own authorization through the USDA Food and Nutrition Service (FNS) and managing transactions independently.

Vendors interested in accepting SNAP can learn more about the application process and requirements by visiting the USDA SNAP Retailer Website (www.fns.usda.gov/snap). It is the vendor's responsibility to comply with all federal and state regulations regarding SNAP transactions.

If you have any questions about accepting SNAP, please refer to the USDA guidelines or consult your local Virginia Department of Social Services (VDSS) office.

FREQUENTLY ASKED QUESTIONS



Below are answers to common questions about the Draper Heritage Market

1. Payment Questions

Q: How do I make a payment?

A: If by check: Make it **payable to Draper Mercantile** and write Heritage Market on the reference line

If Mailing:

Draper Mercantile
P.O. Box 407
Draper, VA 24324

If Delivering:

Draper Mercantile
3054 Greenbriar Rd.
Draper, VA 24324

Leave at the Market; through the front doors and to the immediate right.

Or call 540-994-5659 x120. Emily, our Accounting Manager will be available to take your credit card payment Monday through Friday from 10am – 4pm. There will be a 5% fee for all credit card payments.

Q: Are booth fees refundable?

A: Booth fees are non-refundable, including for cancellations or no-shows.

Q: Can I pay for multiple markets at once?

A: Yes, you may prepay for multiple markets. Please contact us for details.

2. Weather Policy

Q: Does the market operate in bad weather?

A: Yes, the market operates rain or shine. However, in the event of severe weather (e.g., high winds, lightning), the Market Coordinator will provide updates on delays or cancellations.

Q: What should I bring for bad weather?

A: We recommend bringing a sturdy tent with weights, rain covers for your products, and weather-appropriate clothing.

3. Setup and Booth Information

Q: What time can I start setting up?

A: Vendor setup begins between 7am and 7:45am. Please check in at the Information Tent upon arrival.

Q: What size is my booth space?

A: Booth spaces are approximately 10 x 10.

Q: Can I request a specific booth location?

A: Booth assignments are based on market needs. You may request a preference, but it is not guaranteed.

Q: Will electricity be available at my booth?

A: Limited electricity is available upon request. Contact us in advance to confirm availability.

4. Market Day Logistics

Q: Where do I park after unloading?

A: After unloading, please move your vehicle to the designated vendor parking area located:

Q: Can I leave early if I sell out?

A: Vendors are expected to remain for the full market duration. Please see the Market Manager for special request on leaving early.

Q: Are there restrooms available?

A: Yes, restrooms are provided. Please see Information Booth for location.

5. Product Guidelines

Q: Can I sell additional products not listed in my application?

A: No, only approved products listed in your application may be sold. Contact us in advance for any changes.

Q: Are there restrictions on certain products?

A: Yes, prohibited items include but are not limited to firearms, counterfeit goods, and unlicensed food or beverages.

6. Promotion Questions

Q: How does the market promote vendors?

A: Vendors are featured on our social media, website, and email newsletters. Be sure to submit your logo, business description, and social media handles for promotion.

Q: Can I promote my business at the market?

A: Yes, we encourage you to hand out business cards, flyers, or promotional materials at your booth.

7. Contact Information

Q: Who do I contact on market day for help?

A: Visit the Information Tent. We will have someone there during each market to answer questions or help assist.

If you have additional questions, please don't hesitate to reach out. We're here to help!

COMMUNITY PARTNER OPPORTUNITIES



At the Draper Village Heritage Market, we value collaboration and seek to create opportunities for community partners to connect with our guests in meaningful ways. Whether you're a business, nonprofit, or organization, there are several ways to participate and showcase your mission.

Host an Educational Workshop or Demonstration

- Share your expertise by offering a hands-on workshop or live demonstration related to your field.
- Examples: Gardening tips, canning demonstrations, DIY crafts, or heritage skills like soap-making or weaving.
- Benefit: Gain visibility and build connections with attendees while sharing valuable knowledge.

Kids' Activities Sponsorship

- Partner with us to provide engaging activities for children, such as crafts, games, or educational exhibits.
- Examples: Face painting, build-a-birdhouse kits, or interactive farming exhibits.
- Benefit: Show your organization's family-friendly side while contributing to a memorable market experience.

Market Entertainment

- Sponsor or provide live music, storytelling sessions, or cultural performances.
- Benefit: Enhance the atmosphere of the market while showcasing local talent or your organization's support for the arts.

Vendor Collaboration

- Partner with vendors to highlight products or services that complement your mission.
- Examples: A local coffee shop offering samples with your reusable mugs or a farm featuring your composting tools.
- Benefit: Strengthen your network with other businesses and draw more attention to your brand.

Host a Raffle or Giveaway

- Provide a prize or basket of products to be featured in a market-wide raffle.
- Benefit: Gain recognition for your business or organization as the sponsor of a popular attraction.

Community Outreach Booth

- Set up a booth to share information about your organization's mission, services, or upcoming events.
- Examples: Nonprofits raising awareness about local causes, businesses showcasing their community impact.
- Benefit: Build awareness and foster connections with market attendees.

Sponsorship Opportunities

- Support the market by becoming a sponsor for a specific event or feature, such as the Information Tent, kids' area, or live entertainment stage.
- Benefit: Receive recognition in promotional materials, at the market, and on our social media channels.

Seasonal Features

- Collaborate on theme-based activities or events.
- Examples: Partnering on a pumpkin patch or hayride in October, or sponsoring wreath-making workshops in December.
- Benefit: Align your brand with the seasonal spirit and engage with a targeted audience.

How to Get Involved

If you're interested in becoming a community partner, please contact our Marketing Manager, Peggy White at peggy@thedrapervillage.com.

She'll work with you to create an opportunity that aligns with your goals and enhances the market experience.

Thank you for considering a partnership with the Draper Village Heritage Market. Together, we can create an enriching and enjoyable experience for the entire community!

VENDOR AGREEMENT



This agreement is between Draper Village Heritage Market (“Market”)

and _____ (“Vendor”)

By signing this agreement, the Vendor agrees to the following terms and conditions for participation in the Draper Village Heritage Market.

Market Dates and Hours

- The Market runs monthly on the first Saturday from April to December, 2025.

Please Circle All Dates for Attendance:

April | May | June | July | August | September | October | November | December

Vendor Setup must be completed by 7:45am to be ready for an 8am opening.

- Breakdown cannot begin until 1pm.

Booth Space

- Vendors will be assigned a booth space measuring approximately 10 x 10.
- Vendors are responsible for providing their own tables, tents, and displays unless a prior arrangement have been made with Market.
- Spaces must be kept clean and free of debris.
- Request for access of electricity must be made in advance. Please indicate the type of appliance and wattage required:

Fees

- Instead of a set vendor fee, participation in the Draper Village Heritage Market is based on a donation system, allowing you to contribute an amount that reflects your experience at the market. We believe the success of our vendors and the market go hand in hand, and your donation directly supports the continual growth and development of this shared space for the community
- Cash, Check, or Credit Card payments will be accepted.

Vendor Responsibilities

- Vendors must arrive on time and remain for the full duration of the market.
- Vendors are responsible for obtaining and maintaining any necessary licenses, permits, or insurance.
- Vendors must comply with health and safety regulations.

There will be a meeting held at Draper Mercantile approximately 30 days prior to the first Heritage Market. Professionals in the requirements of a Farmer's Market will be in attendance to help answer any questions you may have. Please make sure the Marketing Manager has your information so she can communicate when the meeting is to take place.

Product Guidelines

- All products must be original, high-quality, and align with the market's mission.
- The Market reserves the right to deny the sale of any product deemed inappropriate or misaligned with its goals.

Weather Policy

- The Market will operate rain or shine.
- In the event of severe weather, cancellation or delays will be communicated via phone or email.

Conduct

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- Vendors are expected to act professionally and courteously toward other vendors, staff, and guests.
- Disruptive or disrespectful behavior may result in removal from the market without a refund.

Liability

- The Market is not responsible for theft, loss, or damage to Vendor property.
- Vendors assume all responsibility for their booth and products.

Cancellation Policy

- Vendors must notify the Market of cancellations no later than 7 days prior to the next Market Date.
- As our market operates on a donation basis, we ask that vendors honor their commitments, as last-minute cancellations impact the experience for customers and fellow vendors. Frequent no-shows or late cancellations may affect future participation.

Agreement to Terms

By signing this agreement, the Vendor acknowledges that they have read, understood, and agree to abide by the terms outlined above. Failure to comply with these terms may result in removal from the Market.

Vendor Name: _____

Business Name: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

Market Coordinator Signature: _____ Date: _____

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VENDOR PROFILE SHEET



Vendor Name:

Business Name:

Email Address:

Phone Number:

Website/Social Media Links:

Product Information

Describe the products you offer (e.g. produce, baked goods, handmade crafts). Please include how you make the product (organic, non-gmo, ingredients, etc.)

Circle all that apply:

Products are locally sourced or Products are handmade or Other

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Special Features (organic, eco-friendly, etc.):

Price Range of Products:

Do you need electricity for your booth?

- Yes
- No

Do you need a table or additional setup support?

- Yes
- No

Vendor Category

(Check all that apply)

- ◇ Farmer (produce, meat, eggs, etc.)
 - ◇ Artisan (crafts, handmade goods)
 - ◇ Food Vendor (baked goods, prepared food)
 - ◇ Artist (paintings, photography, etc.)
 - ◇ Other: _____
-

Market Commitment

Preferred Market Dates (Circle all that apply):

April May June July

Aug Sept Oct Nov Dec

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About You

Tell us about your business and what makes it unique:

What inspired you to become a vendor at Draper Village Heritage Market?

Additional Notes or Requests:

Thank you for your interest in joining Draper Village Heritage Market!
We will review your profile and be in touch with next steps.

Contact Us:

PLEASE SUBMIT REQUESTED ITEMS AT THE END OF THIS FORM

MARKETING & PROMOTION INFORMATION



At the Draper Village Heritage Market, we are committed to promoting our vendors and creating a vibrant market experience that attracts a wide audience. Here's how we can work together to make your business stand out:

How We Promote You

1. Social Media Shoutouts

- Feature posts leading up to each market day.
- Will include your business name, products, and any special offers or activities.

2. Email Newsletters

- Your business will be listed in our market newsletter sent out to our subscriber list. We will have special Vendor Highlights each month.

3. Market Website

- Vendors will be listed on the market website with a short description and link to your website or social media (if provided).

4. On-Site Promotion

- Signage at the market will direct attendees to featured vendors.
- Opportunities to participate in demonstrations, workshops, or special activities for additional exposure.

PLEASE SUBMIT REQUESTED ITEMS AT THE END OF THIS FORM

How You Can Help Promote

1. Share on Social Media

- Tag us in your posts and use our market hashtags: #DraperVillageHeritageMarket and #[ThemeHashtag].
- Post about your participation, products, and any special offerings to generate excitement.

2. Word of Mouth

- Invite your customers, friends, and family to visit your booth at the market.

3. Display Market Materials

- Use market-provided flyers or postcards to promote your participation in-store or at other events.

4. Cross-Promotion with Fellow Vendors

- Partner with other vendors to create unique promotions, such as bundled products or collaborative giveaways.

Extra Visibility Opportunities

- **Vendor Spotlights:** Submit your story, products, and photos for potential inclusion in our vendor spotlights on social media and newsletters.
- **Raffles or Prizes:** Contribute a product or gift card to our market raffle to attract additional attention to your booth.
- **Workshops/Demos:** Offer an interactive session or showcase a skill to draw attendees to your space.

PLEASE SUBMIT REQUESTED ITEMS AT THE END OF THIS FORM

What We Need From You

To maximize your exposure, please provide the following:

1. Business Description (1-2 sentences) for our website and promotions.
2. High-Quality Logo (see submission instructions).
3. Social Media Handles so we can tag you

Deadlines

Submit your promotional materials (logo, business description, etc.) by [3-weeks before upcoming market] to ensure inclusion in our marketing efforts.

By working together, we can create a buzz around your business and ensure a successful market season. Thank you for helping us grow the Draper Heritage Market into a thriving community hub!

If you have questions or need assistance, please contact us at peggy@drapermerc.com or 540.230.3397

DRAPER VILLAGE HERITAGE MARKET: DOCUMENTATION OF GROSS SALES

DATE OF MARKET: _____

| PRINT NAME | | | | | | |
|------------|---------------|-------------|------------------------|------------------|----------------------|------------------|
| VENDOR | PRODUCTS SOLD | BEST SELLER | TOTAL GROSS SALES (\$) | EST. CUST. COUNT | COMMENTS OR FEEDBACK | VENDOR SIGNATURE |
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PLEASE COMPLETE THIS FORM AT THE END OF EACH MARKET TO HELP US TRACK OVERALL MARKET PERFORMANCE

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VENDOR FEEDBACK



Thank you for being a part of the Draper Heritage Market! Your feedback is invaluable to us as we continue to improve and grow. Please take a few moments to share your experience.

Vendor Information

- Name: _____
- Business Name: _____
- Email Address: _____

1. Overall Experience

How would you rate your overall experience at the Draper Heritage Market?

☐ Excellent

☐ Good

☐ Fair

☐ Poor

2. Booth Space

Was your booth location and space sufficient?

☐ Yes

☐ No

• Comments: _____

3. Market Organization

How would you rate the organization of the market?

☐ Excellent

☐ Good

☐ Fair

☐ Poor

• Comments: _____

4. Communication

Did you feel well-informed and supported leading up to and during the market?

☐ Yes

☐ No

• Comments: _____

5. Foot Traffic & Sales

How satisfied were you with the foot traffic and sales opportunities?

- ☐ Very Satisfied
- ☐ Satisfied
- ☐ Neutral
- ☐ Dissatisfied
- ☐ Very Dissatisfied

6. Vendor Support

How could we better support you as a vendor?

7. Market Features

Which features of the market were most beneficial to your business?

- ☐ Monthly Themes
- ☐ Advertising & Promotion
- ☐ Booth Placement
- ☐ Community Atmosphere

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☐ Other: _____

8. Suggestions for Improvement

Do you have any suggestions to improve the market experience?

9. Interest in Future Events

Would you like to participate in future Draper Heritage Markets?

☐ Yes

☐ No

☐ Maybe

10. Additional Comments

Please share any other feedback or thoughts:

Thank you for your time and feedback!

If you have any questions, please contact us at [email address] or [phone number].
We look forward to seeing you at future events!

PLEASE FILL OUT AND RETURN THIS FORM

Draper Village Heritage Market

VENDOR AGREEMENT & ACKNOWLEDGMENT FORM



Purpose: This form serves as an acknowledgment that the vendor has read, understood, and agrees to comply with the Draper Village Heritage Market Guidelines as outlined in the vendor information packet. By signing below, the vendor agrees to abide by all policies and procedures to ensure a successful and well-managed market.

Vendor Acknowledgment & Agreement

I, [Vendor Name_____], confirm that I have received, read, and understand the Draper Village Heritage Market Guidelines. I agree to comply with all rules and requirements outlined in the vendor information packet. I acknowledge that failure to follow these guidelines may impact my ability to participate in future markets.

I also understand that Thee Draper Village and the Draper Village Heritage Market are not liable for any loss, theft, damage, or injury related to my participation in the market. I accept full responsibility for my products, setup, and interactions with customers.

Vendor Information:

• Business Name: _____

• Vendor Name: _____

• Market Date(s) Participating - Please Circle:

APR MAY JUN JUL AUG SEP OCT NOV DEC

• Phone Number: _____

• Email Address: _____

Signature & Date:

Vendor Signature: _____ Date: _____

Market Representative Signature: _____ Date: _____

This form must be signed and submitted before participating in the Draper Village Heritage Market.