

2026

VENDOR PACKET

VIRGINIA
Draper
VILLAGE
HERITAGE
MARKET
AT
MERC
FARMS



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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,

Holly Montgomery

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.

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

2026

CALENDAR

MARKET DAY CIRCLED

APRIL

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER

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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Every first Saturday of the month April through December

2026 CALENDAR

MARKET DATES AND THEMES

April 4: Spring Awakening

May 2: In Full Bloom

June 6: Draper Days Festival

July 4: Hello, Summer!

August 1: Peaches and Preserves

September 5: Farmhouse Harvest

October 3: Merctoberfest

November 7: Gratitude Gathering

December 5: Holiday Market

Working Dog Competition



Port-o-Lets



Vendor Building

Food

Music



Livestock

Demo Tent



Goats

Sheep

Music Seating



Livestock



Outside Vendors



Spinning Wheel



Retail



Meat Vendors

Water/Snacks



Food



Food

Eating Area Seating



Staff

Sponsor Tent

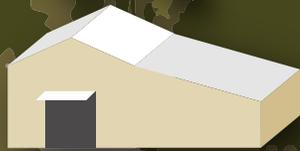
Trade Booths



Maze



Fall Activities



Parking



Parking



MAP IDEAS

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 in Spring/Summer; 8am – 8:45 in Fall
- Check-In Location Please check at the Information Booth
- Please check in at the Information Booth to confirm your booth location and receive any last-minute updates.

2. Parking & Unloading

- Unloading Area: Vendors may unload between 7am – 7:45 am (Spring /Summer) and 8am – 8:4am (Fall). Vehicles should be unloaded within 10 minutes.
- Vehicles must be moved to the designated vendor parking area before market opening to allow for guest traffic.

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 Market Opening

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 in Spring/Summer, 2pm in Fall – 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: Holly Montgomery, 540.440.1955
 - First Aid Supplies are available at the Information Booth
 - **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 Booth 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*

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.



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 Pulaski County 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.

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 Manager: 540.440.1955 (Holly)
- First Aid is at the Information Booth
- 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 holly@drapermerc.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



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.

Setup and Booth Information

Q: What time can I start setting up?

A: Vendor setup begins between 7am and 7:45am in Spring/Summer and at 8am and 8:45am in Fall. Please check in at the Information Booth 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.

Market Day Logistics

Q: Where do I park after unloading?

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

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.

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.

7. Contact Information

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

A: Visit the Information Booth. 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.

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.

How to Get Involved

If you're interested in becoming a community partner, please contact our Marketing Manager, Holly Montgomery at holly@drapermerc.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



Market Dates and Hours

April – August: Spring/Summer Hours 8AM – 1PM

September – December: Fall Hours 9AM – 2PM

The Market runs monthly on the first Saturday from April to December, 2026.

Please Circle All Dates for Attendance:

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

Vendor Setup must be completed by 7:45am for Spring/Summer and 8:45am for Fall to be ready by opening.

- Breakdown cannot begin until 1pm in Spring/Summer and 2pm in Fall.

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 has been made.
 - 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

- Please complete a Sales Tracking Form and give to Holly at the end of the day. See attached Sales Tracking Form
- 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
- Please make a donation of 5% to 10% of your day's sales.

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.

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

- 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.

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.

PLEASE FILL OUT AND RETURN THIS FORM



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

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

PLEASE FILL OUT AND RETURN THIS FORM

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: Holly@drapermerc.com | 540.440.1955

EXAMPLE SALES TRACKING FORM

Dear Draper Village Heritage Market Vendors,

The December Sales Tracking Form is a simple way for us to understand how the market is performing and how we can continue to improve. We are asking for your **total sales amount from today — not individual transactions** — so we can evaluate how our **marketing and outreach efforts** are working.

Your information will be kept **confidential** and used solely to help us grow and strengthen the Draper Village Heritage Market.

Please feel free to share any comments, suggestions, or feedback in the space below — we truly value your insight as we work together to make this market the best it can be.

Thank you for being an essential part of our community.

— Your Draper Village Heritage Market Team

Vendor Name: _____

Type of Products Sold: _____

Total Gross Sales: _____

Estimated Customer Count: _____

Comments and Suggestions:

Market Fee: *(Suggested Donation of 5%–10% of sales)*: _____

Vendor Signature _____