



Workhouse

ARTS CENTER

Community Market at the Workhouse Arts Center

The Place To BE!

LOAD IN: 8:00am. Must be fully set up by 9:00am

LOAD OUT: 1:15pm. Must be fully completed by 2:15pm

No vehicles are allowed on the Quad at any times.

Please set up your booth/table at the pre-assigned space. Workhouse Contacts will help you. Please keep all promotional material inside the 10x10 space. Your space assignment is important and marked accordingly with the requirements under Phase II.

REVIEW AND ADHERE TO FORWARD VIRGINIA FARMERS MARKET GUIDELINES THAT WILL BE IN PLACE AT THE WORKHOUSE COMMUNITY MARKET

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<https://www.governor.virginia.gov/media/governorvirginiagov/governor-of-virginia/pdf/Virginia-Forward-Phase-Two-Guidelines.pdf>

Vendor and Exhibitor Rules

The following Vendor + Exhibitor Rules have been established to ensure safe, hassle-free events at the Workhouse. It is the responsibility of each vendor or exhibitor to:

1) Review these rules and Workhouse COVID19 Protection and Preparedness Plan. 2) Provide a Certificate of Insurance (COI) to the Workhouse no later than 3 days prior to event. 3) Provide copies of existing licenses and approved permits no later than 3 days prior to event, should such apply.

PERMITS + LICENSES • It is the responsibility of clients, vendors, and exhibitors to be aware of federal, state, or local permit requirements relating to their event.

LOAD-IN + SETUP • Access to Workhouse grounds and buildings is only allowed during pre-approved times agreed upon with the Workhouse. Deliveries outside of these times will be refused unless specific arrangements have been made with the Workhouse.

- Quad: Vehicle access to the Quad – the area bounded by Workhouse Way to the west, and core Workhouse buildings to the north, east, and south - is strictly prohibited. All materials that must be loaded into this area must be hand-carried or transported by cart to their assigned location. Carts are not available on-site, vendors, performers, etc., must bring their own dollies, hand-trucks, carts, etc., and follow the hardscape paths for the majority of the distance to their assigned location. Any organizations that fail to comply with this requirement may be liable for damages to the site, may be ejected from the event without refund, or barred from future events.

- All vendors must bring their own equipment, including but not limited to trash bags, tape, scissors, etc. and must remove trash generated by their staff or clients to on-site dumpsters.

- To preserve the integrity of the historic structure and artworks, no nailing, clamping, screwing, taping, or similar actions may be used to attach items to the floor, walls, ceiling, structural supports, or other surfaces, whether indoors or outdoors.

- Securing Temporary Tents / Flags / Other Structures (e.g. inflatables, Bounce Houses) –

Appropriate methods of securing such items includes water barrels, sand bags, or concrete or metal weights. **Such items should be weighted to a minimum of 40 pounds per leg/anchor point or should meet or exceed the anchor weight specifications provided by the manufacturer, whichever is greater. Under no circumstances will stakes be used on the Workhouse campus as they may damage irrigation, drainage, or electrical systems beneath the lawn. Stakes strictly prohibited – no exceptions.**

- Gaffers tape or cable ramps must be used to secure all cords and cables, which must be secured to reduce hazards and must in all cases comply with Fire Safety Codes and best practices.

- No curtains, drapes, or decorations shall be hung as to cover exit signs or fire extinguishers. Additionally, any vendors or exhibitors utilizing décor items such as curtains, etc., must have with them at all times the Material Safety Data Sheets for such items, easily accessible for review by Workhouse staff and the Fire Marshal.

- All vendors working on site are completely responsible for their equipment. Under no circumstances will the Workhouse accept any responsibility for the storage, use, misuse, loss, damage to, or destruction of vendor property. Generally, no storage is available on-site for vendor or exhibitor equipment except within a few hours before or after a scheduled event.

- During an event, equipment, boxes, and cases may not be stored in public accessways. All approved areas for use and storage will be covered with clients, vendors, and exhibitors during pre-event walkthroughs or load-in.

BREAKDOWN + LOAD OUT • Vendors are responsible for leaving the Workhouse facility in the same condition they found it upon their arrival. This includes removing leftover food and drink, décor, rental equipment, trash, personal belongings, and performing other standard and expected cleanup.

- All trash must be taken to an appropriate dumpster on campus. No trash should be left next to the dumpsters; a fine of \$200 will be assessed if trash is not properly bagged and removed.