

## Greenway Farms Community Event Vendor Guidelines

**Date & Time:** April 18th | 2:00 PM – 4:00 PM (Rain Date April 25, 2026)

**Location:** Greenway Farms Clubhouse  
55 Meade Drive, Leesburg, VA

Thank you for your interest in participating in the Greenway Farmer's Market. This community event provides an opportunity for Greenway Farms Residents of all ages to showcase their businesses, products, and services in a welcoming and inclusive environment. You must be a Greenway Farms Resident to participate and provide proof of address on the day of the event. Below are basic guidelines. **For additional questions, please contact: [greenwayfarmsevents@yahoo.com](mailto:greenwayfarmsevents@yahoo.com).**

### Space & Availability

- There is **no vendor fee** to participate.
- **Space and tables are limited** and will be assigned on a **first-come, first-served** basis.
- Vendors may be required to adjust their setup to accommodate overall event layout and safety needs.

### Vendor Responsibilities

- Vendors are responsible for **their own tables, setup, display, staffing, breakdown, and cleanup**.
- Booths must be **attended at all times** during the event.
- **Children may not be left unattended** at vendor booths at any time.
- Vendor set up time will begin 1 hour before event time.

### Products & Safety

- All products and services must be appropriate for a general audience.
- Any **food, beverage, skincare, cosmetic, or makeup products** must include a **clearly visible ingredient list**.
- No flammable objects.

### Conduct & Compliance

- Vendors are expected to treat all attendees, organizers, and fellow vendors with **courtesy and respect**. Vendors must maintain a **respectful, inclusive, and welcoming presence** at all times.
- Political, religious, or advocacy messaging (including signage, materials, or verbal promotion) is **not permitted**.
- Event organizers reserve the right to request changes to or removal of any display, product, or activity that does not align with these guidelines.

By participating in the Greenway Farmer's Market, vendors acknowledge and agree to follow these guidelines to help ensure a safe, positive, and enjoyable experience for the entire community.