

What to Expect

A vendor guide for Sandston Market · October 3, 2026

DATE	LOCATION	MARKET HOURS	BOOTH FEE
Saturday, October 3, 2026	Event Lawn · Taylor Farm Park	10:00 AM – 3:00 PM	\$50 · due upon acceptance

About Sandston Market

Sandston Market is a free community outdoor market serving the Sandston and broader East Richmond area, including Varina, Henrico, and the East End. This is our inaugural event, held on the Event Lawn at Taylor Farm Park.

Our goal is to bring the community together around great local vendors, good food, and a shared sense of place. We are curating a thoughtful mix of vendors so that every shopper finds something they love and every vendor has a fair opportunity to connect with new customers.

Day-of Timeline

TIME	WHAT'S HAPPENING
7:30 AM	Vendor setup window opens
7:30 – 9:00 AM	Vendors arrive and set up — come anytime in this window
9:00 AM	Setup window closes
9:30 AM	All vendors must be fully set up and ready to sell
10:00 AM	Market opens to the public
10:00 AM – 3:00 PM	Market hours — vendors must remain open and staffed
3:00 PM	Market closes — breakdown begins

Your Booth Space

Each vendor is assigned a **10 × 10 ft space** on the Event Lawn. Food trucks are assigned a drive-in space near the parking entry — no vendor vehicles are permitted on the main Event Lawn.

You are responsible for bringing everything you need to set up:

- Tent or canopy (must be properly weighted for outdoor use)
- Table(s)

- Chairs or seating
- Display materials, signage, and lighting
- Bags, packaging, and receipt materials
- A way to accept payment (cash box, card reader, etc.)
- Any required permits or certificates

Uploading documents on the application? After selecting files, each attachment will be confirmed by name on screen so you can verify everything was included before submitting.

No electricity is available on the Event Lawn. Plan your setup accordingly. Generators are permitted provided they do not disrupt neighboring vendors or shoppers.

Unloading & Load-In

All unloading must happen from the parking lot. No vendor vehicles are permitted on the Event Lawn at any time. Plan to hand-carry or use a dolly/cart to move your equipment from the parking lot to your assigned space. Your booth assignment will be shared ahead of the event.

Event Layout

The Event Lawn features vendor booths arranged in a perimeter ring, with food trucks positioned near the parking entry. Inside the lawn, three zones create the atmosphere of the event:

Fall Harvest Display	North end of the lawn
Community Seating	Center of the lawn
Kid Zone	South end of lawn

Vendor Standards

- Vendors must remain open and staffed for the full duration of the market (10 AM–3 PM). Early breakdown is not permitted.
- All products sold must match what was described in your application. Any additions must be approved in writing before the event.
- Sandston Market reserves the right to limit duplicate vendor categories to ensure a well-rounded market experience.
- Vendors are responsible for maintaining a clean, professional booth and disposing of their own trash at the end of the event.
- All food vendors are solely responsible for obtaining required Virginia Department of Health permits prior to the event.
- Vendors are responsible for their own inventory, equipment, and personal property. Sandston Market is not liable for loss or damage.

Weather Policy

Sandston Market runs **rain or shine**. Come prepared for outdoor conditions — bring weights for your canopy and consider weather-appropriate display solutions. In the event of a full cancellation by market organizers, booth fees will be refunded. No refunds are issued for weather disruptions that do not result in full cancellation.

Payments & Fees

The booth fee is **\$50**, due upon acceptance. Payment instructions will be included in your acceptance notice. Fees are non-refundable once paid. Submitting an application is free and does not guarantee a space.

Accepted vendors will be notified by email about future Sandston Market events. The returning vendor fee for subsequent markets is **\$50**.

Photography & Social Media

A market photographer may be on-site throughout the event. By participating, vendors consent to being photographed or filmed for Sandston Market marketing and social media use. We'll always tag you when we can — let us know your Instagram handle if you'd like to be credited.

Key Dates

Application Deadline	August 1, 2026
Acceptance Notifications	August 5, 2026
Booth Fee Due	August 15, 2026
Vendor Setup Window	7:30 – 9:00 AM, October 3, 2026
Ready by	9:30 AM, October 3, 2026
Market Hours	10:00 AM – 3:00 PM, October 3, 2026

Questions?sandstonmarket@gmail.com**Instagram**[@SandstonMarket](https://www.instagram.com/SandstonMarket)**Website**sandstonmarket.com