

Exit 40 Farmers' Market Application Package

To apply for the 2018 Season, May 3rd to October 25th (26 weeks):

Read the Vendor Information and Policies and Procedures sections.

All vendors: Provide copies of liability insurance (food liability is optional, regular liability is required), sales tax number, and proper business and health licensing to Elizabeth Melson. You are responsible for all of this being up to date. See below for pertinent vendor fees and application.

Mail, email or deliver the completed Application Form to Farm-to-Table Solutions along with a **check payable to Farm-to-Table Solutions** for the stall fees to reserve **each 10' x 10' space** in the Exit 40 Farmers' Market for the season.

Stall Fees (must be submitted, with application, by March 1st):

- 1) Growers (produce, meats): \$210 stall fee (\$8/market)
- 2) Artisan Foods: \$180 stall fee (\$7/market)
- 3) Crafters/Artisans: \$130 stall fee (\$5/market)
- 4) Part-time vendors: \$12 per visit for growers, \$10 per visit for artisan foods, \$7 per visit for craft/artisan vendors. Please provide list of dates you anticipate attending.
- 5) Location Request Fee: \$25 (covers the time spent working vendors into "preferred spots" on site map)

Commission: 3% of before-tax sales

Contact Information:

Farm-to-Table Solutions • Elizabeth Melson • 7485 Terri Lane • Rixeyville, Virginia

540-316-1157 • elizabeth@farmtotablesolutions.com

Vendor Information

The Exit 40 Farmers Market is held at 15225 Heathcote Blvd, Haymarket, VA 20169 from 2:00 – 6:00PM on Thursdays, May 3rd through October 25th.

The market strives to be a producer-only market. Vendors grow, raise or make what they sell. Resale does not apply to most products at the Market (see Vendor Resale Guidelines below for exceptions). All products must be approved in advance by the Market Manager.

Vendors pay a fee to reserve a space for the season, and 3% of their pre-tax sales each week.

Vendors supply their own tents, tables and other equipment.

Vendors are required to hold the certifications and licenses required for their products by VDACS or the Health Department.

Vendors must apply to attend markets.

Vendors agree to attend the full season of their product. A grower who raises a single crop may apply to be a part-time or guest vendor for the time that crop is in season.

Vendors will pay commission at the end of each Market to the Market Manager.

Vendors will be provided with an envelope and a commission report slip and are required to fill out and submit with each payment.

Craft and Resale Vendors

Craft vendors will be approved on a case-by-case basis and must make their own crafts.

Resale is accepted on a case-by-case basis to determine if the product will add value to the Market. Resale includes things such as Tupperware, Pampered Chef, and other items manufactured by someone other than the vendor selling at the market.

Vendors may sell a product that the vendor has not produced as long as the product is complimentary to the vendor's featured product and the producer of the product is clearly identified.

Policies and Procedures

MARKET DATES, DAY, HOURS OF OPERATION: The Exit 40 Farmers Market (hereafter, "the Market") will be open rain or shine in 2018 from 2:00 – 6:00PM on Thursdays, May 3rd through October 25th. The only occasion of closure will be for predicted or current severe and dangerous weather. Vendors arriving late will not be permitted to set up.

LOCATION: The Market is located at The Novant Health UVA Medical Center at 15225 Heathcote Blvd, Haymarket, VA 20169.

SALES TAX: All vendors are required to have a Virginia State Sales and Use Tax Certification number. Vendors must collect these taxes at the Market.

LIABILITY INSURANCE: The Market requires vendors to be covered and to provide this insurance certificate showing the market as additionally insured.

SPACE ASSIGNMENT, SET UP AND TAKE DOWN: The Market Manager will make the assignment of spaces, approve the use of trucks, and design the business operation "mix" of all the selling spaces in order to enhance the total operation of the Market.

Vendors may begin to set up at as early as 12:00PM and set-up must be complete by 1:45PM.

You must follow all requirement of the Market each week or you will not be allowed to participate in the Market. Your space will be inspected for compliance.

Contact the Market Manager if you need to be absent or if you need assistance.

Vendors are required to stay until the Market closes.

Vendors must leave their spaces clean and remove their display and vehicle as soon as possible after the close of the Market.

DISPLAYS:

The Market Manager must approve all tents, canopies, pop-ups, umbrellas, signs and display items. Tents must be weighted at all times (see Tent Weight and Weather Policy) and vendors must respond to directions from the Market Manager.

Use of vehicles at the Market must be approved by the Market Manager based on the needs of the vendor.

Vendors must keep their display of goods strictly within the confines of space assigned by the Market Manager.

At no time shall the safety or convenience of customers or vendors be compromised by any vendor's display.

Vendors will clearly display prices of all items and post their farm name and location

VENDOR RESPONSIBILITIES

Clean-up requirements: Vendors are responsible for disposal of all trash and debris generated by their respective businesses.

Children of vendors must be properly supervised by their parent or guardian at all times.

Regulations: Vendors are responsible for all appropriate labeling, licenses, product inspections, weights, measures and pesticide rules. Accuracy of scales/weights is the responsibility of the vendor. At all times, items sold in the Market must meet requirements of all applicable health and sanitation codes, as well as local, state, and federal agricultural requirements. It is the sole responsibility of the vendor to ensure compliance. The vendor must cooperate with state inspections at the Market.

Accident/Injury: Any accident or injury must be immediately reported to the Market Manager, 911 and/or the Police Department. Anyone who participates in the Market, whether vendor, customer or otherwise, attends at his or her own risk. Vendors will operate at their own risk and assume liability from the customers.

Prohibited Activities: Music or other broadcasts from radios, stereos, etc. during market hours must be approved. Smoking is prohibited on hospital grounds, including the Market space. Hawking is prohibited.

Commissions: Commissions from market sales must be paid to the Market Manager and will be paid at the close of each market day.

Attendance: Vendors are expected to attend the Market weekly unless other arrangements are made with the Market Manager. Lack of reliability and regular attendance will result in forfeiture of space at the Market without refund (See Attendance Policy).

PROTECT – SANITIZE – LABEL

Each vendor must abide by all state and federal regulations, which govern the production, harvest, preparation, preservation, labeling or safety of products offered for sale at the Market. Vendors are liable for their own products.

Refer to "VDACS Food Safety Guide" booklet for individual product details.

Scales and thermometers must be used and kept accurate.

Ice (drainable) or other means must be used to maintain required temperature.

Produce must be displayed at least 2 feet off the ground.

Sampling must meet VDACS standards. Prepared and baked foods must be covered. Utensils must be kept sanitized and backups and hand washing available.

All products must be protected from dust, flies, rain, extreme heat and dogs.

Tent Weights and Weather Policy

In order to protect our Producers and customers from elements that may toy with our setup, the following measures are required for set up at the Exit 40 Farmers' Market.

Tents/Canopies/Umbrellas/Signs

Windblown tents, canopies and umbrellas are the number one cause of injuries and insurance claims at Farmers Markets, but nearly all of this damage can be prevented. We require that every tent, canopy, umbrella, sign used at any of our markets must be attached to an approved weight at all time from set-up to close, no matter the weather. All tents, canopies, umbrellas, signs and other forms of stall covers must be sufficiently and safely secured to the ground from the moment the stall cover is erected at the start of the Market day to the moment immediately before it is taken down at the end of the Market. Tents and canopies are considered sufficiently secured with at least 25 pounds per leg and at least 50 pounds for umbrellas. Weights for signs will vary depending on the size of the sign. The Market Manager will make the final decision on the appropriate weight for signs.

Some notes regarding weights:

Weights should be secured in a manner that does not create its own safety hazard.

Weights should not cause a tripping hazard

Weights should be tethered with lines that are clearly visible

Weights should have soft edges to avoid causing cuts and scrapes

Weights should be securely attached

Weights should be on the ground (NOT above people's heads) If tents, canopies, umbrellas or signs are NOT adequately secured, the Market Manager will not allow participation in the Market.

Examples of sufficient and safe weights include:

Filling an empty paint can with cement and tying this to each corner of the tent with a rope or bungee. It is NOT sufficient to place the can on the feet of the tent.

Filling containers with sand/cement that can be anchored or secured with a rope or bungee; these include canvas bags or plastic buckets/containers that have a handle through which a rope or bungee can be secured.

PVC pipe capped and filled with cement must be hung on the inside of canopy poles and secured to the top braces of canopy in a way that it does not collide with customers or create a hazard.

Exercise weights tied to the legs of the tent.

Examples of NOT sufficient or safe weights:

Gallon water jugs. These are not heavy enough for large gusts of wind.

Tying tents, canopies or umbrellas to tables, coolers or vehicles.

VDACS Resources & Information

The Virginia Food Laws require all home-based food operations to be under inspection. With that being said, there is a non-negotiable exemption, for certain foods and their point-of-sale. The exemption is as follows:

The legislation provides for ONLY 3 (three) categories of food products that can be processed without a state inspection:

1. Baked Goods
2. Candies
3. Jams and jellies not considered to be low-acid or acidified low-acid food products and Baked goods that do not require time or temperature control for safety after preparation.

Note: Products other than those listed are not exempt and are subject to state inspection.

The legislation places stipulations on selling these products as follows:

1. They are to be sold to an individual for his/her own consumption and not for resale (i.e. if a business wholesales the product they lose the exemption and are subject to inspection).
2. The products are sold at the private home or at a farmers market.

The legislation requires that products include the following statement on the label in order to be exempt:

“NOT FOR RESALE – PROCESSED AND PREPARED WITHOUT STATE INSPECTION”

This statement should be located on the principal display panel and be of such size as to be legible and prominently recognized. In addition, this exemption does not preclude the need for standard labeling information on the product label (name of product, name and address of the manufacturer, distributor, or packer, net weight statement, an ingredient statement and possibly nutritional information).

For additional information, please visit the VDACS website.

Please read the entire Application packet. Complete the attached application, return completed form, and **make checks payable to:**

Farm-to-Table Solutions • 7485 Terri Lane • Rixeyville, Virginia 22737

540-316-1157 • elizabeth@farmtotablesolutions.com

Application Form

Applying for: Full Season Vendor / Part-time or Guest Vendor

Business name: _____ Owner(s) name: _____

Mailing address: _____

Farm location(City/ County): _____

Phone Business: _____ Mobile: _____ Home: _____

Website / Facebook: _____

E-Mail(s): _____

Names of helpers and/or others who will be representing you at the market:

Emergency contact(s) names & phone numbers

Please list all products you will be bringing to the market:

If guest vendor, dates/months requested for attending the market

Additional Comments (including stall space requests):

Requirements for being a vendor:

Compliance with all Virginia Department of Agriculture and Consumer Services (VDACS) rules & regulations.
Virginia State Sales and Use Tax Certificate.

Weights for tents/umbrellas: 25 pounds per leg for tents, 50 pounds for umbrellas.

Compliance with all policies and procedures of Exit 40 Farmers' Market.

Liability insurance which includes Exit 40 farmers' market in the hospital parking lot as also insured.

Please notify the market manager of changes / additions to any of the information submitted on this form.

In signing this application, I also release the Market Director, Elizabeth Melson DBA Farm-to-Table Solutions, and any subcontractors of responsibility for any damage caused to me, my staff, or my property, at the Market due to negligence, etc.

Signature: _____ Date : _____