



## ABOUT THE MARKET:

The Charles City County Parks and Recreation Department oversees the operation of the market and may modify or add to these rules at any time to better serve the market's interests. The Charles City County Farmer's Market guidelines are intended to be fair and comprehensive.

Important factors in our selection process for vendors include product quality, growing practices, presentation, product uniqueness, as well as the diversity amongst vendor types to ensure a successful farmers market experience.

## TIME AND PLACE:

The Charles City County Farmer's Market operates on the 1<sup>st</sup> and 3<sup>rd</sup> Saturdays during the months of May – October. The Farmer's Market is from 9 am – 1 pm in the heart of Charles City County at 10900 Courthouse Road.

The Charles City County Farmer's Market takes place rain or shine however, the Parks and Recreation Department reserves the right to change or cancel the market due to hazardous weather or other unforeseen circumstances.

## MARKET DAY INFORMATION:

- Vendors are expected to be set up and ready to sell by 8:45 am.
- Vendors are expected to stay until the Market closes at 1 pm.
- Vendors will be required to set up their own booth areas including all tables, tents, chairs, and equipment.
- Portable public restrooms will be available on the property.
- Vendors are responsible for all trash and garbage generated by their respective businesses. The market area must be left clean and free of all produce and debris.
- If you are unable to come to the market, please inform the Parks and Recreation Department immediately.

## VENDOR TYPE DEFINITIONS:

- *Producer:* A producer is defined as a grower, employee, partner, or family member who is directly engaged in the growth and production of the produce and/or products sold.
  - Examples of producer eligible vendors are:
    - Farmers (growers) of produce.
    - Farmers (producers) of meats, cheese, other dairy products, and eggs
    - Bakers - makers of locally baked goods.
    - Gatherers of wild herbs, nuts, flowers, fruits, and mushrooms, from your owned or leased land.
    - Fishers of fresh caught fish or shellfish caught in local waterways.
- *Maker:* A maker is defined as an individual, group, employee, partner, or family member who is directly engaged in the creation and production of products sold. Maximum of six (6) dates per eligible maker. Maximum of four (4) makers at each Farmer's Market. Please note, no more than two (2) Makers and one (1) Direct Seller of the same product type will be permitted at each vendor date.
  - Examples of maker eligible vendors are:
    - Makers of specialty local, consumable products such as canned goods or prepared foods.
    - Makers of soaps and body care products.
    - Makers or arts and/or crafts items.
    - Makers of woodworking and/or jewelry
    - Makers of human and/or pet apparel.
    - Makers of made-to-order food products.

- *Direct Seller:* A direct seller is defined as a seller of products or services by an independent salesperson, independent consultant, or reseller whose products are made by another business, corporation, or entity. Maximum of four (4) dates per eligible vendor. Maximum of two (2) direct seller at each Farmer's Market. Please note, Direct sellers from the same company are not permitted on the same vendor date.
  - Examples of direct seller eligible vendors are:
    - Paparazzi
    - Mary Kay
    - Amway
    - Avon
    - Tupperware
    - Beauty Counter
    - Lularoe
    - Young Living

Vendors will be contacted after the submittal of their vendor fee per date, application, and waiver of liability/insurance information. Dates are not finalized until all documents are submitted and dates reviewed by the Parks and Recreation Department to ensure diversity amongst vendor types.

**BOOTH INFORMATION:**

Booth numbers are assigned according to vendor type and the date the application was received. We require that every tent, canopy, and umbrella used at any Charles City County Farmer's Market be always weighted down.

All tents, canopies and umbrellas must be sufficiently and safely secured 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.

This mandatory requirement will be enforced to protect our vendors and customers during times of unexpected wind gust or violent weather.

If tents, canopies, umbrellas, or signs are NOT adequately secured, we will require the vendor to take down and sell without them.

- Outdoor Booth Size: 10' x 10'
- Electricity is not provided. Individuals needing electricity will need to provide their own generator.
- Weights:
  - Minimum of 20 lbs. per leg.
  - Weights must be secured in a manner that does not create its own safety hazard.
  - Weights must not cause a tripping hazard.
  - Weights must be tethered with lines that are clearly visible.
  - Weights must have soft edges to avoid causing cuts and scrapes.
  - Weights must be securely attached.
  - Weights must be sitting on the ground and NOT suspended in the air.
  - Examples of sufficient and safe weights include:
    - Filling an empty paint can with cement and tying the can to each corner of the tent with rope or a bungee long enough for the weight to sit on the ground.
    - PVC pipe capped and filled with cement to be secured to the inside of the canopy pole if it cannot collide with customers and the base rests on the ground.
    - Filling containers, such as canvas bags, or plastic buckets/containers that have a handle through which a rope or bungee can be secured, with sand/cement to be anchored and secured with a rope or bungee long enough for the weight to sit on the ground.

## VENDOR ATTENDANCE

Vendors are expected to commit to the dates selected on their Farmer's Market Application. Any Markets missed for any reason after being signed up for will result in a \$25 Missed Market Booth fee. Vendors must let the Market staff know one week prior to (the Saturday before) the Market they will miss, otherwise they will be assessed the Missed Market Booth fee. The fee must be paid before they will be allowed to return to the Market as a vendor.

## VENDOR GUIDELINES:

The following rules are to inform the Charles City County Farmer's Market vendors about local and state laws which will help prevent food borne illnesses, protecting the Market, farmers, and consumers. Each vendor is responsible for ensuring that they abide by these standards and all state and federal laws governing food preparation and food safety.

Vendors are required to hold the certifications and licenses required for their products by the Virginia Department of Agriculture and Consumer Services (VDACS) or the Virginia Department of Health and must provide copies of required licenses, permits or certifications. Vendors must inform the market of any change in licensing status immediately.

Below is a list of helpful information. For additional information or questions regarding the information go to Virginia Department of Agriculture and Consumer Services (VDACS) at <https://www.vdacs.virginia.gov/dairy-farmers-market-vendors.shtml>.

- ✓ **Produce** - all produce must be of top quality as determined by the Charles City County Parks and Recreation Department
- ✓ **Organic** - all vendors advertising and selling organic products must submit a copy of their current Organic Certification and renew each year. Only USDA certified organic growers may display signs using the word organic.
- ✓ **Cheese and Dairy** - all dairy vendors must meet state and local health regulations, including the food seller's kitchen inspection by the VDACS health inspectors. Regulations vary based upon several factors. Cheese must be kept properly chilled on the market premises and must be pre-packaged for sale and properly labeled.
- ✓ **Meat** - all vendors selling meat and poultry must have a current meat handler's license from the Virginia Department of Agriculture. Meat sellers must meet all USDA and the Virginia Department of Agriculture and Consumer Services (VDACS) meat handling requirements and licensure. Product labels must include product name, statement of ingredients, inspection legend applied by the processor, net weight, farm name and address and a safe handling statement applied by the processor. Meat handlers may not open packages, re-label products or apply net weights.
  - \*No water or ice that encounters meat may be deposited or allowed to drain onto the market premises.
  - \*No cooked or preserved meats may be sold for immediate consumption if prepared on-site.
  - Live animals are not permitted for sale.
- ✓ **Bakers** - complete VDACS home kitchen inspection program. Items must be pre-wrapped, packaged and labeled according to the federal guidelines in 21 CFR Part 110. If you decide to sell by-the-slice it may be considered a retail food service and therefore regulated by the health department.
  - Baked goods may be either:
    - 1) individually packed in a VDH approved or Health Department approved facility; or 2) sold from a clean, covered bulk container only accessible by the vendor. To remove food from the covered, bulk container you may use: clean tongs or other utensils, single-use gloves, or single-use wax paper sheets. Baked goods should then be placed in a clean, unused bag or container and handed to the customer, or single items may be directly handed to the customer in a single use wax paper sheet.

- ✓ **Fish** - all fish must meet state and local health regulations.
- ✓ **Jams, Jellies, Pickles, Relishes and Preserves** - complete VADACS home kitchen inspection program and follow VDACA rules for jams, jellies and preserves to be produced in a home kitchen. High acid or acidified foods (pickles, relishes, tomato products, etc.) may be sold if the seller has passed the FDA certification course. A copy of the certification must be on file with the market manager. No “low-acid” canned foods such as green beans, corn, peas, carrots, or tomatoes, etc., may be sold.
- ✓ **Prepared Foods** - all prepared food items (including meat, fish, and cheese) must meet state and local health regulations, including the inspection of the prepared food seller’s commercial kitchen by VDACS health inspectors and labeling in compliance with the regulations. Vendors must have a current copy of their inspection form on file with the Market manager.
- ✓ **Fresh Prepared Foods (i.e. salsas, pesto’s, dips, chutneys, sauces)** - must be packaged in individual containers and kept appropriately chilled at Market. Container labeling must make it clear these fresh foods should be promptly refrigerated and have a limited shelf life. Labeling must list ingredients, farm name and phone number and net weight.
  - Refrigerated products must be produced in a non-home based inspected commercial facility.
  - Frozen prepared foods must be prepared in an inspected commercial kitchen.
  - Labeling Guidelines - individually packed, prepared foods set out for self-service require a label on the package.
    - 1) A label must be affixed to the package bearing the common or usual name of the product, including the weight in ounces, pounds or fluid ounces, a list of ingredients in descending order of predominance, name, and complete address of the person responsible for the product.
    - 2) Baked goods sold in bulk and handed out directly to customers should have ingredient placards posted for customers to see. It is important for the ingredient list to be complete to inform consumers who have allergies.
    - Samples - vendors may not offer customers samples of their products due to COVID-19 protocols.
    - Signs on all produce and products being sold. Vendors must display attractive easy to read signs with the business name and location. Vendors must display prices for all items. Vendors are encouraged to have business cards with their contact information at their booth.

## SALES TAX

State Law requires Market vendors to register with the Virginia Department of Taxation for a Virginia State Sales and Use Tax Certification, must collect and report sales taxes. This responsibility rests with each vendor and documentation must be accessible at the market. Information and applications can be obtained from the Virginia Department of Taxation, PO Box 1114, Richmond, VA 23218-1115. For forms, customer service or questions call 804.367.8037 or visit their website at [www.tax.virginia.gov](http://www.tax.virginia.gov).

## WAIVER OF LIABILITY / INSURANCE

Anyone who participates in the Market, whether vendor, customer, or otherwise, does so at his or her own risk. Vendors must submit one of the following at the time of application:

1. Insurance Certificate for a commercial general liability policy of at least one (1) million dollars that lists the Charles City County Farmers Market as an additional insured.
2. A liability waiver and release of Charles City County from any and all damages, losses claims, costs, or other liabilities in connection therewith with the Farmer’s Market.

To apply to become a vendor go to: <https://tinyurl.com/CCC-FM-App>

# 2021 Charles City County Farmers Market Application

For more information or photograph submission e-mail: [mwbradby@co.charles-city.va.us](mailto:mwbradby@co.charles-city.va.us)

Business/Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ E-mail or Alternate Number: \_\_\_\_\_

Representative Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Business Website/Social Media: \_\_\_\_\_

Vendor Type:  Producer  Maker  Direct Seller      Non-profit:  Yes  No

Vendor Description: \_\_\_\_\_

**Please indicate vendor availability:**

May 1     May 15     June 5     June 19     July 3     July 17  
 August 7     August 21     September 4     September 18     October 2     October 16

**Please indicate PREFERRED vendor dates:**

May 1     May 15     June 5     June 19     July 3     July 17  
 August 7     August 21     September 4     September 18     October 2     October 16

**Waiver of Participation:** In consideration hereof, I hereby, for myself, my spouse, my children, my heirs, successors and assigns, now and forever, release, indemnify, save, defend, and hold harmless the County of Charles City, its department, officials, employees, instructors, volunteers and representatives from and against any all claims, including claims that result from or relate to an illness caused by Covid-19 or any related virus for personal injuries, death, fees, liabilities, losses and costs resulting from or arising out of my or my child's participation in any activity sponsored, co-sponsored or run by the County of Charles City, regardless of the number of times attended. **Medical Consent:** By participating, I give permission for any and all medical attention to be administered in the event of an accident or emergency. **Consent to use Photographs:** I also agree to allow photographic images of myself and/of my child(ren) to be taken by the Parks and Recreation Department for promotional purposes. **Acknowledgement of Rules:** Signing this form acknowledges that the participant agrees to abide by all Farmers Market rules, and adhere to common safe practices. **Refund Policy:** I understand refund request for Activities, Camps, Farmers Market, Sports and Programs must be submitted by the end of the first week of practice, activity, camp or the program. Checks will be issued to the person listed as the payer on the original receipt. Allow four (4) to six (6) weeks for processing. Check will be mailed to the address listed above. **Return Check Policy:** If a check is returned to the county as a result of non-sufficient funds a \$35 returned check fee will be assessed. **Transportation Waiver:** I authorize my child to utilize Charles City County Public School bus transportation and/or transportation by the Parks and Recreation Department.

I acknowledge that I have signed the document under my own free will. In addition, I acknowledge I have read and understood the rules and guidelines.

NAME (print): \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Submission Check List:  Photographs  Vendor Fee(s)  Waiver/Insurance Certificate