



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 Farmers and Artisans 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 Market experience.

TIME AND PLACE:

The Charles City County Market operates on the 3rd Saturdays during the months of May – August. The Market is from 9 am – 12 pm in the heart of Charles City County at 10900 Courthouse Road.

The 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 by 8:45 am and are expected to stay until the Market closes at 12 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 ATTENDANCE:

Vendors are expected to attend on the dates selected on their Market Application and once the dates are confirmed by the Parks and Recreation Department. Vendor fees are forfeited for all vendors who are unable to attend and who fail to provide notification at least 48 hours prior to their Market date. Vendors who provide notification 48-hour prior may request a refund or may choose a different Market date if available for their vendor type.

VENDOR BOOTH FEE:

Market booth fees are \$15 per vendor date. Discounts are provided for vendors who register by March 31, 2022. Additional discounts are provided for all producers. In the event of cancellation, refunds are not issued to vendors who have received a discount.

Market booth fees can be paid online, in person or by mail.

MARKET WEBSITE:

To view vendor information or to pay booth fee online go to: www.co.charles-city.va.us/371/Farmers-Market

BOOTH INFORMATION:

Booth numbers are assigned prior to a vendor's attendance. Vendor information and booth numbers are sent out via e-mail the week prior to the Market. We require that every tent, canopy, and umbrella used at any Charles City County 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 MAY 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 must:
 - Be secured in a manner that does not create its own safety hazard;
 - Not cause a tripping hazard; be tethered with lines that are clearly visible;
 - Have soft edges to avoid causing cuts and scrapes;
 - Be securely attached;
 - 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
 - PVC pipe capped and filled with cement
 - Filling containers, such as canvas bags, with sand/cement to be anchored and secured

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.

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 Market as an additional insured **OR**
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 Market.

VENDOR TYPE DEFINITIONS:

Vendors will be contacted via e-mail after the submittal of (1) their vendor fee per date, (2) application, (3) waiver of liability/insurance information and (4) photographs. Dates are not finalized until all documents are submitted and dates reviewed by the Parks and Recreation Department to ensure diversity amongst vendor types.

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.

- 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 of 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. Please note, Direct sellers from the same company are not permitted on the same vendor date. Please note: booth fees are first come, first paid.

- Examples of direct seller vendors are:
 - Paparazzi, Mary Kay, Amway, Avon, Tupperware, Beauty Counter, Lularoe, Young Living

Informational: An organization whose sole intent is to provide information to individuals who attend the Market. Organizations are ONLY permitted to provide information and are not selling any goods or items.

VENDOR GUIDELINES:

The following rules are to inform the Charles City County 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 VDACS 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.

2022 Charles City County Market Application

Return this page only to: mwbradby@co.charles-city.va.us or Charles City Parks & Recreation, PO Box 128, Charles City, VA 23030

Vendor Type: Producer Maker Direct Seller Informational

Please indicate PREFERRED vendor dates: May 21 June 18 July 16 August 20

Business/Organization Name: _____

Representative Name: _____ **Contact Number:** _____

Address: _____ **City:** _____

State: _____ **Zip:** _____ **E-mail:** _____

Business Website: _____

Social Media Handle: _____ Etsy Facebook Instagram

Please indicate ALL items to be sold: Other: _____

Apparel/Clothing Baked Goods Beauty Items CBD Items Cups/Mugs Eggs/Meats Fruits/Vegetables
 Home Décor Jelly/Jam/Preserves Jewelry Resin Based Items Self-Defense Items Wood Based Items

Description for Famers' Market Website: _____

Photographs are required for participation in the Market. Vendor photographs and the description will be utilized on the Market website. Photograph submission to Marla Bradby at: mwbradby@co.charles-city.va.us

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 Market rules and adhere to common safe practices. **Refund Policy:** I understand refund request for Activities, Camps, 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:** _____

WAIVER SIGNATURE: _____

SUBMISSION CHECK LIST: Photographs Vendor Fee Waiver Signature Insurance Certificate (not required but recommended)