



Smithfield Farmers Market 2020 Vendor Application \$75.00 registration fee

Business/Farm Name: _____

Business/Farm Owner(s): _____ Date established: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Business/Farm Location: _____

City: _____ State: _____ Zip: _____

Business Phone(s): _____ Cell: _____ Alt: _____

Email Address: _____

Website: _____ Facebook: _____

Business Type: Produce Food Vendor Crafter Other _____

2019 Vendor (Avg. Sales: \$_____)

New Vendor

If you are a **Crafter**, are you willing to participate as space allows along with being placed on a space-available list for all other markets? Yes No
 Yes No

Electricity: No Necessary Preferred

Explain: _____

Preferred Space (if applicable): _____

Description of Products: _____

Do you grow, raise or produce 100% of your product throughout the entire market participation period?
 Yes No

Business/Farm Distance from Market: _____ Miles _____ Hours/Minutes

Your Staff & Contact Information:

| Name | Phone: | Email: |
|-------|--------|--------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |



Smithfield Farmers Market 2020 Vendor Application

2020 Regular Season Saturday Market Dates

Located behind BSV Bank, 115 Main St, Smithfield, VA 23430

April 04th – December 19th

9:00 am – 12:00 pm

Holiday Markets - *9:00am – 12:30pm

Please Markets you plan to attend:

| | | | | |
|---|--|--|---|--|
| <input type="checkbox"/> Mar 14* Saint Patrick's Mkt | <input type="checkbox"/> April 04 Official Mkt Open | <input type="checkbox"/> May 02 | <input type="checkbox"/> June 06 | <input type="checkbox"/> July 04 Independence Day Mkt |
| | <input type="checkbox"/> April 11* Easter Market | <input type="checkbox"/> May 09 Mother's Day Mkt | <input type="checkbox"/> June 13 | <input type="checkbox"/> July 11 |
| | <input type="checkbox"/> April 18 | <input type="checkbox"/> May 16 (Farm Produce Vendors Only) | <input type="checkbox"/> June 20 Father's Day Mkt & 1 st Day of Summer | <input type="checkbox"/> July 18 |
| | <input type="checkbox"/> April 25 | <input type="checkbox"/> May 23 Memorial Day Mkt | <input type="checkbox"/> June 27 | <input type="checkbox"/> July 25 |
| | | <input type="checkbox"/> May 30 | | |
| | | | | |
| <input type="checkbox"/> Aug 01 | <input type="checkbox"/> Sept 05 | <input type="checkbox"/> Oct 03 | <input type="checkbox"/> Nov 07 | Dec 05* Christmas Food & Craft |
| <input type="checkbox"/> Aug 08 | <input type="checkbox"/> Sept 12 Grandparents' Day Mkt | <input type="checkbox"/> Oct 10 | <input type="checkbox"/> Nov 14* Thanksgiving Market | Dec 19* Christmas Food & Craft Mkt Closing Day |
| <input type="checkbox"/> Aug 15 | <input type="checkbox"/> Sept 19 | <input type="checkbox"/> Oct 17 | | |
| <input type="checkbox"/> Aug 22 | <input type="checkbox"/> Sept 26 (Farm Produce Vendors Only) | <input type="checkbox"/> Oct 24 | | |
| <input type="checkbox"/> Aug 29 | | <input type="checkbox"/> Oct 31* Halloween Trick or Treat Mkt | | |



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READ AND SIGN THE AGREEMENT AND RELEASE OF THIS APPLICATION AND RETURN IT ALONG WITH PAGES 1, 2 & 3. YOUR SIGNATURE ON PAGE 3 IS REQUIRED FOR THE APPLICATION TO BE CONSIDERED COMPLETE. KEEP PAGES 4-7 FOR YOU INFORMATION.

Please be sure you have included the following:

- Health Certifications
- Completed Application
- Application Fee (\$75)

By signing below, I certify that I have read and do agree to abide by the rules and regulations of the Smithfield Farmers Market as outlined on pages 7-9 of this document. Further, I also agree to hold the Market Manager, Smithfield Farmers Market Management, Isle of Wight – Smithfield Tourism, Town of Smithfield, County of Isle of Wight or Virginia Cooperative Extension, Old Point National Bank, and Bank of Southside Virginia (BSV) harmless from all liability or responsibility whatsoever for personal injury, property damage or wrongful death however caused, including, but not limited to, the negligence of the above referenced parties, whether passive or active, that results from my activities at the Smithfield Farmers Market.

Signature _____

Date _____

Make Checks Payable to:
ISLE OF WIGHT COUNTY

Mail to:

Smithfield Farmers Market
319 Main Street
Smithfield, VA 23430

Contact information:

Teresa Frantz, Market Manager
Email: tfrantz@isleofwightus.net
Telephone: (757) 759-4118
Fax: 757-365-4360

www.smithfieldfarmersmarket.org

Smithfield Farmers Market Facebook Page



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MARKET REGULATIONS AND INFORMATION (FOR VENDORS REFERENCE)

*Welcome to the 18th season of the
Smithfield Farmers Market!*

MARKET OBJECTIVES:

- To provide a venue for area growers/producers to sell their products directly to the public
- To provide consumers with a variety of fresh regional products
- To create an attractive atmosphere promoting Agri-tourism and trade with local merchants

MARKET DATES AND SITE:

The Smithfield Farmers Market will be open on Saturdays, rain or shine, as long as, the safety of the vendors and customers is not at risk. Market operating hours are 9 a.m. until noon, unless otherwise specified.

Location: The market operates in an open, paved parking lot behind the Bank of Southside Virginia, 115 Main Street, Smithfield. There are no non-paved areas and VERY limited electricity.

Garbage: Garbage must be removed from the site and not placed in any market trash bin, town trash bin or nearby private trash bin.

Tents and Supplies: All vendors must furnish their own umbrellas or shade tents, tables, chairs, ice, scales, and anything else required to sell their products. **All tents must have weights** attached to all four corners for use in windy conditions.

Rental tents are available through **Skip Sharpley at S & B Tent Rentals: (757) 448-7327**. The tent will be set up and taken down for you for \$20; tables are \$5.00. You must contact Skip by 5 p.m. the Friday before the market to place your order.

Signage: To promote a professional and consistent look to the market, each vendor is required to have a hanging sign (no smaller than 11"x17") to identify his/her business.

FEES:

Vendor Registration: Fee for vendors is \$75.00. The registration fee accompanying the application is non-refundable and is needed to secure your space. No application will be processed without the fee.

Market fees: Vendors will remit either 5% of their gross daily sales or \$5.00 (**whichever amount is greater**) along with a sales report form provided by the market manager by the end close of business the Thursday following the market. Failure to make timely payments can result in being removed as a market vendor.

Checks/payments should be made payable to Isle of Wight County and should be given directly to the Market Manager or brought/mailed to the Tourism office at 319 Main Street.

MARKET OPENING, CLOSING AND ATTENDANCE:

Vendors must be in attendance when scheduled, **set up by 8:30 a.m.**, ready to sell by 9 a.m., and available for business until closing of market. Leaving early is prohibited. Continued no-shows will result in the vendor being removed from the market list.

Vehicles: No vehicles may be operated on the market lot after 8:30 a.m. Make sure you are unloaded, and your vehicle removed by that time. When vehicles are temporarily parked in the market aisles for unloading before the market begins, all unloading must be done in **15 minutes or less**. Unload your car and then park in a parking lot before setting up your tent and displays!

Early sales: As this is an open-air market, shoppers will be wandering in from about 8:30 a.m. on. Vendors are encouraged to be set up and ready to sell in case early shoppers arrive.

Attendance: A vendor is expected to attend all markets s/he has indicated on the application. If unable to attend a market, s/he is expected to inform the Market manager no later than **9 a.m. on the Thursday** before the market. (In case of an emergency, please notify the manager as soon as possible.) Exceptions will be made for emergencies and adverse weather conditions that will affect a vendor's product. If the vendor does not fulfill his/her contractual obligation, the market manager reserves the right to remove the vendor from the remainder of the market season.

Emails: The market manager prefers to communicate market news through regular emails. All vendors are **HIGHLY ENCOURAGED** to have an email account. If they do not have one, it will still be their responsibility to stay abreast of any market news and to check each week's list of vendors before the deadlines. A list of vendors will be emailed no later than Monday before each market. If the vendor does not receive emails, it is their responsibility to contact the market manager by the 9 a.m. Thursday deadline each week to ensure that they are accurately listed for each market.

The Following are Prohibited During Market Hours:

(Vendors should notify the market manager of any unauthorized contact/solicitation during the market)

- Selling during a lightning storm
- **Generators (without approval of market manager)**
- Damage to the asphalt
- Selling of any items bought from a wholesaler, auction or retailer, or processed outside a 100-mile radius without permission of the Market
- Processed foods not in compliance with Virginia Department of Agriculture regulations or Health Dept.
- The slaughtering of any animals on site
- Cooking within the market area without prior approval by the Market Manager
- Distribution of political campaign (or religious) materials without approval of Market Manager
- Smoking within the parameters of the market

SPACE ASSIGNMENTS:

Each vendor space is approximately 10' X 10.' The market manager will map out the vendor spaces before each market. Those vendors who participated in the market last season will be given preference in space assignments. However, no vendor's space assignment is guaranteed from week to week, so vendors are expected to be flexible and cooperative, especially when larger markets are held. During the specialty markets, vendor's locations on the map may be different from the rest of the season. Those vendors who only come occasionally may find that their spaces move around on the map, depending on availability.

Full-season vendors whose sales averaged at least \$600 per market the previous season are eligible for a double space at no additional cost.

ELIGIBILITY:

Participation is open to regional growers/producers within a 100-mile radius of Smithfield. The market is a producer/processor - only market. **There is no reselling of items bought from a wholesaler, produce auction, or retailer.**

Note: Exceptions may be made at the discretion of the market for those selling items available only in areas outside the 100-mile radius. Vendors are required to prominently post the origin/location of each/any product(s) if they come from outside a 100-mile radius.

The Market Manager has the right to request documentation of any product in question from the vendor and inspect items prior to, or on the day of sale to confirm their eligibility. The Market Manager may also conduct random farm visits and visits to produce auctions.

Processed or Value-added

The market assumes that the items offered for sale will be distinctly different from their raw ingredients. Items may expressly **NOT** be purchased and re-packaged to be sold at the market. The market manager has the authority to make allowances for products processed outside the 100-mile radius if necessary.

INSPECTIONS FOR EDIBLE ITEMS PRODUCED BY VENDORS:

Examples include dried fruits or vegetables, baked goods, pasta, granola, jam/jelly, cider, vinegar, relishes, milk and milk products, cheese, and honey (must be from local hives). All processed foods must be certified by the Virginia Department of Agriculture. Any vendor selling processed pickles, salsa, canned fruits and vegetables, baked goods or any other prepared food item must have their kitchen inspected and approved by the **VA Department of Agriculture inspector, (757-357-3416)**.

ELIGIBILITY FOR THE 2020 SEASON:

The determination for spaces for the 2020 season will be based on 2019 sales. Those with lower sales percentages may not be invited to participate in the 2020 season. Prior participation does not guarantee space in this year's season.

REQUIREMENTS:

All vendors must complete an application, sign a hold harmless agreement, and read and sign the rules and regulations before being allowed to sell any product.

Many items are subject to USDA, Virginia Department of Agriculture and Consumer Services and/or Health Department regulations. It is the sole responsibility of the producer to understand & abide by these regulations. Vendors must contact these agencies for inspection and approval.

Vendors are liable for their own products and responsible for adhering to the Department of Agriculture's policies & procedures when dealing with prepared foods, selling prepared foods or offering samples at the Smithfield Farmers Market. A copy of all required licenses **MUST** be filed with the vendor's application if applicable. Please provide a copy of current inspection report from the Virginia Department of Agriculture.

Collection of Virginia sales tax and compliance with the Virginia Department of Taxation is the responsibility of the vendor. See <http://www.tax.virginia.gov/site.cfm?alias=SalesUseTax> or call (804) 367-8037.

Market management, the Town of Smithfield, the County of Isle of Wight, and/or the Bank of Southside Virginia (BSV) will not be held liable for the products offered by vendors. Product liability insurance is the sole responsibility of the vendor.

The Market Manager reserves the right to, with reasonable notification, visit and inspect the vendor's growing area or processing facility, and request documentation of the products in question.

Please note: Produce and food vendors have priority for participation in the entire season. Most crafters will only be able to participate in markets as space allows; however, some returning crafters may be able to participate the entire season, based upon their 2019 sales figures. Although vendors can choose what markets they would like to participate in, the market may not be able to honor all requests. Those vendors who want to participate in a lot of our markets will have priority over those vendors that just want to participate in a few markets.

Crafters may be put on a space-available list for full markets. Emails will be sent out to notify vendors when these spaces are available. We prefer to always have a full market, so we will try to fill any available spaces with crafters when these spaces are available.



Spaces are not guaranteed to returning vendors. Returning food vendors with average sales of less than \$100 **may** not be available to participate in 2020. Returning craft & baked goods vendors with average sales less than \$160 are not eligible to participate in 2020. All applicants will be notified by email whether or not they are accepted. **Application fees are refunded to non-accepted vendors.**

NEW VENDORS: We require samples and/or photos and website addresses (if possible) of your products. A committee will be examining your application to decide if we can offer you a space in the market, so be as specific as possible in your description. New vendors will be accepted on the basis of what they are selling, market needs, and space availability. All prospective vendors will be notified within two weeks of the start of the market season whether they will be offered a space, along with what dates they will be able to participate at the market. Spaces will be filled first with produce and food vendors, then filled out with crafters. If we receive your application and registration fee and make a decision that we cannot offer you space, we will return your registration fee to you.

**Isle of Wight Health Dept
757-289-3080**

Call this number with questions about all food products sold at retail, including but not limited to processed, canned fruits and vegetables; pickled products; vinegar products; meat and poultry; fish and seafood; and baked goods.

CONTACTS

| | |
|--|---|
| Western Tidewater Health District, <u>Jennifer Burch</u> | (757) 279-3080 |
| Dairy & Foods | (804) 786-8899 |
| Meat & Poultry | (804) 786-4569 |
| Organic Certification | http://www.vdacs.virginia.gov/vagrown/organic.shtml |
| VA Tech Food Process Institute | (540) 231-8697 |
| Weights & Measures | (757) 859-6590 |
| General Information | http://www.vdacs.virginia.gov/vagrown/frmsmkt-resources.shtml |
| Town of Smithfield Treasurer's Office | (757) 365-4200 |

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ISLE OF WIGHT COUNTY

Mail to:

Smithfield Farmers Market
319 Main Street
Smithfield, VA 23430

Contact information:

Teresa Frantz, Market Manager
Email: tfrantz@isleofwightus.net
Telephone: (757) 357-2214
Fax: 757-365-4360

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