



2016 Christiansburg Farmers' Market Regulations

The mission of the Christiansburg Farmers' Market is to provide convenient access to fresh, agricultural-based foods and products to the Christiansburg community and surrounding area and provide a direct sales outlet for local farmers and agricultural product producers. The Christiansburg Farmers' Market aims to foster community engagement through programs and events that promote healthy eating, nutritional education and sustainability while contributing to a vibrant downtown by serving as a community gathering place.

Thank you for your interest in becoming a vendor at the Christiansburg Farmers' Market.

If you have any questions or concerns, please contact:

Sarah Belcher, Market Manager at market@christiansburg.org or call (540) 382-6128 ext 1199.

FARMERS' MARKET ELIGIBILITY – Participation is open to regional Virginia growers, harvesters, bakers and makers of prepared food (hereafter, “the vendors”). The Market strives to be a producers-only market. Vendors must participate in production of the product they sell and all products must be locally produced. Locally produced is defined by a 100-mile radius of the intersection of W. Main Street and Hickok Street in Christiansburg, VA, though sale of agricultural products outside the 100-mile radius may be permitted as determined by the Christiansburg Farmers' Market Committee. Determination of eligibility is made by the Market Manager.

MARKET DATES, DAY, HOURS OF OPERATIONS – The Christiansburg Farmers' Market (hereafter, “the Market”) will be open, rain or shine, on **Thursdays**, May through October from 3:00 p.m. to 7:00 p.m., though the Farmers' Market hours may be adjusted as deemed appropriate by the Farmers' Market Committee. Additionally, the Christiansburg Farmers' Market may operate on additional Holiday Market and Winter Market hours as may be determined by the Christiansburg Farmers' Market Committee.

LOCATION – The Market is located on Hickok Street between W. Main Street and Commerce Street in Christiansburg, Virginia.

MARKET MANAGEMENT – The Market Manager or a representative for the Market Manager will be present at the Market during operation. If questions or problems arise on Market Day, they will be resolved by the Market Manager, or at the Manager's discretion, referred to the Christiansburg Farmers' Market Committee.

APPLICATION REQUIREMENTS AND AGREEMENTS, CERTIFICATIONS, PERMITS AND FEES

Farms/Farmers shall provide the following information along with their application and fees:

1. Farm address and directions to the farm.
2. A copy of crop and product plans for the upcoming growing season and a farm map with layout of crops (with acreage and crop volume indicated on the map). Map may be hand drawn.
3. Proof of insurance

4. Copies of certifications/permits (if applicable)
5. A copy of land lease and/or partnership agreements (if applicable): If the property farmed is leased or in a partnership, the applicant must submit the information listed above as well as land use agreements.

Please remember that application to the Market doesn't guarantee acceptance into the Market. All applicants will be notified of the status of their application in a timely manner.

Property and facility visits/inspections - On-site visits are a chance for the vendor to highlight the skills and techniques that are the foundation of their business. The Market Manager or Market Representative(s) may inspect any of the Market's vendors' farms and kitchens, to verify compliance with the producer-only and food safety inspections rules. All visits will be scheduled by the Market Manager and/or Market Representative(s) and the vendor, during normal business hours. Failure to permit an on-site inspection may result in suspension from the Market.

Town Business License – All vendors at the Christiansburg Farmers' Market are exempt from Town Business License requirements for their approved activity strictly at the Farmers' Market; however this does not exempt vendors' activities at any other location from Town Business License requirements.

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 and it is the responsibility of the vendor to submit Virginia State Sales Taxes. Vendors are subject to report their sales tax on any market day at the discretion of the Market Manager or Market Committee.

Liability Insurance – The Market requires vendors to be covered by insurance at a minimum of \$1,000,000 and to provide a copy of this insurance certificate with their application. The Market Manager can provide you with contact information if you need help securing insurance.

Certificates – When applicable, attach the appropriate state / USDA inspection certificates.

1. Organic growers must present a Certificate of Organic Production from the USDA Organic Farm Certification. Only vendors with proper certification are allowed to advertise as organic or use the term "organic". Non-certified vendors shall not use the term "organic" in any description of their products, though they may refer to their products as naturally grown, etc.
2. For cheese and other dairy products, meats the producer must supply documentation of compliance with local VDACS ordinances and inspections.
3. For fish and seafood, the fisher/waterman must submit proof of a commercial fishing license.

Fees and Reporting – Fees collected are for promotion and operation of the Market. Vendor sales reporting is required for individual vendors for Farmers' Market planning purposes. All fees shall be paid to the Town of Christiansburg and collected through the Farmers' Market Manager.

1. \$25.00 per space will be charged for **new** regular season applicants for the new season. This fee is to be paid upon acceptance. All vendors are required to complete the application yearly; however, the application fee will be waived for returning vendors.
2. Vendors shall pay a flat fee of \$40.00 per space per month or \$180.00 per space per year for each vendor space. The space fee is due prior to assignment of the vendor space by the Market Manager.

3. Weekly drop-in fee shall be \$15.00 per space per day. Weekly drop-ins are allowed only at the discretion of the Market Manager based on availability.
4. Vendors will submit a report for each Market's sales on the form provided. The form shall be due at the close of the farmers' market on a weekly basis.

Market and "Hold Harmless" Agreement – This agreement means that the vendor verifies that all information is accurate and will hold the Market Manager, Volunteers, Farmers' Market Committee, and the Town of Christiansburg harmless concerning product liability or other factors that relate specifically to the vendor's business practice.

Compliance

Anyone may report a suspected violation to the Farmers' Market Manager though such report shall be on forms approved by the Farmers' Market Committee. Violations noted by the Market Manager shall also be documented on forms approved by the Farmers' Market Committee. The Market Manager will enforce all policies and procedures in the Market and report any violations to the Farmers' Market Committee. The Farmers' Market Committee will review violations of these Market Policies and Procedures. Any vendor found not in compliance will be given a written notice and shall be expected to comply immediately. Vendors in violation of Farmers' Market rules or regulations may be subject to exclusion from further participation in the Market. Vendors found to be in violation of the producers-only rule without a letter of exception approved by the Farmer's Market Committee will be permanently removed from the Market.

SPACE ASSIGNMENT, SET UP AND TAKE DOWN

The Market Manager, under the direction of the Market Committee, 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 starting one hour before the opening of the Farmers' Market and are required to be completed by 15 minutes prior to the opening of the market.
- Contact the Market Manger by phone at the contact information listed below, if you need to be absent, if you are running late or if you need assistance. To the best of their ability, all vendors shall strive to contact the Market Manager at least 24 hours prior to Farmers' Market opening if they are scheduled but do not plan to attend the Farmers' Market.
- The Farmer's Market operates regular season hours as indicating above though the Farmers' Market may operate Holiday Market or Winter Market hours.
- Vendors are required to stay until Market closes.
- Vendors are required to stop selling at the close of the farmers' market and must leave their spaces clean and remove their display and truck within one hour of the close of the farmers' market.
- No subleasing of space will be allowed.

VENDOR SPACE AND SIGNAGE; DISPLAYS

Vendor space:

- The Market Manager must approve all tents, canopies, pop-ups, umbrellas, signs and display items. In case of severe weather, adequate anchors / weights must be in place on all tents, canopies, pop-ups, and umbrellas, and any lose items that could be blown around. Vendors must respond to

directions from the Market Manager. Tent, canopy or pop-up legs shall be anchored with a minimum of 24 pounds anchoring for each leg and umbrellas, signs, or other pylon type displays shall be anchored by a minimum of 50 pounds.

- 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 spaces assigned by the Market Manager. Vendors may not block the entrances to stores or sidewalks. Vendors must maintain a minimum four foot clear access to all displays.
- At no time shall the safety or convenience of customers or vendors be compromised by any vendor's display.

Vendor signage:

- Vendors shall clearly post their farm name and location at their market site.
- Vendors shall clearly display prices of all items including if the items are sold by the piece or pound.
- Vendors shall post the original farm name and address for any items not produced entirely on the vendor farm.
- Posting of current licenses, certifications, and inspections is highly recommended but at a minimum, vendors shall have copies available at the Farmers' Market site.

VENDOR RESPONSIBILITIES

Attendance: Vendors must commit to the entire market season (listed under Hours of Operation above) and participate on a regular basis (a minimum of 80% of Market days). Produce availability may limit the beginning and ending dates; therefore a schedule will be developed prior to the start of the market season to document the vendor commitment to the Market. Guest vendors will be invited to participate in individual markets based on the discretion of the Market Manager. Winter and Holiday markets are extra and are not required attendance, but vendors must schedule their participation in Winter and Holiday markets with the Market Manager.

Cleanup Requirements: Vendors are responsible for disposal of all trash and debris generated by their respective businesses. On-site disposal is not permitted, and disposal in Town street trash receptacles is not allowed.

Token Program: Every vendor that participates in the Christiansburg Farmers' Market must participate in the token program. The token program revolves around creating market currency in the form of tokens. Tokens represent cash, credit cards, and SNAP. Vendors may also accept credit cards and checks. Tokens are redeemed to the Market Manager for cash or check. If \$20 or less of tokens are submitted to Market Manager, vendor will receive cash the same day. If more than \$20 of tokens are submitted to the Market Manager, vendor will receive a check issued by the Town of Christiansburg at the next week's Market.

Health Codes, Scales and Additional Regulations: Vendors are responsible for all appropriate labeling, licenses, product inspections, weights, measures and pesticide rules, regulations and laws (local, state, and federal). 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 Christiansburg 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: The use or possession of alcoholic beverages is not allowed, with the exception of approved wineries, who must abide by the rules of their ABC off-site permit. Music or other broadcasts from radios, stereos, etc. must be kept within the limits of the Christiansburg Noise Ordinance. Smoking, dipping or chewing tobacco and use of snuff is prohibited. Hawking is prohibited. Live animals are prohibited. Sale of non-agricultural products is prohibited. All illegal activities are prohibited.

Reports & Fees: Failure to accurately report sales on time is grounds for termination from the Market. Sales must be reported by the Monday following each market by noon.

Violations: Failure of vendors to abide by these regulations may result in the suspension or prohibition of offending vendor's participation in the Farmers' Market. Violations of these regulations by shoppers may result in temporary or permanent prohibition of the shopper in the designated Farmers' Market area.

Grievances: In the event of a dispute regarding any aspect of the Market, the Market Manager shall make an appropriate decision. Any failure to abide by the Market Manager's decision may be sufficient grounds for excluding the vendor from the Market. A vendor may file an appeal from the Market Manager's decision, in writing, to the Christiansburg Farmers' Market Committee or to any Grievance Committee as may be established by the Christiansburg Farmers' Market Committee or Christiansburg Town Council. Any appeal must be filed within ten (10) days of a decision. Upon receipt of an appeal, the matter will be reviewed expeditiously. The Grievance Committee will take no more than forty-five (45) days from receipt of the appeal to make its decision. During this time, the vendor must adhere to the original decision of the Market Manager with no right to restitution for any losses.

Suggestions / Comments: Vendors with suggestions or comments are encouraged to submit written, signed statements to the Market Manager or vendor representative.

Contact: Market Manager – Sarah Belcher, 100 E. Main Street, Christiansburg, VA 24073,
e-mail: market@christiansburg.org or phone: (540) 382-6128 x 1199