



2024 Chincoteague Island Farmers & Artisans Market

Greetings,

Thank you for your interest in the 2024 Chincoteague Island Farmers & Artisans Market. The application to become a 2024 vendor is attached.

Please carefully read this letter and complete the application in its entirety. Failure to complete the application in its entirety may result in your application being delayed and potentially rejected. Finally, please sign the letter with your name & business name.

This is an application and does not guarantee your acceptance as a vendor for the 2024 Chincoteague Island Farmers and Artisans Market. Based on high demand, CCA reserves the right to select vendors that best suit the needs of the market.

Thank you,
Chincoteague Cultural Alliance

Applicant's Name

Applicant's Signature & Date Signed

Applicant's Business Name

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2024 Chincoteague Island Farmers & Artisans Market Fact Sheet

Where & When

- **Outdoors** on the Alex Hubb Field at Chincoteague Cultural Alliance, **6309 Church Street, Chincoteague**
- **9 AM-1 PM, Saturdays** from May 11 to October 28 & **Wednesdays** from June 12 to September 25 (except Pony Penning Week when the Market will be on **Tuesday, July 23**).
- Market is **RAIN OR SHINE**. However, extreme weather could cause the event to be cancelled by Market Staff, in which case vendor site fees can be refunded or other arrangements made.
- **Site sizes and set-up times:** 10'x10' Infield Sites set up at 7-7:30 AM; 10' x up to 28' Perimeter Field Sites set up at 7:30-8:30 AM

Vendor Eligibility

- Farm vendors are required to sell products they grow, raise, catch, or make with ingredients/materials from their farm. They may sell products from other sources, but at least 50% must be direct from their farm.
- Art and crafts may be made from manufactured materials provided that a substantial part of their value is from work of the vendor or vendor's family/staff.
- Vendors may also sell antiques, collectibles and used household or business goods.
- Sales representatives for products or services not vendor created or finished, such as direct sales and purchased wholesale goods, are not permitted.

CCA Responsibilities

- CCA will have a Market Manager on site at all times.
- CCA will provide a portable restroom and free parking for vendors in a designated area.
- CCA will utilize a variety of print, social media and local signage to promote the Market.

Vendor Responsibilities

- Vendors are NOT required to have a Chincoteague business license.
- Virginia state law requires vendors to collect Retail Sales and Use Tax. For information visit: www.tax.virginia.gov/retail-sales-and-use-tax.
- Vendors are required to keep all inventory and equipment within your assigned 10' x 10' site.
- Vendors handle their own sales transactions.
- We strongly suggest that you either label your items with contact info (e.g. email, phone #, social media) or give business cards so customers can reach you.

- **NEW THIS YEAR:** You are required to visibly display the prices of your products. Individual pricing is not required.
- Canopies and tents must be well anchored with weights for safety.
- Banners should be mounted on front or rear of booth only. Side mounting restricts ventilation and visibility.
- Clean up before you clear out. You are responsible for taking your "leftovers" with you.
- We recommend no sales before 9 AM.
- NO CLOSING UP before scheduled closing times unless closing is announced by the Market Manager (e.g. for a NOAA-declared weather emergency).
- If a family emergency or circumstance requires you to leave early, notify the Markets Manager BEFORE packing up.
- Be prepared to protect your products from weather.
- CCA Market area is a smoke-free environment. Smoking, including vaping, is permitted only in the parking lot.
- Be considerate of other vendors and customers who indicate that they have allergies or sensitivities to fragrances, fumes, etc. coming from your site.
- Generators can be used if they are in good working order, low decibel and approved by management.
- No vendor pets onsite except certified service dogs. Emotional Support Animals require a letter from a medical professional on their letterhead stating the animal is important to your psychological well being.
- No animals, tobacco, alcohol, firearms, or any illegal product or service can be sold.
- Market vendors are expected to behave in a professional and civil manner to customers, other vendors and CCA volunteers. Unprofessional behavior, such as public arguments, harassment, physical violence, bullying or targeted aggression, will not be tolerated or condoned. Violations of this policy can result in being banned from the markets.
- CCA reserves the right to evict any vendor for any rules violations.

Site Assignments

- Vendors who register for all 42 Market days may be assigned regular sites, however the Vendor Crew Chiefs have the right to change a site if necessary on any given Market date. All other vendors are assigned sites upon arrival by the Market Crew Chief.

Continued on Side 2



REGISTRATION & PAYMENT

- Preregistration is required for all Markets.
- Payment is by check or money order payable to CCA, or by credit card. **Cash is not accepted.**
- This form can be: 1) mailed to CCA, 6309 Church Street, Chincoteague, VA 23336, 2) left in the vendor drop box on the front porch of CCA, 3) dropped off at the CCA Information Booth on market days.
- Once your application is received, an invoice will be sent to you for payment.
- For credit card payment, use Credit Card Authorization Form in the CCA Markets Application package.
- Payment must be received no later than seven days before an event; that is, payment is due by Sat. for the following Sat. and by Wed. for the following Wed. Late payments incur an additional \$10 fee, and vendors will not be able to register for additional market dates until the late fee is paid.
- Registration payments are non-refundable. Remember, **MARKETS ARE RAIN OR SHINE.** Credit is only issued when the Markets Manager cancels the event prior to opening. No date swaps are permitted.
- A vendor unable to show up on a date you've registered for must call or text 757-990-2321 by 9 pm the night before. A \$50 penalty will be billed after a second no-show/no-call.
- Discounts are available. See Market Payment Form.

Important Responsibilities for All Food Vendors

- You must meet all applicable local, state and federal agricultural requirements plus health and sanitation codes.
- Virginia regulations are firm. If you are a vendor from another state, you must adhere to Virginia's laws for labeling.
- Market Managers reserve the right to tell food vendors to properly label each product or remove them from display.
- See the Cooperative Extension "Going to Market" publication included with the CCA Market Vendor Packet for state guidelines and product labeling instructions.
- Scales, weights and measures must be accurate and in compliance.
- The Market is subject to inspection by USDA and County Health Department. Be ready.
- All food samples must be individually wrapped.
- No ice dumping.

Vendors offering prepared foods or beverages from truck, trailer, cart or canopy must obtain:

- Annual license from Accomack County Health Department
- Chincoteague Meals Tax Permit

Questions about selling food? Contact Accomack County Health Dept. at 757-787-5880.

Please refer all questions and concerns to: marketsmgr@gmail.com or 757-990-2321

Be sure to send/deliver a copy of this to CCA with your 2024 Application.

I have read, understand and will abide by all of the policies, requirements and responsibilities as stated in the 2024 Chincoteague Cultural Alliance Markets Fact Sheet, including the Hold Harmless Agreement below.

I, _____ (print please) as individual or owner of business (name) _____
 _____ agree that the Chincoteague Cultural Alliance and its respective officers, volunteers, agents, and consultants are not liable for any bodily injury, death, theft, or damage to either the buyer or seller, or their property, arising out of or pertaining to preparation for, or participation in the CCA Markets whether such injury, theft or damage occurred prior, during, or after the Market. The above named (person/business) further agrees to indemnify, defend and hold harmless the Chincoteague Cultural Alliance and its respective officers, volunteers, agents and consultants for and against any claims which include bodily injury, death, theft, or damage, including attorney fees. I understand that it is recommended that I carry my own general liability and product liability insurance. Liability insurance is not provided by this event sponsor. Participation in the CCA Markets by the above named (person/business) without adequate or proper insurance is at the person/business' own risk. I have attached a certificate of insurance to this application if applicable.

Signature: _____ **Date:** _____

PLEASE NOTE: INCOMPLETE OR UNSIGNED FORMS WILL NOT BE PROCESSED.



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I, _____ (print please) as individual or owner of business (name) _____ agree that the Chincoteague Cultural Alliance and its respective officers, volunteers, agents, and consultants are not liable for any bodily injury, death, theft, or damage to either the buyer or seller, or their property, arising out of or pertaining to preparation for, or participation in the CCA Markets whether such injury, theft or damage occurred prior, during, or after the Market. The above named (person/business) further agrees to indemnify, defend and hold harmless the Chincoteague Cultural Alliance and its respective officers, volunteers, agents and consultants for and against any claims which include bodily injury, death, theft, or damage, including attorney fees. I understand that it is recommended that I carry my own general liability and product liability insurance. Liability insurance is not provided by this event sponsor. Participation in the CCA Markets by the above named (person/business) without adequate or proper insurance is at the person/business' own risk. I have attached a certificate of insurance to this application if applicable.

Signature: _____ Date: _____

PLEASE NOTE: INCOMPLETE OR UNSIGNED FORMS WILL NOT BE PROCESSED.



2024 FARMERS & ARTISANS MARKET APPLICATION FORM

To be a vendor at the CCA Market:

- 1) Complete this **master application form** once this year.
- 2) Complete the **payment form** for the date(s) of your choice.
- 3) Mail or deliver your forms and an invoice will be sent to you via email or mail.

PLEASE PRINT CLEARLY

Name _____ Business Name _____

Address _____ City _____ State _____ Zip _____

Website _____ Phone _____ E-Mail _____

Check which is the best way to contact you: Phone call Text Email

Who will be staffing your Market site? Name _____ Phone _____

Name _____ Phone _____

WHAT WILL YOU BE SELLING? CHECK ALL THAT APPLY

Please include sample photos/images of your vendor-made products

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> Produce | <input type="checkbox"/> Skincare, soaps, etc. | <input type="checkbox"/> Carved birds/boats, etc. | <input type="checkbox"/> Seasonal items |
| <input type="checkbox"/> Seafood | <input type="checkbox"/> Fabric items | <input type="checkbox"/> Metalwork | <input type="checkbox"/> Non-profit org. display |
| <input type="checkbox"/> Meat/eggs/dairy | <input type="checkbox"/> Clothing | <input type="checkbox"/> Woodwork | |
| <input type="checkbox"/> Honey/jam/pickles/etc. | <input type="checkbox"/> Pottery | <input type="checkbox"/> Jewelry | |
| <input type="checkbox"/> Baked goods/candy/snacks | <input type="checkbox"/> Paintings/prints/2-D art | <input type="checkbox"/> Sculpture/3-D art | |
| <input type="checkbox"/> Plants | <input type="checkbox"/> Photos | <input type="checkbox"/> Other (describe) _____ | |

OTHER INFORMATION NEEDED

1. Placement of vendors is determined based upon product sensitivity and vendor physical health needs. Do you have any special needs that would be important to your location on the field? Yes No

If yes, please describe your needs _____

2. What type of vehicle will you bring? _____

Will you also have a trailer? Yes No

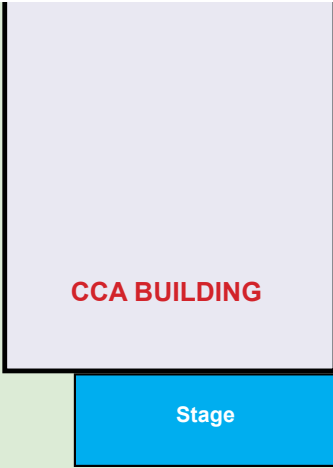
3. Perimeter Sites are assigned in order of vendor registration, and may not always be available on all of the days you request. On these days, if you do not accept an Infield or Front Yard site, you may not be able to be a vendor.

If Perimeter is unavailable on particular Market days, will you accept a site on the Infield? Yes No

If Infield is unavailable, will you take a site in the Front Yard of the CCA building? Yes No

SEE PAGE 7 for a map of the Market showing Perimeter, Infield and Front Yard sites.

**Chincotague Island
FARMERS & ARTISANS
MARKET
6309 Church St.**



10' x up to 28' PERIMETER SITES - Vehicle or trailer remains on site

10' x up to 28' PERIMETER SITES - Vehicle or trailer remains on site

10' x 10' INFIELD SITES - Drive in to drop off tent and merchandise, then **move vehicle to parking area**

10' x 10' INTERIOR SITES - Drive in to drop off tent and merchandise, then **move vehicle to parking area**

Parking

SCHOOL ST

CHURCH ST

2024 Chincoteague Island Farmers & Artisans Market Payment Form



Include Markets Application Form if this is your first Market event in 2024

After initial application, this page is all you need to register and pay for more market dates.

SITE TYPES AVAILABLE ... ALL ARE OUTDOORS

Infield site (10'x10') does not allow parking at your tent/canopy. You may drive in to drop off tent/merchandise. Arrival **MUST** be no later than 7:30 AM.

Perimeter field site (10' x up to 28') includes space for your vehicle plus tent/canopy.

| Prices | Infield | Perimeter |
|-------------------------------|---------|-----------|
| 1 Date | \$45 | \$50 |
| 2-13 Dates | \$25 | \$30 |
| 14 or More Dates | \$15 | \$20 |
| Season (All 42 Market Dates)* | \$630 | \$840 |

NOTE: Vendors who register for the Season can be assigned regular sites however, the Market Crew Chiefs have the right to change a site if necessary on any given Market date.

Circle each date you want to attend the Market

| MAY | JUNE | | JULY | | | AUG | | SEPT | | OCT | NOV |
|---------------|---------------|---------------|---------------|---------------|---------------|---------------|-----|---------------|-----|--|-----|
| SAT | WED | SAT | WED | SAT | WED | SAT | WED | SAT | SAT | SAT | |
| 11 | | 1 | 3 | 6 | | 3 | 4 | 7 | 5 | 30 | |
| 18 | | 8 | 10 | 13 | 7 | 10 | 11 | 14 | 12 | HOLIDAY MARKET Thanksgiving Weekend | |
| 25 | 12 | 15 | 17 | 20 | 14 | 17 | 18 | 21 | 19 | | |
| | 19 | 22 | TUES 23 | 27 | 21 | 24 | 25 | 28 | 26 | | |
| | 26 | 29 | 31 | | 28 | 31 | | | | | |

Name please print _____ Phone _____ E-Mail _____

Which is the best way to contact you? Please check one Phone call Text Email

Enclosed is my payment for:

Infield Site: 1 Date—Circle date above.....\$45..... = \$ _____
 does not include 2 to 13 Dates—Circle dates above.....\$25 each x # _____ of dates = \$ _____
 room for vehicle 14 or more Dates—Circle dates above.....\$15 each x # _____ of dates = \$ _____
 Season—all 42 Market Dates.....\$ 630

INFIELD SITES \$ _____ TOTAL

Perimeter Field Site: 1 Date—Circle date above.....\$50..... = \$ _____
 includes room 2 to 13 Dates—Circle dates above.....\$30 each x # _____ of dates = \$ _____
 for vehicle 14 or more Dates—Circle dates above.....\$20 each x # _____ of dates = \$ _____
 Season—all 42 Market Dates.....\$ 840

PERIMETER SITES \$ _____ TOTAL

LATE FEE: Payment must be received no later than 7 days before an event or you must pay a \$10 late fee; that is, payment is due by Sat. for the following Sat. and by Wed. for the following Wed. Allow at least four business days for mail delivery. **Because my payment is late I am adding the late fee..... \$ 10**
\$ _____ GRAND TOTAL

NOTE: Vendors who register for 30 Market days or more are invited to participate in a 3-installment payment plan. If you would like to do that, check here and we will contact you: Yes

- **Cash is not accepted for payment.**
- **For payment by check or money order,** submit your application along with this payment form and an invoice will be sent to you. Return the invoice with your payment.
- **For credit or debit card payment,** submit your application, this payment form, and the CCA credit card authorization form and an invoice will be sent to you for your approval before your card is charged.
- **Payments are NOT refundable. THIS IS A RAIN OR SHINE EVENT.** Swapping dates is not permitted. Credits will be issued only when CCA cancels an event, not early closing.
- **Delivery options:** 1) Vendor drop box on front porch of CCA, 6309 Church Street, 2) bring to CCA Information Booth during a Market event, or 3) Mail to: CCA, 6309 Church Street, Chincoteague, VA 23336.
- This form is an extension of your master application form and all signed agreements. **Keep a copy** for your records.



2024 Markets One-Time Credit Card Authorization Form

Please sign and complete this form to authorize the Chincoteague Cultural Alliance (CCA) to make a one-time charge to your credit card listed below. Each credit card transaction requires a new Credit Card Authorization Form completed by you.

Return this Form with your Chincoteague Island Farmers & Artisans Market Payment Form

Total registration fees.....\$ _____

AMOUNT FOR CREDIT CARD AUTHORIZATION.....TOTAL \$ _____

Payment Authorization:

I _____, **please print name** authorize the Chincoteague Cultural Alliance to charge my credit card account for a one-time payment of \$ _____.

Phone _____ Email _____

| |
|--|
| <p>Account Type: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> AMEX</p> <p>Cardholder Name: _____</p> <p>Account Number: _____</p> <p>Expiration Date: _____ CVV Code*: _____</p> <p>Billing Address Zip Code: _____</p> <p><i>*CVV Code is the 3-digit number on back of Visa, MC and Discover or 4-digit number on AMEX</i></p> |
|--|

Signature _____ **Date** _____

I authorize the Chincoteague Cultural Alliance to charge the credit card indicated in this authorization form according to the terms agreed to above only. I certify that I am an authorized user of the credit card and that I will not dispute it with my credit card company, so long as the transaction corresponds to the terms indicated in this form.

PLEASE NOTE: INCOMPLETE OR UNSIGNED FORMS WILL NOT BE PROCESSED.

Questions? Contact CCA Markets Manager by phone or text at 757-990-2321 or email at marketsmgr@gmail.com



FOOD SERVICE VENDORS

Those who prepare food on site at a Farmer's Market

Food Service Vendors, except those offering for sale primarily packaged food products or samples of such products not subject to Virginia Department of Health (VDH) inspection, must obtain a VDH food establishment permit. The local health department issues these permits and inspects food service vendors. Vendors who do not hold a food establishment or mobile food establishment permit need to apply to the local health department for a temporary food establishment permit and submit the applicable fee at least 10 days prior to operation.

Food Service Vendors must have:

- 1) An on-site warewashing set up that includes three basins: one each for washing, rinsing, and sanitizing. The appropriate strength of sanitizing solution should be used and confirmed with the appropriate sanitizer test strips. Wares should be cleaned and sanitized after use with raw animal foods and before use with ready-to-eat foods, including raw fruits and vegetables, or if they have been contaminated.
- 2) An on-site handwashing station is also required. Hands must be washed frequently including before beginning food preparation or putting on gloves; and after eating, drinking, smoking, using the restroom, handling raw animal foods, or whenever the hands may have been contaminated. Avoid bare-hand contact with ready-to-eat foods by using gloves, tongs, deli paper, etc. Don't work if you are sick.
- 3) Overhead protection for vendor operation is required (tent, canopy, awning, table umbrella, permanent structure, etc.). Food preparation must occur on smooth cleanable surfaces such as tables. Slicing must be done on cutting boards. Use wrapping or other effective barriers to protect from customer handling. Stored food should be in a clean, dry location, at least 6 inches off the ground.

TCS foods ** must be kept hot, at 135°F or higher, or cold, at 41°F or lower. Use a calibrated metal stem thermometer to ensure you are meeting the required temperatures. Ice should be drained frequently at an approved dump site.

**Time and Temperature Controlled for Safety (TCS) Foods: Please see important note in bottom right of previous page.

VDH, VDACS & VCE CONTACTS FOR MORE INFORMATION

| Your local agency contact | Name | Address | Phone number | e-mail |
|--|------------|---------|--------------|------------------------------------|
| Virginia Cooperative Extension | | | | |
| Virginia Department of Health Inspector | | | | |
| Virginia Department of Agriculture and Consumer Services Inspector | Kim Barnes | | 757-363-3840 | kimberly.barnes@vdacs.virginia.gov |

Virginia Tech Food Innovations Program*:
Food Product Testing Services

Farmers' Market Resources:
Virginia Growin':

www.vdacs.virginia.gov/vagrowin/firmsmkt-farmvend.shtml

Website:
<http://ext.vt.edu/food-health/food-innovations.html>

*please fill out the "Ask a Question" or "Request an evaluation form" for the quickest response!

GOING TO MARKET



A Guide to Selling Raw, Processed and Prepared Food Products from Your Home, at Farmers' Markets, Stores & Roadside Stands

Do I need to get inspected? By whom?

On the following pages Farm Market & Food Service Vendors will find the answers to these questions, which vary depending on the type of food product and preparation process used. The contact information for permitting and/or inspection requirements is on the back page.

By: Renee Boyer, Associate Professor, Extension Specialist & Joell Eifert, Director of Food Innovations Center, Food Science & Technology Department, Virginia Tech

*Acknowledgements go to Cathryn Kloetzli, Former Horticulture Extension agent & Rachel Wallace, Summer Intern 2012 for originally creating this publication

2018

Virginia Tech

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ANR-46NP (FST-273NP)

