2016 CHINCOTEAGUE ISLAND FARMERS MARKET VENDOR APPLICATION

- The Market will operate on Saturdays from April 9 to October 15 and Wednesdays from May 25 to September 7.
- Market hours are 9 AM to 1 PM.
- Vendors may pre-register for individual markets based upon availability. When registered, you are expected to be there.
- Market site of 12' x 12' tent space or a 10' x 18' truck space is $14 per day.
- Oversized site (2x above) is $28 per day.
- Payments are due one month in advance. Vendors can not set up unless prepaid
- Longer-term pre-payment is encouraged.
- Payments must be made by check or money order payable to CCA (no cash payments). Payments are non-refundable..

Vendor Information:

Name _____Business Name _____

Mailing Address _____

Physical Address _____

Business Phone _____ Cell _____ Home _____

E-Mail _____ Website _____

Business Type: ___Family Owned ___Sole Proprietor ___Partnership ___Corporation ___Other

Sales Tax Number _____ Do You Accept Credit Cards? ___ Yes___ No

Best contact # in case of market closure due to severe weather? _____

What food related licenses and certifications do you hold (if applicable)?

_____

_____

The Market Manager is available to refer vendors to the appropriate local, state, or other governing bodies who will advise on regulations, certifications, and other guidelines that apply to specific products (such as eggs, meats, dairy, home-processed food items, etc)

Please provide a description of your farm/business as you wish it to be listed for promotional materials and social media:

_____

Who will be staffing your Market site? Name_____ Phone_____

Circle each product category you will offer. Notate as desired to clarify.

Produce	Seafood	Handmade Crafts
Meat/Eggs	Dairy	Vendor made Skincare, Soaps, etc.
Baked Goods	Plants, garden items	Prepared Foods
Value Added Products—Jellies, Pickles, Nuts etc.		

Please note: "You can't sell from an empty wagon!" (Old Amish phrase)
CIFM consistently should look appealing, even eye catching. Vendors are requested to maintain a full capacity of inventory.

PLEASE KEEP A COPY OF THIS DOCUMENT FOR YOUR RECORDS

The Chincoteague Island Farmers Market is sponsored by
Chincoteague Cultural Alliance

Alex Hubb, Market Manager
717-495-7155

Chincoteague Island FARMERS MARKET 2016 Policies & Procedures

ELIGIBILITY, COSTS AND LICENSES

- Chincoteague Island Farmers Market (hereafter "the Market") is a local vendor-produced only market. Vendors grow, raise, catch or make what they sell. Value-added products are permitted for sale if approved by the Market Manager in advance, **but must be no more than 50% of total goods**. (See page 4 for definitions of allowable products.)
- Vendors may be the actual producing individual, an immediate family member, staff or employee of the producing individual's farm/facility (which is owned or leased by the vendor).
- Vendors apply to participate, sign a 2016 application agreement and adhere to the Market policies.
- A 12' x 12' tent space or a 10' x 18' truck space is one Market Site for which the vendor contribution is $14 per day.
- For oversized sites (2x above), vendors contribute $28 per day.
- Contributions must be paid in advance for each calendar month. For example, if a vendor chooses 5 dates in May 2016, payment is due on the first day of the previous month (April 1) for every date chosen in May. Paying ahead several months is appreciated.
- Free Day: Pay for and attend 11 Market Days and your 12th Day is free.
- Chincoteague Cultural Alliance is a 501c3 non profit. Contributions help reduce ongoing operating costs for promoting the Market and maintaining the Market property, including advertising on radio, print and Internet, rental of a portable restroom, and other occurred expenses of ownership.
- Vendors are required to hold the certifications and licenses required for their products and provide copies to Market Managers. Farm participants must obtain a license with the Town of Chincoteague, which is free of charge. Vendors who will be serving food, beverages, or samples at the Market must obtain a Temporary Event Permit from the Accomack Co. Health Department.
- The Market reserves the right to refuse Market participation to any new applicant if the producer-vendor is proposing to sell products already in abundant supply at The Market. The applicant will be put on a waiting list for possible openings in the future

MARKET LOCATION, DATES AND HOURS OF OPERATIONS

- The Market is located at 6309 Church Street, Chincoteague Island.
- The Market will be open in 2016 on Saturdays from April 9 through October 15 and on Wednesdays from May 25 through September 7.
- Market hours are 9:00 AM to 1:00 PM.
- The week of Pony Penning, the Market is held on Tuesday July 26 instead of Wednesday July 27.
- On the Second Saturday of the month from April through October, the Farmers Market is part of the Artful Flea at the same location. The Flea closes at 2 PM and all vendors are welcome to stay until closing.
- Vendors may begin to set up one hour prior to Market opening time and set-up must be completed 15 minutes before market opening time.
- Vendors are required to stay until Market closing time. Early take-down is disruptive, dangerous and unprofessional.
- Vendors must leave their spaces clean and remove their displays and trucks no longer than one hour after Market closing.

ATTENDANCE

- Vendors are requested to participate every week that the Market is scheduled to be open unless you have limited crop/limited season produce.
- The Farmers Market Crew Chief will have a Vendor List for each Market day based on your registrations. This is essential for the daily planning of vendor placements. Weather conditions can impact placements.
- Real illnesses, emergencies and vehicle problems happen. We expect a courtesy call just as you would if we closed the Market unexpectedly. Please call 717-495-7155.
- Four excused absences are permitted per season. No refunds.
- Vendors' planned absences must be reported to Market manager with monthly pre-payment. Otherwise, vendors must notify the Market Manager 24 hours in advance if they are unable to attend the Market for any reason. In the event of an emergency, notify the Market Manager as soon as possible. Two no-call, no-shows prompt review of vendor's participation.
- **The Market is a rain or shine event**. In case of a NOAA declared weather emergency or locally severe weather, the Market reserves the authority to close. The Market Manager or representative of CCA will contact all scheduled vendors by 6:00 AM in the event of a full closure. WCTG 96.5 radio will also be notified of closures. We must have vendor's current emergency phone number on file too make this effective

VENDOR SPACES AND DISPLAYS

- Vendor spaces are either a 12' X 12' tent space or a 10' X 18' truck space.
- Vendors supply their own tents, tables and other equipment.
- Generators need to be 70 db or lower to be used and approved by management
- All tents, canopies, pop-ups, umbrellas, signs and display items must be sufficiently and safely secured to the ground and/or weighted down from the start of the Market day.
- Vendors must keep their display of goods within the confines of spaces assigned by the Market Manager. Vendors may not display any food products on the ground.

- Vendors selling produce/garden grown items are required to display signs on their products indicating if they are: Grown on my farm, Grown on Delmarva or Not locally grown.
- At no time shall the safety or convenience of customers or vendors be compromised by any vendor's display.
- Vendors will clearly display prices of all items
- Vendors will clearly post their farm/ facility/ business name and location.
- Signs must be posted before sales begin.
- Honest and accurate labeling and representation is required of all vendors.
- Vendors must have all licenses and certifications posted and visible on site.
- Vendors are responsible for disposal of all trash and debris generated by their respective businesses, and must take it away with them.
- Vendors must provide trash receptacles at their site for trash generated by samples they offer customers.
- Ice may not be emptied anywhere on the property or in the street.

OTHER VENDOR 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.
- Liability Insurance – The Market strongly recommends vendors to carry premises and product liability insurance specifically endorsed to cover their Market operations with policy limits not less than 500,000.00 dollars, and to provide proof of this insurance with the application. Preference will be given to applicants with this insurance.
- Regulations - Vendors are responsible for all appropriate labeling, licenses, product inspections, weights, measures and pesticide rules. 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. Accomack County and the State of Virginia will make inspections of the Market.

MARKET MANAGEMENT

- The Market is sponsored by the Chincoteague Cultural Alliance (CCA), a 501(c)3 non-profit organization, which has legal responsibility and authority over Market operations.
- The Market is coordinated by a committee, which includes the Market Managers and other volunteers.
- A Market Manager will be present during operation of the Market. The Crew Chief will make the assignment of spaces, approve the location of secondary vendor vehicles and trailers, and design the business operation "mix" of all the selling spaces in order to enhance the total operation of the Market.
- The Market Manager or Market representative may arrange to visit any of its vendors' farms, kitchens and workshops during normal business hours to verify compliance with the vendor-produced only and food safety inspections rules. Failure to permit an on-site inspection may result in a suspension from The Market.

ADVERTISING

- CCA is committed to the success of the Market and will advertise as effectively as possible within the budget.
- CCA is responsible for the creation, selection and purchasing of all advertisements for the Market. This includes both paid and non-paid advertisements in print publications as well as electronic media.
- Market vendors may, at their own expense, advertise their products and presence at the Market. However, such advertising must be specific to the Market vendor and his/her products, not the Market at-large. The Market encourages the use of social media or web.
- Budget priced radio ads: CCA will contract on your behalf for 24 radio spot ads, Wednesday through Saturday during "Flea week" on CTG96.5. This package deal will cost you far less than if you did the contracting. Please ask Manager for details.

PROHIBITED ACTIVITIES

- Consumption of alcoholic beverages
- Music or other broadcasts from radios, stereos, etc.
- Smoking
- Live animals present with vendors
- Firearms

COMPLIANCE

The Market Manager will enforce all policies and procedures at the Market. Any vendor found not in compliance will be given a written notice and may be subject to exclusion from further participation in the Market.

CCA reserves the right to evict anyone, cancel future paid reservations or restrict future event registration for any rules violations. "No shows" are also considered a rules violation.

GRIEVANCE POLICY

- In the event of customer dissatisfaction with a particular vendor or some aspect of market operations, the dispute must be resolved to the satisfaction of the Customer, Vendor and Market Manager in a timely manner.
- It is the position of the Market to not confront vendors within the marketplace to discuss violations of our rules and regulations. Conflict does little to provide vendors and shoppers with a welcoming environment. However, if the infraction itself endangers

the public, or the vendor is disruptive, then the Market management will address situations on site. Otherwise, Market management will address concerns after the Market closes.

- All violations of the Market rules, as well as customer complaints, will be reported by the Market Manager to Chincoteague Cultural Alliance Board, which has final authority in resolving all issues.
- Failure by a vendor to comply with the Market rules or comply with the Market Manager's resolution of a complaint can result in the removal of the vendor from Market participation with no refunds.
- The procedure regarding violations of the Market rules is as follows:
  - First violation: Vendor receives written notification of violation and must cease action cited in violation.
  - Second violation: If vendor is found committing the same violation or any other violation, vendor can stay for that Market day but will lose the right to sell the following 2 weeks.
  - Third violation: If vendor is found committing the same violation or any other violation, vendor can stay for that Market day but loses the right to sell for the rest of the Market season.

MISCELLANEOUS MARKET POLICIES

- Any accident or injury must be immediately reported to the Market Manager or 911.
- Small children brought to the Market by vendors and shoppers must be kept under the supervision of a designated adult.
- Market patrons may bring pets as long as they adhere to a few simple rules:
  a) Pets must be kept on a 6' or shorter leash; b) Pets are to be by the owner's side and under control at all times;
  c) Pets must be kept away from produce and other food products; d) Pets must be children and other dog friendly;
  e) The owner must clean up pet waste immediately.

ALLOWABLE PRODUCTS

- As the Market is a vendor-produced only market, vendors are required to bring only products they grow, raise, make or catch. Vendors at all times must have 50% of their entire booth products produced, grown etc direct from their farm! Signage must be posted for all produce origin. Vendors are allowed to bring other products but it is highly encouraged they are local or value added products. Local = within 100 miles of Chincoteague Island.
- Vendors shall submit with their application at the beginning of the season a Product Plan indicating the crops and products they plan to sell at the Market covering the whole season. We want to have a diverse and full market.
- Products allowed include:
  1. Vegetables, fruits, herbs, flowers, plants and eggs, which were grown or raised by the farmer/grower.
  2. Fresh baked goods from scratch (not store-bought mixes).
  3. Cheeses or other value-added products from milk, which are made in accordance with health codes and use vendor-produced or locally-sourced milk.
  4. Meats from livestock or poultry raised by the vendor that have been processed according to health and agricultural regulations.
  5. Fish and shellfish raised or caught by the vendor in compliance with health and fishery regulations.
  6. Value-added products freshly made from scratch by the vendor, such as jams, honey, syrups, sauces, salsas, canned vegetables and fruits, juices, etc. Processing must comply with health codes.
  7. Handmade soaps, candles and cosmetics.
  8. Coffee, teas and herbs for which the vendor has participated in at least 50% of their creation (roasting, blending, etc.) if the ingredients are not grown by the vendor.
  9. Art and artisanal crafts and products that are made in the home. The product may be made from manufactured materials provided that a substantial part of its value is from the crafting of the vendor or the vendor's family.
  10. Other items with Market Manager's approval.

AGREEMENT

This is a 5 page application. I have read, understand and will abide by the policies and agreements as stated in this 5 page application.

Signature of applicant: _____Please Print Name: _____ Date: _____

2016 CCA Chincoteague Island Farmers Market Hold Harmless Agreement

I, _____ (print please) as individual or owner of business (name) _____
agree that the Chincoteague Cultural Alliance and the Chincoteague Island Farmers Market and their 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 Chincoteague Island Farmers Market whether such injury, theft or damage occurred prior, during, or after the Chincoteague Island Farmers Market. The above named (person, business) further agrees to indemnify, defend and hold harmless the Chincoteague Cultural Alliance and the Chincoteague Island Farmers Market and their 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 Chincoteague Island Farmers Market by the above named (person, business) without adequate or proper insurance is at the person/business's own risk. I have attached a certificate of insurance to this application if applicable.

Signature of applicant _____ Date_____

Chincoteague Island Farmers Market Registration and Payment Form

Please complete and submit this form with each payment

- 2016 Vendor Contribution = $14 per day for a 12' X 12' tent space or a 10' X 18' truck space.
- For oversized sites (2x above), vendors contribute $28 per day.
- **Pay for and appear at any 11 dates, the 12th is free!**
- **Pay for 41 market days and earn 3 free days plus $14 credit for Holly Day Market fee.**
- Manager will notify you when a "free day credit" can be deducted from your next payment.
- Vendors pay by the calendar month, one month in advance. See payment dates below.
- Last minute decision to attend? Please don't just appear. Call 717-495-7155 for arrangements.
- HOLLY DAY MARKET on Saturday, November 26, requires a separate application and a $35 contribution. Free day credit of $14 can be applied to HDM.

NOTE: After initial registration, this page is all you need to sign up and pay for additional events. Print, complete and submit with payment.

I am registering and paying for (circle all dates that apply):

APRIL

Sat
9 (SSAF)
16
23
30

$14/day ***Total: $____***
Payment Due Mar 1

MAY

Sat	Weds
7	
14 (SSAF)	
21	25
28	

$14/day ***Total: $____***
Payment Due April 1

JUNE

Sat	Weds
	1
4	8
11 (SSAF)	15
18	22
25	29

$14/day ***Total: $____***
Payment Due: May 1

JULY

Sat	Weds
2	6
9 (SSAF)	13
16	20
23	**Tues** 26
30	

$14/day ***Total: $____***
Payment Due: June 1

AUGUST

Sat	Weds
	3
6	10
13 (SSAF)	17
20	24
27	31

$14/day ***Total: $____***
Payment Due: Jul 1

SEPTEMBER

Sat	Weds
3	7
10 (SSAF)	
17	
24	

$14/day ***Total: $____***
Payment Due: Aug 1

OCTOBER

Sat
1
8 (SSAF)
15

$14/day ***Total: $____***
Payment Due: Sept 1

NOTE: SSAF is Second Saturday Artful Flea

Enclosed is my payment for the Market Days I've circled.

____market days x $14 per day = $_____

Free day credit chosen for _____ (date).

Approved by _____

Name _____ Business Name (if applicable) _____

Mailing address_____

City, Town, State_____

Phone _____ Cell_____

Website _____ Email _____

Payment by check or money order payable to "CCA". No cash please.

Deliver to Market Manager, Alex Hubb during business hours by due date or mail to:
CIFM
c/o 3015 Ridge Rd.
Chincoteague, VA 2336
ALLOW 3 MAIL DAYS

PLEASE READ AND SIGN:
I understand that this registration form is an extension of my initial enrollment form and all signed agreements.

_____ _____
Signature (individual or authorized agent) *Date*

My product offerings (have/have not) changed since original enrollment.
If different, please list current offerings:

_____

PLEASE KEEP A COPY OF THIS DOCUMENT FOR YOUR RECORDS