

# 2017 CHINCOTEAGUE ISLAND FARMERS & ARTISANS MARKET VENDOR APPLICATION

This is a local producer market: vendors grow, raise, catch, or make what they sell



The Chincoteague Island Farmers & Artisans Market (CIF&AM)  
is sponsored by Chincoteague Cultural Alliance  
Alex Hubb, Market Manager, call or text 717-495-7155

To enroll for 2017  
return pages 1-5  
with payment

- The Market will operate on **Saturdays from April 15 to October 28 and Wednesdays from May 31 to September 6**, with the exception of Pony Penning week when the market will be on Tuesday, July 25 instead of Wednesday
- The Market is at CCA's Community Center for the Arts, 6309 Church Street, Chincoteague
- Market hours are **9 AM to 1 PM**.
- Vendors must **pre-register** for market days, and **payments are due by the first day of the month. Check or money order only.**
- Longer-term pre-payment is encouraged and **discounts are available.**
- Donation for a market site of 12' x 12' tent space or a 10' x 18' truck space: **\$15 per day**. For two adjoining sites: **\$28 per day**

## 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 \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

## CHECK EACH CATEGORY YOU PLAN TO OFFER AND LIST SPECIFIC PRODUCTS

Produce \_\_\_\_\_

Seafood \_\_\_\_\_

Meat/Eggs/Dairy \_\_\_\_\_

Skincare, Soaps, etc. \_\_\_\_\_

Baked Goods \_\_\_\_\_

Plants, Garden Items \_\_\_\_\_

Honey, Jams, Pickles, Sauces, etc. \_\_\_\_\_

Handmade Arts & Crafts \_\_\_\_\_

Prepared Foods (list or attach menu) \_\_\_\_\_

Other \_\_\_\_\_

## AGREEMENT

### 2017 CCA Chincoteague Island Farmers & Artisans 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 & Artisans Market (CIF&AM) 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 CIF&AM whether such injury, theft or damage occurred prior, during, or after the CIF&AM. The above named (person, business) further agrees to indemnify, defend and hold harmless the Chincoteague Cultural Alliance and the CIF&AM 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 CIF&AM 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.

**I have read, understand and will abide by all of the policies and agreements as stated in this 5-page application, including the Hold Harmless Agreement above.**

Signature of applicant: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

### **SUBMIT COMPLETED 5-PAGE APPLICATION WITH PAYMENT**

to Market Manager on Market Day or

Mail to: CIF&AM, 3015 Ridge Rd., Chincoteague, VA 23336

Payment by check or money order only. Make payable to CCA.

**KEEP A COPY OF THIS DOCUMENT FOR YOUR RECORDS**

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## Chincoteague Island Farmers & Artisans Market Policies & Procedures

### ELIGIBILITY & LICENSES

- Vendors apply to participate, sign a 2017 application agreement, and adhere to the Market policies.
- Because CIF&AM is a local producer market, vendors are required to sell products they grow, raise, catch or make. Farm vendors are allowed to sell products from other sources, but at least 50% of your entire booth's products must be direct from your farm at all times. Additional products should be from farms within 100 miles.
- 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 are required to hold the certifications and licenses required for their products and provide copies to Market Manager. 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.
- Because we want to have a diverse and full Market, CIF&AM reserves the right to turn down new applicants if the products they propose to sell are already in abundant supply at The Market. The applicant will be put on a waiting list for possible openings.
- Vendors shall submit with their initial application a Product Plan indicating what they plan to sell at the Market covering the whole season. (Use the form at the bottom of page 1)

### ALLOWABLE PRODUCTS

- 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 by the vendor. 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. NOTE: Sales reps for products or services not vendor created or finished and purchased wholesale goods are not permitted.
  10. Other items with Market Manager's approval.



## **MARKET SPONSORSHIP, LOCATION & SCHEDULE**

- CIF&AM is sponsored by Chincoteague Cultural Alliance (CCA), a 501(c)3 non-profit organization. Vendor contributions help cover operating and promotional costs for the Market, including advertising on radio, print, and social media; rental of a portable restroom; maintenance of the property and other expenses of ownership.
- The Market is located at CCA's Community Center for the Arts, 6309 Church Street, Chincoteague Island.
- The Market will operate on Saturdays from April 15 to October 28 and Wednesdays from May 31 to September 6.
- The week of Pony Penning, the Market is held on Tuesday July 25 instead of Wednesday July 26.
- Market hours are 9 AM to 1 PM.
- On the Second Saturday of the month from May through October, CIF&AM is part of the Artful Flea at the same location. The Flea closes at 2 PM. All vendors are welcome to stay until the 2 PM closing.

## **ATTENDANCE**

- Vendors are encouraged to participate every week that the Market is scheduled to be open unless you have limited crops or products.
- The CIF&AM Crew Chief will have a Vendor List for each Market day based on your registrations. This is essential for the daily planning of vendor site assignments. Weather conditions and the variety of products for sale that day can impact placements. We do not assign permanent sites.
- Real illnesses, emergencies and vehicle problems happen. We expect a courtesy call just as you would if we closed the Market unexpectedly. Please call or text 717-495-7155.
- Four excused absences are permitted per season. No refunds or credits.
- 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 96.5/92.5 radio will also be notified of closures. We must have vendor's current emergency phone number on file too make this effective
- Vendors may begin to set up one hour prior to Market opening in the space assigned by the Market crew chief. 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.

## **VENDOR SPACES AND DISPLAYS**

- Vendor spaces are a 12' X 12' tent space or a 10' X 18' truck space, or two adjoining spaces.
- 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.
- Banners must be mounted on front or rear of booth only. (Side mounting restricts ventilation and obstructs visibility.)
- Vendors must keep their display of goods within the confines of spaces assigned by the Market representative. 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. (Locally grown = within 100 miles of the Market)
- 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.
- Vendors should be considerate of other vendors and customers who indicate that they have allergies or sensitivities to fragrances, fumes, etc. coming from your site.

## **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 or representative will be present during 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 30 radio spot ads, Wednesday through Saturday during “Flea week” on CTG96.5/WOW101.5 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
- Smoking
- Music or other broadcasts from radios, stereos, etc.
- Live animals present with vendors
- Firearms

#### **COMPLIANCE & GRIEVANCE POLICY**

- 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 considered a rules violation.
- 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**

- No smoking in the market area. CCA is a smoke-free environment.
- 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.



# Chincoteague Island Farmers & Artisans Market Registration & Payment Form

- 2017 vendor contribution is \$15 per day for a 12' X 12' tent space or a 10' X 18' truck space, \$28 per day for two adjoining sites
- Vendors pay by the calendar month, one month in advance. See payment dates below.

**DON'T FORGET!**  
**Include this form with each payment**

**NOTE: After initial registration, this page is all you need to register and pay for additional market days.**

Please circle individual dates or discount plan you are paying for. (NOTE: SSAF is Second Saturday Artful Flea)

APRIL		MAY		JUNE		JULY		AUGUST	
Sat		Sat	Weds	Sat	Weds	Sat	Weds	Sat	Weds
15		6		3	7	1	5		2
22		13 (SSAF)		10 (SSAF)	14	8 (SSAF)	12	5	9
29		20		17	21	15	19	12 (SSAF)	16
<b>Payment due April 1</b>		27	31	24	28	22	<b>Tues 25</b>	19	23
		<b>Payment due May 1</b>		<b>Payment due June 1</b>		<b>Payment due July 1</b>		26	30
<b>DISCOUNT PLAN</b> One payment for all 8 markets in April and May: <b>\$108 single site, \$216 adjoining sites</b> <b>Payment due Apr 1</b>				<b>DISCOUNT PLAN</b> One payment for all 9 markets in June: <b>\$108 single site</b> <b>\$216 adjoining sites</b> <b>Payment due June 1</b>		<b>DISCOUNT PLAN</b> One payment for all 9 markets in July: <b>\$121 single site</b> <b>\$242 adjoining sites</b> <b>Payment due July 1</b>		<b>DISCOUNT PLAN</b> One payment for all 9 markets in Aug: <b>\$121 single site</b> <b>\$242 adjoining sites</b> <b>Payment due Aug 1</b>	
SEPTEMBER		OCTOBER		<b>DISCOUNT PLAN FOR ENTIRE SEASON</b> One payment for all 44 markets: <b>\$555 single site, \$1,110 for adjoining sites</b> <b>Payment due April 1</b>					
Sat	Weds	Sat	Weds						
2	6	7		<b>DISCOUNT PLAN FOR VOLUNTEERING</b> Help where needed at Farmers & Artisans Market or Artful Flea. For each hour worked get \$5 reduction in site fees. Pre-registration requested.					
9 (SSAF)		14 (SSAF)							
16		21		<b>Enclosed is payment for the Market Days or Discount Plan I've circled</b>  # ___ market days x \$15 for single site = \$_____  # ___ market days x \$28 for adjoining sites = \$_____  Discount Plan = \$_____  Name _____ Business Name _____ Mailing address _____ City, State, Zip _____ Phone _____ Cell _____ Website _____ Email _____					
23		28							
30		<b>Payment due Oct 1</b>		<b>Payment by check or money order only payable to "CCA". No cash please. Include this form with each payment.</b> Deliver to Market Manager Alex Hubb at the Market by the due date or mail to: CCA Markets, 3015 Ridge Rd., Chincoteague, VA 23336 <b>ALLOW 3 DAYS FOR MAIL DELIVERY</b>					
<b>Payment due Sept 1</b>									
<b>DISCOUNT PLAN</b> One payment for all 10 markets in Sept and Oct: <b>\$135 single site, \$270 adjoining sites</b> <b>Payment due Sept 1</b>									

**NOTE:** Registration payments are not refundable. Credits will be issued only in case of Market closing(s). THIS IS A RAIN OR SHINE EVENT.

**KEEP A COPY OF THIS DOCUMENT FOR YOUR RECORDS**

**PLEASE READ AND SIGN:**

I understand that this registration form is an extension of my initial enrollment form and all signed agreements.

Signature \_\_\_\_\_ Date \_\_\_\_\_

My products  have  have not changed since original enrollment. If different, please list current offerings:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_





**FOOD SERVICE VENDORS**

For those who prepare food & prepare samples at a Farmer's Market

Food Service Vendors must undergo inspection at the market. VDACs inspects vendors at government run markets & the local Virginia Department of Health (VDH) inspects vendors at privately sponsored markets.

Food Service Vendors must have an on-site utensil and equipment washing set up that includes three basins: one each for washing, rinsing, and sanitization (using the appropriate strength of chlorine or quaternary ammonium - confirmed with sanitizer test strips). Utensils should be cleaned when you are changing between raw and ready to eat foods, between raw fruits and vegetables and TCS foods\*, or if they have been contaminated.

Practice general good hygiene. Hands must be washed frequently at an on-site hand washing station. Avoid bare-hand contact with ready to eat foods by using gloves, tongs, deli paper, etc.

Food Protection: Overhead protection for vendor is required (tent, canopy, awning, table umbrella, permanent structure, etc.) 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.

For TCS foods \*: Hot Holding is 135°F or higher and Cold Holding is 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 corner of previous page.

See bottom of page for VDACs contacts.

Albemarle County/  
Charlottesville: VDH  
434-972-6200, 8 am –  
4:30 pm, Monday- Friday

**VDACS & VCE CONTACTS FOR MORE INFORMATION ...**

Farmers' Market Resources: [www.vdacs.virginia.gov/vagrown/frmsmkt-farmvend.shtml](http://www.vdacs.virginia.gov/vagrown/frmsmkt-farmvend.shtml)

Pam Miles, Program Supervisor Food Safety & Security Program Richmond, VA - 804-786-3520 pamela.miles@vdacs.virginia.gov	Connie White, Compliance Officer Office of Plant Industry Services Feed Licensing and Registrations Richmond, VA - 804-371-2667 connie.white@vdacs.virginia.gov	Allyn Olinger, Food Safety Specialist & VDACs Inspector 804-786-3520 <a href="mailto:Allyn.Olinger@vdacs.virginia.gov">Allyn.Olinger@vdacs.virginia.gov</a>
Barry Jones, Inspection Manager Office of Meat and Poultry Services Lynchburg, VA - 434-200-9975 barry.jones@vdacs.virginia.gov	Richard Keller, Regional Supervisor Office of Weights and Measures Harrisonburg, VA - 540-209-9145 richard.keller@vdacs.virginia.gov	Carolyn Peterson, Program Manager Bob Trimmer, Regional Manager Office of Dairy and Foods Richmond, VA - 804-786-1452 carolyn.peterson@vdacs.virginia.gov robert.trimmer@vdacs.virginia.gov

Virginia Tech Food Innovations Program: Food Testing Services

540-231-6806 - [fsinfo@vt.edu](mailto:fsinfo@vt.edu) - <http://www.fcs.ext.vt.edu/fnh/food-innovations/sample/index.html>

Starting a Food Business, Regulations, Food Labels, Acidified Foods Publications  
[http://pubs.ext.vt.edu/author/b/bacon\\_karleigh-res.html](http://pubs.ext.vt.edu/author/b/bacon_karleigh-res.html)

For more information, please contact:

**Cathryn Kloetzli**, Extension Agent, Agriculture & Natural Resources - [cathryn@vt.edu](mailto:cathryn@vt.edu)  
**Christine Kastan**, Extension Agent, Family & Consumer Sciences - [cakastan@vt.edu](mailto:cakastan@vt.edu)

Virginia Cooperative Extension: Albemarle Office - 460 Stagecoach Road Charlottesville, VA (434) 872-4580

**GOING TO MARKET**



**A Guide to Selling Raw, Processed and Prepared Food Products 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 Cathryn Kloetzli, Horticulture Extension Agent & Rachel Wallace, Summer Intern 2012,  
Virginia Cooperative Extension-Albemarle County & Charlottesville  
Edited by Dr. Karleigh Bacon, Director, Virginia Tech Food Innovations Program

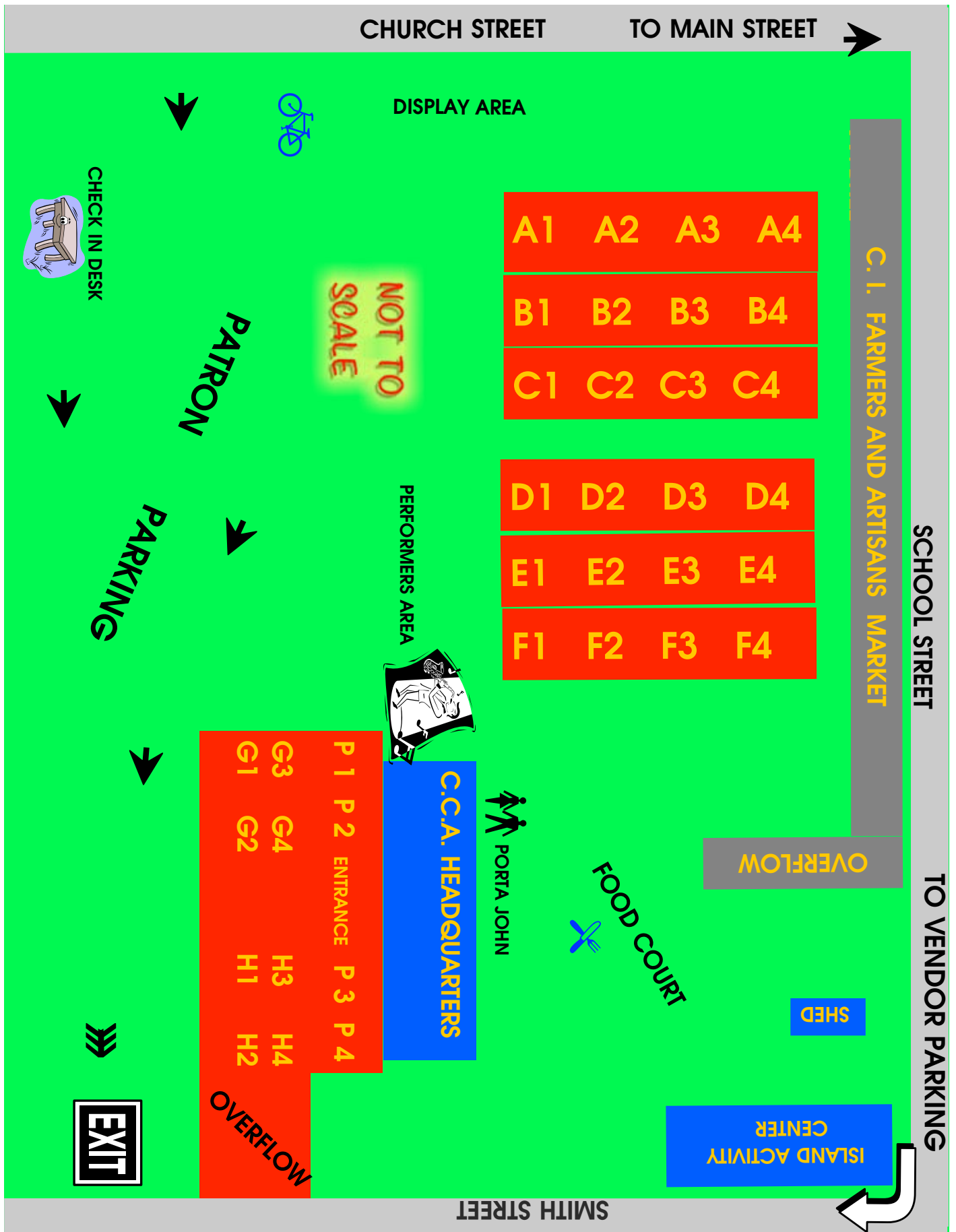
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If you are a person with a disability and desire assistance or accommodation, please notify Cathryn Kloetzli, VCE-Albemarle at 434-872-4580(TDD\*) during business hours of 8 am to 5 pm. \*TDD number is (800) 828-1120.

## FARM MARKET VENDORS

VDACS INSPECTION REQUIRED*		NO INSPECTION NEEDED – WITH CONDITIONS					
ACIDIFIED FOODS/HONEY	DAIRY	MEAT	LICENSING	PET TREATS	BAKED GOODS&JAMS	EGGS	PRODUCE
 Low acid and acidified low-acid foods (pickled products, salsa, pumpkin/sweet potato butter, barbecue sauces, chow-chow, relishes, hot pepper jelly, hot sauces, garlic in oil, etc.) must be inspected by VDACS and approved by a processing authority. Contact VDACS' Food Safety & Security Program and the Virginia Tech Food Innovations Program: Food Testing Services.	 All dairy products to be sold must be inspected. Sale of raw milk is prohibited. Sale of cheese made from raw milk must be aged at least sixty days above 35 degrees. Contact the VDACS Office of Dairy & Foods.	 All meat that is to be sold must be slaughtered at a USDA/state-inspected facility.  The VDACS Office of Meat and Poultry Services (OMPS) provides free inspections for amenable species (cattle, hogs, sheep, goats, chickens, turkeys, ducks, geese, guineas, rattes and squabs).	 Home/facility inspection not required, but it is suggested to contact your local health department for any local inspection requirements. You must obtain local licensing and permitting. Product registration may also be required.	 Home-based food operations can process, prepare and sell candies, jams and jellies (no low-acid ingredients), and baked goods that don't require temperature control, if they are sold to an individual for that person's own consumption.	 Exempt from Virginia Egg Law and do not need inspection if selling less than 150 dozen of your own eggs per week or less than 60 dozen of another producer's eggs per week.	 If you only grow and sell fresh fruits and vegetables, you do not need to be inspected.  However, if you grow sprouts for distribution to restaurants or retail stores, you are classified as a food manufacturer and are required to be under inspection. Also note that only cultivated mushrooms can be offered for distribution to restaurants and retail stores.	<p style="text-align: center;"><b>AT MARKET</b></p> Most fruits and vegetables only require basic coverage for protection from outside contamination, but since, for example, cut melon, cut leafy greens and cut tomatoes are a <b>TCS Food*</b> (see note below), they must be held at 41°F or lower. This applies to samples as well.
<p style="text-align: center;"><b>EXEMPTIONS</b></p> Honey Exemption: Those who process & prepare honey in their private residence from hives they own, who sell less than 250 gallons of honey a year, & who do not process or sell other foods are exempt from inspection.	<p style="text-align: center;"><b>LABELING</b></p> 1. Product Name 2. Net Weight 3. Ingredient Statement 4. Name and Address of Manufacturer/Distributor 5. Sell-by date	<p style="text-align: center;"><b>EXEMPTIONS</b></p> <ul style="list-style-type: none"> <li>• 1,000 Bird Exemption</li> <li>• 20,000 Bird Exemption</li> <li>• Custom Exemption: with permit from OMPS, allows businesses to slaughter animals, only for their owners consumption, without an inspector present.</li> </ul>	<p style="text-align: center;"><b>LABELING</b></p> 1. Product Name 2. Intended Species 3. Quantity Statement 4. Guaranteed Analysis 5. Ingredient Statement 6. Nutritional Adequacy Statement 7. Feeding Directions 8. Name and Address of Manufacturer/Distributor	<p style="text-align: center;"><b>LABELING</b></p> Label must contain: 1. Product name 2. Net weight 3. Ingredient statement 4. Name and address of manufacturer, distributor, or packer 5. Nutritional labeling (exemptions apply) 6. List of allergens	<p style="text-align: center;"><b>LABELING</b></p> 1. Product Name (term "fresh eggs" can only be used if product meets requirement for Grade A or higher) 2. Safe Handling Instructions 3. Name & Address of Packer 4. Grade (AA, A, B) or "Ungraded" if not inspected	<p style="text-align: center;"><b>AT MARKET</b></p> Eggs must be clean and held at 41°F or lower at all times. Note that reusing egg cartons runs the risk of contamination; consider asking patrons to bring their own.	<p style="text-align: center;"><b>AT MARKET</b></p> If under the above exemption, product must be labeled with the following: NOT FOR RESALE—PROCESSED AND PREPARED WITHOUT STATE INSPECTION
<p style="text-align: center;"><b>LABELING</b></p> Label must contain: 1. Product name & Net weight 2. Ingredient statement 3. Name & address of manufacturer/distributor/packer 4. Nutritional labeling (exemptions apply) 5. List of allergens	<p style="text-align: center;"><b>AT MARKET</b></p> Keep frozen products frozen and other products at 41°F or lower. If storing products on ice, drain often. Products offered as samples should be prepped on-site or in your VDACS approved facility. Un-refrigerated samples may be left out for tasting no more than 4 hours (any leftovers then cannot be re-cooled or used again, they must be thrown away).	<p style="text-align: center;"><b>LABELING</b></p> 1. Product Name 2. List of Ingredients 3. Net Weight 4. Name/address of Responsible Party 5. Inspection Legend (plant number that did the work) 6. Safe Handling Statement  For Custom Exemption: "NOT FOR SALE"; 20,000 Bird Poultry Exemption Label, if applicable.	<p style="text-align: center;"><b>AT MARKET</b></p> Can be sold either pre-packaged or in a bulk, self-serve style.	<p style="text-align: center;"><b>AT MARKET</b></p> Cover baked goods to protect them from environmental contaminants, such as flies and dirt.  If providing samples, prepare them at your VDACS approved and inspected facility prior to arriving at the market. Cut baked goods into pieces at your inspected facility, place them on a tray, insert a toothpick into each piece, and keep the tray covered in food safe wrapping, such as plastic wrap.	<p style="text-align: center;"><b>AT MARKET</b></p> For Custom Exemption: "NOT FOR SALE"; 20,000 Bird Poultry Exemption Label, if applicable.	<p style="text-align: center;"><b>AT MARKET</b></p> Keep products at 41°F or lower.	<p style="text-align: center;"><b>AT MARKET</b></p> *Time and Temperature Controlled for Safety (TCS) Foods require temperature control because they are capable of supporting the growth of various infectious microorganisms or toxins. These foods include meats, dairy products, eggs, mushrooms, cut melons, cut tomatoes, cut leafy greens, and heat-treated plant food such as cooked rice, beans, and vegetables.

\*Please keep your most recent VDACS inspection reports on hand with you at market.



Layout for 2nd Saturdays with Artful Flea