



# Wytheville Farmers Market

## 2017 Vendor Packet

### **Basic information:**

- **Greg Smith – Market Manager**  
The Market Manager will provide vendors with information about upcoming events regarding the Wytheville Farmers Market or farmers' markets in general as well as, agriculture related events, workshops and meetings.

Please feel free to contact the Market Manager with any questions, concerns, suggestions or ideas at any time, throughout the year.

- **Contact Info:**  
**Email:** wythevillefarmersmarket@live.com  
**Phone:** 276-620-4095

**Mailing Address:**  
Wytheville Farmers Market  
Attn: Greg Smith  
PO Box 1618  
Wytheville, VA 24382

- **Market Location:** 210 W. Spring St., Wytheville, VA 24382  
(across from the fire station and Elizabeth Brown Park)
- **Dates and times of operation:** Every Saturday, May – October, 8am – 12pm.  
We also have a Christmas Market in December.
- **Email:** wythevillefarmersmarket@live.com
- **Website:** www.wythevillefarmersmarket.com
- **Facebook:** Wytheville Farmers Market

The Wytheville Farmers Market provides its customers with an ATM within the building.

### **Vendor Eligibility:**

The Wytheville Farmers Market is primarily a producer only market. A producer is defined as the person who grows or makes the product and may also include the producer's immediate family, partner in producing products, or designated employees. All vendors must complete a **vendor registration/application form with fee**, prior to selling at the market each year. This form is included in the vendor packet and can be mailed to the Market Manager by March 1, 2017.

### **Full Season Vendor Space and Fees:**

Pricing for a full season (annual vendor) will be as follows:

#### **Inside Building - Saturdays 8am-12pm (May through October)**

\$125.00 standard space (10' or 9' x 10') with table and electric

\$100.00 standard space (10' or 9' x 10')

\$85.00 smaller space sizes (10' or 9' x 7' or 6')

#### **Outside Building - Saturdays 8am-12pm (May through October)**

\$100.00 standard drive in space.

Fees are due, prior to selling at the market.

All tables, provided by the market, must remain in designated locations.

Market Manager will assign vendor space number/location and send a confirmation to each approved vendor.

### **Single Day Vendor Space and Fees:**

Single day vendor spaces are \$10 per day. Set up is according to availability and the Market Manager's discretion. Single day vendors must contact the Market Manager, prior to vending and must pay for their space before they vend.

### **Market Building Space Layout for 2017:**

Enclosed in the vendor packet is the new re-designed building inside space layout.

Approved vendors will be assigned their individual space based on each selected size in their registration/application. Full season / annual vendors will keep their individual space throughout the season.

We plan to fill the center/islands sections first, in order to give our customers the feeling of a full market. The re-design will increase the number of vendor spaces available and will improve the flow of customer traffic, giving each vendor increased visibility.

# 2017 Rules and Regulations

Disputes or questions such as the provenance of items for sale, space assignment, general conduct and the enforcement of market rules, will be resolved by the Market Manager and the Farmer's Market Board.

For each violation of the rules and regulations incurred, a written warning notice will be issued. Violations of the rules, regulations or provisions, of the Farmer's Market, will be handled in the following manner:

**1<sup>st</sup> Violation:** A written warning will be issued and no other penalty will be incurred.

**2<sup>nd</sup> Violation:** When a second written notice is issued, forfeiture of a space at the next farmer's market that the vendor was planning to attend will occur.

**3<sup>rd</sup> Violation:** When a third and final warning notice is given, forfeiture of a space at the farmer's market for the remainder of the season will occur. Priority status to obtain a full-season space for next year's market will be lost.

- Vendors will strive to sell products of the highest freshness and quality.
- Vendors will be expected to conduct business in a courteous manner.
- No live animals or pets shall be permitted in the market vending area, unless they are registered service animals.
- Vendor areas must be cleaned up and market area cleared by 30 minutes after the closing of the market.
- Vendors should arrive at the market between 7:00am – 7:30am and set up to sell by opening of the market at 8:00am. If you are going to be late, you must have communicated with the Market Manager. Vendors that are late and have not communicated with the Market Manager can lose their space, for the day, to a single day vendor.
- No vendor will be allowed to drive their vehicle into the market after 7:45am.
- Vendors must let the Market Manager know if they do not plan on vending on any given Saturday. Please do not assume that the manager knows your vending schedule.
- Smoking will only be permitted in the designated areas.
- Each vendor is responsible for keeping their area clean before, during and after each market.
- Vendors are responsible for their own chairs, tables, shade devices, change bags, etc.
- No vendor shall sell their products prior to 8:00am. The Market Manager will ring a bell to let vendors and customers know when they can start selling and buying.
- Products must be clearly priced.

### **Artisan and Craft Vendors:**

Any vendor wishing to sell hand-crafted products, at the market, must undergo a jury process and complete an Artisan Vendor Application, prior to selling. This application is available on the market website. All Artisan Vendors must call the Market Manager to schedule an appointment. Requirement for submission means the product(s) must be the original work of the vendor and shall not be commercially made, created or produced, without value added by the vendor.

- **Jury Process for Full Season Vendors:**

Full season vendors are required to attend an Artisan Jury Session each year. The session will take place in March, at Wytheville Community College. The Artisan Committee will review a sampling of the items, to be sold by each vendor, as well as each artisan application. Once the review process is complete, you will be notified, in writing, of the results.

- **Jury Process for Single Day Vendors:**

Single day vendors are required to have their items and application reviewed by the Market Board of Directors. This review will take place the first Saturday of each month, from May – October, after the market. Once the review is complete, you will be notified in writing, of the results.

### **Meats:**

Vendors are allowed to sell meat that has been through a federally (USDA) inspected harvesting facility and is labeled/stamped as such, except poultry and other meats exempted by Virginia law. Home kill or meat that is killed by a non-inspected facility cannot be sold at the Farmer's Market. Questions can be directed to the Wythe County Extension Agent.

### **Baked Goods:**

Vendors are responsible for following food preparation, processing and labeling regulations required by the Virginia Department of Agriculture and Consumer Services. If you plan to sell baked goods or processed foods, ask the Market Manager for a VDACS handout, which includes specific information regarding selling requirements.

### **Scale Requirements:**

To be in compliance with Virginia Weights and Measures Law, contact Virginia Department of Agriculture and Consumer Services Wytheville regional office at (276)-228-5501. There is no charge for this service.

### **Sales Tax:**

Vendors are responsible for their own collection, reporting, and paying sales tax to the Commonwealth of Virginia. Applicable forms are available at the Commissioner of Revenue's office.

### **Grower/Producer Certification Form:**

All grower/producer vendors must complete a Grower/Producer Certification Form each year and have it signed by an extension agent. This form should be submitted to the Market Manager, before selling at the market. To complete this form and process; check off the produce or products that you plan to offer at the market, then call your local Virginia Cooperative Extension Agent (276 223-6040) and ask them to stop by for a short visit to verify that your products are locally produced in Wythe County or within a 75 mile radius of Wytheville.

**Indemnification:**

The vendor agrees to indemnify and hold harmless New River Highlands Resource Conservation and Development Council, the Wythe Bland Community Foundation, the Wytheville Farmer's Market, and the Wytheville Farmer's Market land owner from any and all causes of action that may rise from the operation of the Farmer's Market, not caused by negligence of the Wytheville Farmer's Market. The Farmer's Market will not discriminate against any applicant for vendor space because of race, color, religion, sex, national origin, age or marital status.

# VENDOR REGISTRATION/APPLICATION FORM

## 2017 WYTHEVILLE FARMER'S MARKET

A vendor is specified as an individual, a family, a group or an organization. Completion of this form and fee payment is required, prior to selling at the farmer's market, for single day and full-season vendors.

*Please print*

Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone number(s): \_\_\_\_\_

Email: \_\_\_\_\_

Products to be sold: \_\_\_\_\_

Do you produce your own products? (check one)  Yes  No

Please select/check market space requested.

Inside Building - Saturdays 8am-12pm (May through October)

\_\_\_\_\_ \$125.00 standard space (10' or 9' x 10') with table and electric

\_\_\_\_\_ \$100.00 standard space (10' or 9' x 10')

\_\_\_\_\_ \$85.00 smaller space sizes (10' or 9' x 7' or 6')

Outside Building - Saturdays 8am-12pm (May through October)

\_\_\_\_\_ \$100.00 standard drive in space.

Saturday inside or outside 8am-12pm- Daily Fee \$10.00 per Saturday.

_____ 5/6/17	_____ 6/3/17	_____ 7/1/17	_____ 8/5/17	_____ 9/2/17	_____ 10/7/17
_____ 5/13/17	_____ 6/10/17	_____ 7/8/17	_____ 8/12/17	_____ 9/9/17	_____ 10/14/17
_____ 5/20/17	_____ 6/17/17	_____ 7/15/17	_____ 8/19/17	_____ 9/16/17	_____ 10/21/17
_____ 5/27/17	_____ 6/24/17	_____ 7/22/17	_____ 8/26/17	_____ 9/23/17	_____ 10/28/17
		_____ 7/29/17		_____ 9/30/17	

Virginia Department of Agriculture and Consumer Services (VDACS)

Products sold at the market must be in compliance with VDACS regulations. VDACS Food Safety Program is charged with ensuring a safe, wholesome, and properly labeled food supply for the citizens of the Commonwealth. The program discharges this responsibility through conducting periodic unannounced inspections of food processors, food storage warehouses, and food retail stores. The program monitors the food supply by making these inspections and through the collection of food samples to be analyzed for pesticide residues, mycotoxins, microbiological contamination, filth, standards, and labeling. For questions and inspection information, contact the VDACS Wytheville regional office at 276-228-5501.

Growers/Producers must also have a Grower/Producer Certification Form on file each year. To obtain an inspection, please call the local extension office @ 276-223-6040.

Artisan vendors must complete an Artisan Application and have their products juried, prior to selling at the market.

By signing this registration form, I acknowledge that I have read and understand the Vendor Rules and Regulations and will abide by the terms presented above and in the vendor packet.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**This registration form and fee must be received by the Market Manager before March 1, 2017. Forms and fee may be given in person or mailed to:**

Wytheville Farmers Market  
Attn: Greg Smith Manager  
PO Box 1618  
Wytheville, VA 24382

## 2017 Check List for Vendors

- ✓ If you are a new vendor, and plan to sell plants/produce/meats at the market, you will need a grower/producer certification form.
- ✓ If you are an artisan vendor and have not had your application or items reviewed, you will need to call the market manager to schedule an appointment.
- ✓ All vendors will need to mail in their vendor registration/application and fee to the market manager before March 1, 2017.
- ✓ If you will be selling processed foods you should have a copy of the VDACS handout.
- ✓ If you plan to weigh your produce at the market, your scale must be certified.
- ✓ If you would like to be listed on the Fresh Nation or Farmers Market website, please fill out the application, included in the vendor packet, along with a photo, and mail or email them to the market manager.
- ✓ If you would like to donate items to go in the gift baskets for the Chamber Expo or the Wythe/Bland Survey, please contact the market manager via phone or email.