



# *Wytheville Farmers Market*

## *2020 Vendor Registration*

### *Information w/ Application Form*

#### **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 Manager's 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:** Winter Market – 2<sup>nd</sup> & 4<sup>th</sup> Saturdays in November, December, January, February, March & April, 10am 12pm. Regular (Summer Market) Every Saturday, May – October, 8am – 12pm.  
We also plan to have two Christmas Markets at the end of November and the second Saturday in December along with special event Saturdays.
- **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 and can be mailed to the Market Manager at Wytheville Farmers Market, PO Box 1618, Wytheville VA 24382 or given to the Manager at the Saturday Market.

**Full Season Vendor Space and Fees:**

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

**Inside Building – Winter Market 2<sup>nd</sup> & 4<sup>th</sup> Saturdays 10am – 12pm, & Regular (Summer Market) 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') - (if available)

**Outside Building - Shelter or drive in side**

\$100.00 standard 10' x 10' space.

Fees are due, prior to selling at the market.

Shelter or drive in side spaces primarily reserved for produce vendors.

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.

No table/space sharing by multiple vendors allowed.

**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 by Market day close.

# 2020 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.
- No table/space sharing by multiple vendors will be allowed.
- 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 after the closing of the market.
- Vendors should arrive at the market between 7:00am – 8:00am and set up to sell by opening of the market at 8:00am. If you are going to be late, or would like to set up after 8:00am please communicate with the Market Manager. Vendors requesting to set up after 8:00am will not be able to drive into the building. Vendors are expected to stay till Market closing unless sold out of products.
- All vendor parking shall be across Spring St. in the Elizabeth Brown Park/ Community Recreation Center lot. Parking for handicap vendors can see Manager for parking areas.
- For safety reasons vendors will be allowed to drive their vehicle into the market after 7:45am.
- Vendors should let the Market Manager know 3 days in advance if they do not plan on vending on any given Saturday. Please do not assume that the manager knows your vending schedule.
- No smoking will be allowed inside the building.

- 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.
- Products must be clearly priced and labeled.

### **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:**

New full session vendors or vendors selling new products will need to be juried. 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 on a Saturday of each month, from May – October. 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 new grower/producer vendors must complete a Grower/Producer Certification Form and have it signed by the Manager. An onsite farm visit may be required by the Manager. This form should be completed, 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 the Market Manager and

ask him/her 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 Wythe Bland Community Foundation, the Wytheville Farmers Market, the Market Board of Directors, the Market Managers, the Market Volunteers, and the town of Wytheville from any and all causes of action that may rise from the operation of the Farmers Market, not caused by negligence of the Wytheville Farmer's Market. The Farmers 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 2020 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** – Winter Market 2<sup>nd</sup> & 4<sup>th</sup> Saturdays Jan. – April, Summer/Fall Market Saturdays 8am-12pm (May through October) Nov. & Dec. Christmas Markets

\_\_\_\_\_ \$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') subject to availability

**Outside Building – Shelter/ drive in side**, Saturdays 8am-12pm (May through October)

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

Saturday inside or outside Daily Fee \$10.00 per Saturday.

___ 1/11/20	___ 3/14/20	___ 5/2/20	___ 6/6/20	___ 7/4/20	___ 8/1/20	___ 9/5/20
___ 1/25/20	___ 3/28/20	___ 5/9/20	___ 6/13/20	___ 7/11/20	___ 8/8/20	___ 9/12/20
___ 2/8/20	___ 4/11/20	___ 5/16/20	___ 6/20/20	___ 7/18/20	___ 8/15/20	___ 9/19/20
___ 2/22/20	___ 4/25/20	___ 5/23/20	___ 6/27/20	___ 7/25/20	___ 8/22/20	___ 9/26/20
		___ 5/30/20			___ 8/29/20	

___ 10/3/20	___ 11/14/20	___ 12/12/20 Christmas Mkt #2		
___ 10/10/20	___ 11/28/20 Christmas Mkt #1	___ 12/26/20		
___ 10/17/20				
___ 10/24/20				
___ 10/31/20				

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/application form and fee must be received by the Market Manager.**

**Forms and fee may be given in person or mailed to:**

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



## 2020 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 annual vendors (Winter & Summer Markets) will need to mail in their vendor registration/application and fee to the Market Manager before February 8, 2020.
- ✓ 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 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.