

Forest Farmers' Market Policies for the 2011 Market Season

Please read the rules and regulations carefully before signing your application and keep this copy for your records. Failure to comply could result in suspension or termination of your market agreement.

Purpose: The purpose of the Forest Farmers' Market is to provide the community with a venue to purchase fresh, locally produced goods directly from the farmers and producers, to support local agriculture and producers by providing a direct market for their products.

Location:

The Forest Farmers' Market will be held on the Grounds of the Forest Library. 15583 Forest Road Forest, VA 24551

The Selling Season:

The market will be open for retail sales between the hours of 8:00am and 1:00pm. Set up should be completed no later than 7:45am. Breakdown will not occur until after 1:00pm, unless prior arrangements have been made with the Market manager. The 2011 season will run from April 30th through October 30th

The Market will be held every Saturday during the season, regardless of weather.

Permits and Fees:

Seasonal Rates for a 10' X10' spot are as follows:

Seasonal \$150.00

Monthly \$ 40.00

Guest Vendors (one day) \$20.00

Should you want to share a booth, please ask for further information.

Payment is due with the submission of application.

No refunds will be given for unused days. Please make checks payable to:

Forest Farmers market

Return to:

Dorothy McIntyre

C/O Forest farmers' market

1103 Ivy Place

Forest Va. 24551

If You have any questions please call

434.665.5475

Acceptance process

Once an application has been submitted it will be reviewed by the market committee. Contact will be made with the vendor to schedule a site visit. Notification of acceptance will be made 48 hrs after site visit.

Vendors are required to comply with all applicable local, Federal and State Laws with regard to food safety, inspection and business practices.

Items that may be sold at the Forest Farmers' Market:

Forest Farmers' Market is a Virginia Grown market. The long term goal of the Forest farmers market is to be a producer-only market. All items sold at the market must be grown, produced or made in the Commonwealth of Virginia. Vendors found in violation of this provision shall be prohibited from further participation in the market and forfeit any and all fees paid. However, vendors may source and sell product obtained directly from other farms in Virginia. The source of these products needs to be clearly marked on the vendor display. Verifiable receipts for product purchased from other farms must be available for inspection by the market manager. The Market Manager may inspect a market table at any time. Vendors refusing to allow inspections will be removed from the market. Complaints of suspected violations must be formally submitted to the Market Manager. Complaints will be kept confidential. A site visit may be scheduled. Producers refusing to allow a site visit and inspection will no longer be allowed to sell at the market.

Producers may sell the following products including but not limited to: Fruits, vegetables, eggs, Cut flowers, plants, cheese, meats, cider, jams, jellies, relishes, honey, home canned goods and baked goods.

- Virginia State Law requires labels listing all ingredients on any baked goods or prepared food items
- No cooking may be done at the market without prior approval.
- Craft Artisans may sell items with the approval of the FFM committee.

Scales:

Scales used at the Market are subject to inspection by the Bureau of Weights and Measures and must be legal for commercial use.

Vendor Space, Placement and Responsibilities:

- The Minimum space permitted per vendor will be 10'x10'
- Set up should be completed no later than 7:45am. Breakdown will not occur until after 1:00pm unless prior arrangements have been made with the Market manager.
- Space between the tables will remain free from clutter or any obstruction.
- No vehicles will be permitted in the vending area during market hours except in cases of emergency.
- Late arrivals will be assigned a space where setup will make the least impact on the operation of the market.
- Vendors must provide their own table and canopy. Canopies must be secured at all times.
- Each Vendor is responsible for setting up his/her stand in an attractive manner and keeping boxes and supplies stored out of sight.
- Prices must be clearly marked.
- Each vendor in the Market area shall be solely responsible at all times for the cleanliness around and under his/her area.
- The vendor is responsible for leaving the space in a clean condition.
- Tear down will begin promptly at the designated closing time and should take no longer than 30 minutes.
- Vendor is responsible for removal of trash, boxes, crates, and unsold produce from the premises.

Market attendance:

Consistent attendance at the Market is expected. Vendors are encouraged to plan for, and commit, for as long a selling season as possible.

The Market Manager or his/her designee will be at the market no later than 15 minutes prior to the opening of the market.

- Vendors are encouraged to keep consistent communication with the manager.
- Vendors should notify the Market Manager by telephone, email or text by 5:00pm on Friday if they will not be able to attend on Saturday.
- Vendors should call the Market Manager when running late. Two unexcused absences without prior notice will potentially have the vendor lose their assigned space. The Market Manager may waive this requirement if the vendor has experienced an emergency or an extenuating circumstance.
- Vendor Relocation shall be at the discretion of the Market Manager and shall be based on reasons regarding feasible and practical distribution of vendors and products.
- The Market does not have access to water or electricity for vendor use. Vendors may not leave the market before it closes without permission from the market manager

Forest Farmers' Market

Application
2011 Season



Vendor/Farm Name: _____

Contact Name: _____

Address: _____

City: _____ **State** _____ **Zip code** _____

Phone: _____ **Cell Phone:** _____

Email address _____

Website URL: _____

City/County of operation _____

Hours of Operation: The market will be open on Saturdays from 8:00am to 1:00pm
Set up should be completed no later than 7:45am. Breakdown will not occur until after
1:00pm. Unless prior arrangements have been made with the Market manager.

Season Dates: The season will officially begin on Saturday April 30th and run
until Saturday, October 30th. (27 weeks)

Fees: The fees for a 10'X 10' Stall are as follows:

Full season..... \$150.00

Monthly\$40.00

Please indicate what month/day you would like to begin selling at the market.

Date _____

Guest Vendors.....\$20.00(one day)

Please indicate what day you would like to sell at the market.

Date _____

Should you want to share a booth, please ask for further information

Payment is due with the submission of application. Failure to make payment may result in
application processing delay, not being accepted or removal from the market.

No refunds will be given for unused days. Please make checks payable to:

Forest Farmers Market
1103 Ivy Place
Forest Virginia 24551

*Please return applications by **March 25**. Applications will be reviewed and a
farm visit will be scheduled prior to acceptance. If you have any questions please
contact 434.665.5475*

Vendors are required to comply with all applicable Local, state and Federal Laws with regard to food safety, inspection, and business practices.

Product Information:

Producers List all products you plan to sell at the market. You are allowed to bring and sell items that are not grown or raised on your farm, but on another local farm within the commonwealth of Virginia. Only Items that have prior FFM approval will be allowed. These items need to be clearly marked at the stall. Vendors in violation of this rule will be asked to remove the item's in question.

By signing below I, the undersigned producer, acknowledge that I have read and understand the rules and policies of the Forest Farmers' Market and agree to them. I further understand that I must agree to a site visit, to verify all information, prior to being allowed to sell at the market. Products that I propose to sell are produced on my property and/or property I lease. Products that have been produced by another local farm will be allowed upon the approval of the FFM committee. I realize that failure to comply may result in my suspension or expulsion from the Forest Farmers' Market. I hold harmless the FFM from any liability that may arise from my use of the Market's facility.

_____ (Producer's Signature)

_____ Date

Photos, videos, audio and other images in which I appear in may be used by the Forest Farmers market for news coverage, newsletters, publicity, reports, displays, and for other print, broadcast, web or electronic news for promotional purposes. Please indicate whether you give permission for this use.

YES _____
initials

NO _____
initials

Date submitted _____	Check Number _____
For staff use only,:	Approved _____ Denied _____ Committee Rep. Initials _____
Field Verification Inspection _____	Date _____ Inspector _____
Pass _____	Fail _____
if denied or fail explanation: _____	