

# Smithfield Farmers Market

## 2023 Vendor Application



Business /Farm Name: \_\_\_\_\_

Business Owner(s): \_\_\_\_\_ Date Established: \_\_\_\_\_

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

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

Business/Farm Location: \_\_\_\_\_

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

Business Phone(s): \_\_\_\_\_ Cell: \_\_\_\_\_ Alt: \_\_\_\_\_

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

Website: \_\_\_\_\_

Business Type: \_\_\_\_\_ Produce \_\_\_\_\_ Food Vendor \_\_\_\_\_ Crafter \_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_ Returning 2022 Vendor ( Avg. Sales: \$ \_\_\_\_\_ )

\_\_\_\_\_ New Vendor

\*If you are a Crafter, are you willing to participate as space allows along with being placed on a space-available list for all other markets?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Electricity: \_\_\_\_\_ No \_\_\_\_\_ Necessary \_\_\_\_\_ Preferred

Please explain why electricity is needed, if applicable: \_\_\_\_\_

Description of Products (Please give an updated description of products as well as include pictures on page 4; 'same as last year' will NOT be accepted) : \_\_\_\_\_

Preferred Space (If Applicable): \_\_\_\_\_

Do you grow, raise, or produce 100% of your product throughout the entire market participation period?

\_\_\_\_\_ Yes \_\_\_\_\_ No\* \_\_\_\_\_ \*If you answered No, please explain: \_\_\_\_\_

\*If produce vendor, please list farmers that you partner with if bringing their produce:

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

Your Staff & Their Contact Information (If they will be working for you):

| Name: | Phone #'s: | Email: |
|-------|------------|--------|
| _____ | _____      | _____  |
| _____ | _____      | _____  |

Business Vehicles:

| Make: | Model: | License Plate #: |
|-------|--------|------------------|
| _____ | _____  | _____            |

\*Do any of these vehicles need to stay on the premises during the market? \_\_\_\_\_ Yes \_\_\_\_\_ No

\*Is there anything else that pertains to your application/market participation that you would like to add?

\_\_\_\_\_

**2023 Season Saturday Market Dates**

Currently located behind BSV Bank, 115 Main St, Smithfield, VA 23430,  
but may change to the Old Little’s Grocery Lot, 518 Main St, Smithfield, VA 23430

April 1st – December 16th—9:00 am – 12:30pm

**Specialty Themes - \*9:00am – 12:30pm**

PLEASE MARK WHICH DATES YOU WOULD LIKE TO PARTICIPATE IN THIS SEASON

| April                                      | May        | June        | July                                     | August        |
|--|------------|-------------|--|---------------|
| ◦ *April 1st<br><b><u>Opening Day!</u></b> | ◦ May 6th  | ◦ June 3rd  | ◦ *July 1st<br><b><u>4th of July</u></b> | ◦ August 5th  |
| ◦ April 8th                                | ◦ May 13th | ◦ June 10th | ◦ July 8th                               | ◦ August 12th |
| ◦ April 15th                               | ◦ May 27th | ◦ June 17th | ◦ July 15th                              | ◦ August 19th |
| ◦ April 22rd                               |            | ◦ June 24th | ◦ July 22rd                              | ◦ August 26th |
| ◦ April 29th                               |            |             | ◦ July 29th                              |               |

| September        | October                                     | November                                       | December  |
|------------------|---|--|---|
| ◦ September 2nd  | ◦ October 7th                               | ◦ November 4th                                 | ◦ *December 2nd<br><b><u>Holiday Market</u></b> |
| ◦ September 9th  | ◦ October 14th                              | ◦ *November 11th<br><b><u>Veterans Day</u></b> | ◦ *December 16th<br><b><u>Last Market!</u></b>  |
| ◦ September 16th | ◦ October 21st                              |  |   |
| ◦ September 23rd | ◦ *October 28th<br><b><u>Ham-O-Ween</u></b> |  |   |
|                  |   |  |   |

**We will not have a Farmers Market on these dates due to downtown events:**

|              |                                    |
|--------------|------------------------------------|
| May 20, 2023 | Smithfield Arts Festival           |
| Sep 30, 2023 | Downtown Vintage Market            |
| Nov 18, 2023 | Mistletoe Market                   |
| Nov 25, 2023 | Carrollton Midday Christmas Market |
| Dec 9, 2023  | Smithfield Christmas Parade        |



# Smithfield Farmers

## Market

### 2023 Vendor Application

READ AND SIGN THE AGREEMENT AND RELEASE OF THIS APPLICATION AND RETURN IT ALONG WITH PAGES 1, 2 & 3. YOUR SIGNATURE ON PAGE 3 IS REQUIRED FOR THE APPLICATION TO BE CONSIDERED COMPLETE. KEEP PAGES 4-7 FOR YOUR INFORMATION.

Please be sure you have included the following:

- ⇒ Completed Application
- ⇒ Application Fee (\$75)
- ⇒ Health Certifications Copy (If applicable)
- ⇒ Business License Copy (Town of Smithfield Business License REQUIRED if not a farm)
- ⇒ \*You will not be able to obtain a TOS Business License until the market manager has approved your application

By signing below, I certify that I and my staff have read and do agree to abide by the rules and regulations of the Smithfield Farmers Market as outlined on pages 4-7 of this document. Further, I also agree to hold the Market Manager, Smithfield Farmers Market Management, Isle of Wight –Smithfield Tourism, Town of Smithfield, County of Isle of Wight or Virginia Cooperative Extension, Old Point National Bank, and Bank of Southside Virginia (BSV) harmless from all liability or responsibility whatsoever for personal injury, property damage or wrongful death however caused, including, but not limited to, the negligence of the above referenced parties, whether passive or active, that results from my activities at the Smithfield Farmers Market.

Print Name \_\_\_\_\_

Date \_\_\_\_\_

**Make Checks Payable to:**

ISLE OF WIGHT COUNTY

Mail or deliver with Pages 1-3 to:

Smithfield Farmers Market

319 Main Street

Smithfield, VA 23430

**Contact information:**

Sabrina Dooley, Market Manager

Email: [sdooley@isleofwightus.net](mailto:sdooley@isleofwightus.net)

Telephone: (757) 759 - 4118

Office Telephone: (757) 357- 2214

[www.smithfieldfarmersmarket.com](http://www.smithfieldfarmersmarket.com)

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Vendor Profile

(Must be filled out and returned)

**Year Established:**

**Years at the Farmers Market:**

**Brick & Mortar Address:**

**Email:**

**Website:**

**Facebook:**

**Instagram:**

**Any Other social media Pages:**

**Owner(s):**

**Type of Products:**

**Products can also be found at:**

**Special Orders Accepted:**

**Market Order Pick up Available:**

**Methods of Payment Accepted:**



## MARKET REGULATIONS AND INFORMATION

(FOR VENDORS REFERENCE)

# Smithfield Farmers Market

## 2023 Vendor Application

**Welcome to the 21st season of the Smithfield Farmers Market!**

### **MARKET OBJECTIVES:**

- To provide a venue for area growers/producers to sell their products directly to the public
- To provide consumers with a variety of fresh regional products
- To create an attractive atmosphere promoting Agri-tourism and trade with local merchants

### **MARKET DATES AND SITE:**

The Smithfield Farmers Market will be open on Saturdays, rain, or shine, as long as the safety of the vendors and customers is not at risk. Market operating hours are 9 a.m. until 12:30pm, unless otherwise specified.

Location: The market operates in an open, paved parking lot behind the Bank of Southside Virginia, 115 Main Street, Smithfield. There are no non-paved areas and VERY limited electricity. This year the location might change, if so the location will change to 518 Main St, Smithfield, which is the old Little's grocery lot. If the location is changed, the market manager will send an email regarding the change.

Garbage: Garbage must be removed from the site and not placed in any market trash bin, town trash bin or nearby private trash bin. **Garbage is NOT to be placed in the dumpster next to the Smithfield Foods Gym Building.**

Tents and Supplies: All vendors must furnish their own umbrellas or shade tents, tables, chairs, ice, scales, and anything else required to sell their products. All tents must have weights attached to all four corners for use in windy conditions.

Rental tents are available through **Skip Sharpley at S & B Tent Rentals: (757) 448-7327**. The tent will be set up and taken down for you for \$20; tables are \$5.00. You must contact Skip by 5p.m. the Friday before the market to place your order.

Tent Weights: Vendors are **REQUIRED** to have at least 15-20 pounds worth of weight on **EACH** leg of their tent.

Signage: To promote a professional and consistent look to the market, each vendor is **required** to have a hanging sign (no smaller than 11"x17") to identify his/her business.

### **FEES:**

**Vendor Registration:** Fee for vendors is \$75.00. The registration fee accompanying the application is non-refundable and is needed to secure your space. No application will be processed without the fee.

**Market fees:** Vendors will remit either **5% of their gross daily sales** (please round to the nearest dollar, no change please!) or **\$15.00 minimum** along with a sales receipt tally provided by the market manager by Tuesday at 1pm. **\*3 failures to make timely payments will result in removal from the market until the market fees are paid in full.**

**Checks/payments should be made payable to Isle of Wight County and should be given directly to the Market Manager, dropped in Market Blue Cash Box, or brought/mailed to the Tourism office at 319 Main Street, Smithfield, VA 23430.**

## MARKET OPENING, CLOSING AND ATTENDANCE:

Vendors must be in attendance when scheduled, **set up is no later than 8:30 a.m.**, ready to sell by 9 a.m., and available for business until closing of market. Leaving early is prohibited. Continued no-shows will result in the vendor being removed from the market list; **vendor will receive two warnings and be removed from the market line-up after a third occurrence.**

Vehicles: **No vehicles may be operated on the market lot after 8:30 a.m.** Make sure you are unloaded, and your vehicle removed by that time. When vehicles are temporarily parked in the market aisles for unloading before the market begins, all unloading must be done in **15 minutes or less**. Unload your car and then park in a parking lot before setting up your tent and displays! No vehicles will be allowed back on the Market lot until safety cones have been removed by Market Staff.

Early sales: As this is an open-air market, shoppers will be wandering in from about 8:30 a.m. and on. Vendors are encouraged to be set up and ready to sell in case early shoppers arrive.

Attendance: A vendor is expected to attend all markets s/he has indicated on the application. If unable to attend a market, s/he is expected to inform the Market manager no later than **9 a.m. on the Wednesday** before the market. (In case of an emergency, please notify the manager as soon as possible.) Exceptions will be made for emergencies and adverse weather conditions that will affect a vendor's product.

If the vendor does not fulfill his/her contractual obligation, the market manager reserves the right to remove the vendor from the remainder of the market season. **Vendors will receive two warnings and be removed from the market line-up after a third occurrence.**

Emails: The market manager prefers to communicate market news through regular emails. All vendors are HIGHLY ENCOURAGED to have an email account. If they do not have one, it will still be their responsibility to stay abreast of any market news and to check each week's list of vendors before the deadlines. A list of vendors will be emailed no later than Tuesday before each market. If the vendor does not receive emails, it is their responsibility to contact the market manager by Noon on Wednesday each week to ensure that they are accurately listed for each market.

## The Following are Prohibited During Market Hours:

**(Vendors should notify the market manager of any unauthorized contact/solicitation during the market)**

- Selling during a lightning storm
- Generators (without approval of market manager)
- Damage to the asphalt
- Selling of any items bought from a wholesaler, auction or retailer, or processed outside Virginia, North Carolina, South Carolina, or Georgia without permission of the Market. **If partnering with another farm/farmer(s), they must be listed on the application as well as labeled with the appropriate products at time of selling.**
- Processed foods not in compliance with Virginia Department of Agriculture regulations or Health Dept.
- The slaughtering of any animals on site
- Cooking within the market area without prior approval by the Market Manager
- Distribution of political campaign (or religious) materials without approval of Market Manager
- Smoking within the parameters of the market
- No use of fire unless cooking. If cooking, the fire must be contained and be approved by the market manager.

## SPACE ASSIGNMENTS:

Each vendor space is approximately 10' X 10.' The market manager will map out the vendor spaces before each market. Those vendors who participated in the market last season will be given preference in space assignments. However, **no vendor's space assignment is guaranteed from week to week**, so vendors are expected to be flexible and cooperative, especially when larger markets are held. During the specialty markets, vendor's locations on the map may be different from the rest of the season. Those vendors who only come occasionally may find that their spaces move around on the map, depending on availability. **Full-season vendors whose sales averaged at least \$600 per market the previous season are eligible for a double space at no additional cost.**

**ELIGIBILITY:**

Participation is open to regional growers/producers within the states of Virginia, North Carolina, South Carolina, or Georgia. The market is a producer/processor - only market. **There is no reselling of items bought from a wholesaler, produce auction, or retailer. \***

\*Note: Exceptions may be made at the discretion of the market for those selling items that are not their own. **If partnering with another farm/farmer(s), they must be listed on the application as well as labeled with the appropriate products at time of selling.** Vendors are required to inform customers of the origin/location of each/any product(s) if they come from outside their own farm/business.

The Market Manager has the right to request documentation of any product in question from the vendor and inspect items prior to, or on the day of sale to confirm their eligibility. The Market Manager may also conduct random farm visits and visits to produce auctions.

**Processed or Value-added**

The market assumes that the items offered for sale will be distinctly different from their raw ingredients. Items may expressly **NOT** be purchased and re-packaged to be sold at the market. The market manager has the authority to make allowances for products processed outside the 100-mile radius if necessary.

**INSPECTIONS FOR EDIBLE ITEMS PRODUCED BY VENDORS:**

Examples include dried fruits or vegetables, baked goods, pasta, granola, jam/jelly, cider, vinegar, relishes, milk and milk products, cheese, and honey (must be from local hives). All processed foods must be certified by the Virginia Department of Agriculture. Any vendor selling processed pickles, salsa, canned fruits and vegetables, baked goods or any other prepared food item must have their kitchen inspected and approved by the VA Department of Agriculture inspector, (757-357-3416).

**ELIGIBILITY FOR THE 2023 SEASON:**

The determination for spaces for the 2023 season will be based on 2022 sales. Those with lower sales percentages may not be invited to participate in the 2023 season. **Prior participation does not guarantee space in this year's season.**

**REQUIREMENTS:**

All vendors must complete an application, sign a hold harmless agreement, and read and sign the rules and regulations before being allowed to sell any product.

Many items are subject to USDA, Virginia Department of Agriculture and Consumer Services and/or Health Department regulations. It is the sole responsibility of the producer to understand & abide by these regulations. Vendors must contact these agencies for inspection and approval.

Vendors are liable for their own products and responsible for adhering to the Department of Agriculture's policies & procedures when dealing with prepared foods, selling prepared foods, or offering samples at the Smithfield Farmers Market. A copy of all required licenses MUST be filed with the vendor's application if applicable. Please provide a copy of current inspection report from the Virginia Department of Agriculture.

Collection of Virginia sales tax and compliance with the Virginia Department of Taxation is the responsibility of the vendor. See <http://www.tax.virginia.gov/site.cfm?alias=SalesUseTax> or call (804) 367-8037.

The market management, the Town of Smithfield, the County of Isle of Wight, and/or the Bank of Southside Virginia (BSV) will not be held liable for the products offered by vendors. Product liability insurance is the sole responsibility of the vendor.

The Market Manager reserves the right to, with reasonable notification, visit and inspect the vendor's growing area or processing facility, and request documentation of the products in question.

**Please note: Produce and food vendors have priority for participation in the entire season.** Most crafters will only be able to participate in markets as space allows; however, some returning crafters may be able to participate the entire season, based upon their 2022 sales figures. Although vendors can choose what markets they would like to participate in, the market may not be able to honor all requests. Those vendors who want to participate in a lot of our markets will have priority over those vendors that just want to participate in a few markets.

Crafters may be put on a space-available list for full markets. Emails will be sent out to notify vendors when these spaces are available. We prefer to always have a full market, so we will try to fill any available spaces with crafters when these spaces are available.

**Spaces are not guaranteed to returning vendors.** Returning food vendors with average sales of less than \$100 **may** not be available to participate in 2022. Returning craft & baked goods vendors with average sales less than \$160 are not eligible to participate in 2022. All applicants will be notified by email whether or not they are accepted.

**Application fees are refunded to non-accepted vendors.**

**NEW VENDORS:** We require samples and/or photos and website addresses (if possible) of your products. A committee will be examining your application to decide if we can offer you a space in the market, so be as specific as possible in your description. New vendors will be accepted on the basis of what they are selling, market needs, and space availability. All prospective vendors will be notified within two weeks of the start of the market season whether they will be offered a space, along with what dates they will be able to participate at the market. Spaces will be filled first with produce and food vendors, then filled out with crafters. If we receive your application and registration fee and make a decision that we cannot offer you space, we will return your registration fee to you.

**Isle of Wight Health Dept**

**Robert Sanchez, (757)279-3080**

**robert.sanchez@vdh.virginia.gov**

Call this number with questions about all food products sold at retail, including but not limited to processed, canned fruits and vegetables; pickled products; vinegar products; meat and poultry; fish and seafood; and baked goods.

| CONTACTS   |   |
|--|---|
| Dairy & Foods, Annie McCullough  | (757) 363-3840, (804) 786-8899  |
| Meat & Poultry   | (804) 786-4569  |
| Organic Certification  | <a href="http://www.vdacs.virginia.gov/vagrown/organic.shtml">http://www.vdacs.virginia.gov/vagrown/organic.shtml</a>                     |
| VA Tech Food Process Institute   | (540) 231-8697  |
| Weights & measures   | (757) 859-6590, (804) 786-2476  |
| General Information  | <a href="http://www.vdacs.virginia.gov/vagrown/frmsmkt-resources.shtml">http://www.vdacs.virginia.gov/vagrown/frmsmkt-resources.shtml</a> |
| Town of Smithfield Treasurer's Office (Business License), Barbara Hunter | (757) 365-4200  |