

2024 Smithfield Farmers Market

Prepared & Value-Added Foods Vendor Application



Value-added* refers to products processed through baking, cooking, canning, drying, fermenting, preserving, or spinning techniques (e.g., baked goods, jams, dried fruit, viticulture, pickles, wool yarn, etc.). Value-added products can be produced by farm vendors with their own raw ingredients, or by non-farm vendors, with ingredients grown by an outside source.

Prepared food* refers to products that agriculture or non-agriculture businesses make from ingredients that they primarily purchase. They make the food at the market for immediate consumption (e.g., sandwiches, brewed coffee, etc.).

Business Name _____ Date Established _____

Business Owner(s) _____

Mailing Address _____

City _____ State _____ Zip _____

Business Location _____

City _____ State _____ Zip _____

Business Phone(s) _____ Cell _____ Alt _____

Email Address _____

Website _____

Facebook _____ Instagram _____

Business Type (please circle) Hot Food Hot Beverages Baked Goods Sauces/Spices Prepackaged Food
Pickles Dog Treats Jams/Jellies Other _____

Choose One _____ New Vendor or _____ Returning 2023 Vendor (Average Weekly Sales \$ _____)

Menu of offered Foods (give updated description of products, include pictures on page 4, "same as last year" will NOT be accepted).

Electricity Needed? (please circle one) No Necessary Preferred

Please explain why electricity is needed, if applicable _____

Staff Name	Staff Phone	Staff Email

Vendor Vehicle Information

Vendor Vehicle Make	Vehicle Model	Vehicle License Plate	Does this vehicles need to stay on the premises / (bank lot) during the market?
			(Circle One) YES NO
			(Circle One) YES NO

For Farmers Market Use Only Recvd _____ Accepted YES NO Confirmed w/ vendor _____

2024 Season Saturday Market Dates

The Market is held in the parking lot behind BSV Bank, 115 Main St, Smithfield, VA 23430

Market Season: April 6th – December 21st, 2024 **Market Hours:** 9:00 am – 12:30 pm

***Specialty Markets are held the same hours as regular markets and are listed in RED below.**



Please place a Check mark next to the dates you would like to participate!



April	May	June	July	August
◦ *April 6th *Opening Day!	◦ May 4th	◦ June 1st	◦ July 6th	◦ August 3rd
◦ April 13th	◦ May 11th	◦ June 8th	◦ July 13th	◦ *August 10th *Natl Farmers Market Week
◦ April 20th	◦ May 25th	◦ June 15th	◦ July 20th	◦ August 17th
◦ April 27th		◦ June 22nd	◦ July 27th	◦ August 24th
		◦ *June 29th *Independence Day		◦ August 31st

September	October	November	December
◦ September 7th	◦ October 5th	◦ November 2nd	◦ *December 7th *Holiday Market
◦ September 14th	◦ October 12th	◦ *November 9th *Veterans Day	◦ *December 21st *Last Market!
◦ September 21st	◦ October 19th		
	◦ *October 26th *Ham-O-Ween		
Manager must be notified a week prior to the market you registered for if you are NOT attending.			

SPECIAL EVENTS

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

May 18, 2024	Smithfield Arts Festival
Sep 28, 2024	Downtown Vintage Market
Nov 23, 2024	Mistletoe Market
Nov 30, 2024	Carrollton Midday Christmas Market
Dec 14, 2024	Downtown Smithfield Christmas Parade

Smithfield Farmers Market

2024 VENDOR INFO



READ AND SIGN THE AGREEMENT AND RELEASE OF THIS APPLICATION AND RETURN IT ALONG WITH PAGES 1, 2,3 & 4 along with the Vendor Profile on pages 9 & 10. YOUR SIGNATURE ON PAGE 3 IS REQUIRED FOR THE APPLICATION TO BE CONSIDERED COMPLETE. KEEP PAGES 5-8 FOR YOUR INFORMATION

Please be sure you have included the following:

- ⇒ Completed Application
- ⇒ Application Fee (\$75 as cash, check, or money order)
- ⇒ Any certifications, VA Health Dept. documents (if applicable), VDACS documents (if applicable), and any other documents pertaining to your business
- ⇒ 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 5-8 of this document. Further, I also agree to hold harmless, the Market Manager, Smithfield Farmers Market staff, Isle of Wight –Smithfield Tourism, Town of Smithfield, County of Isle of Wight, Virginia Cooperative Extension, Old Point National Bank, and Bank of Southside Virginia (BSV) 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.

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
sdooley@isleofwightus.net
Cell (757) 759 - 4118
Office (757) 357- 2214
www.smithfieldfarmersmarket.com

Print Name _____

Date _____

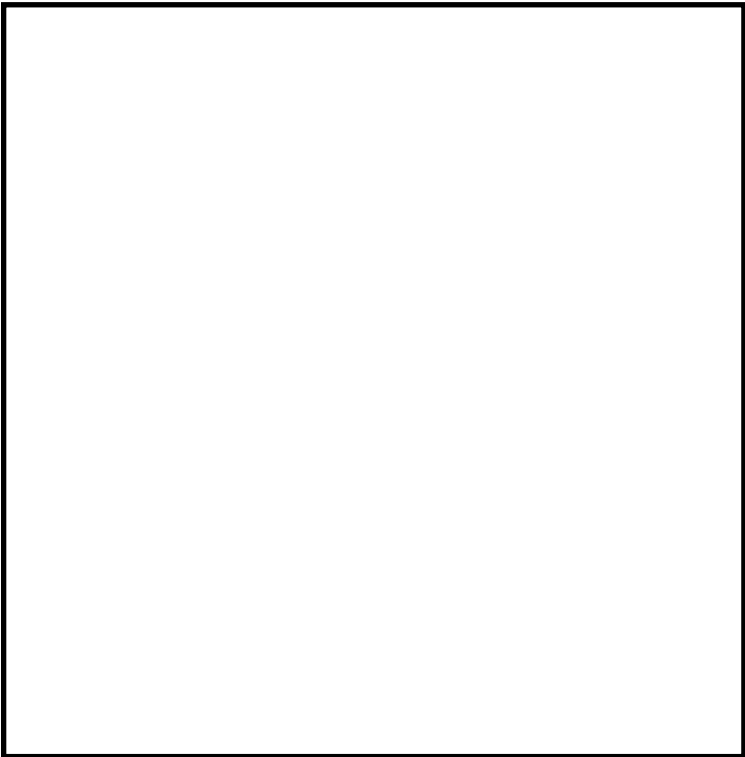
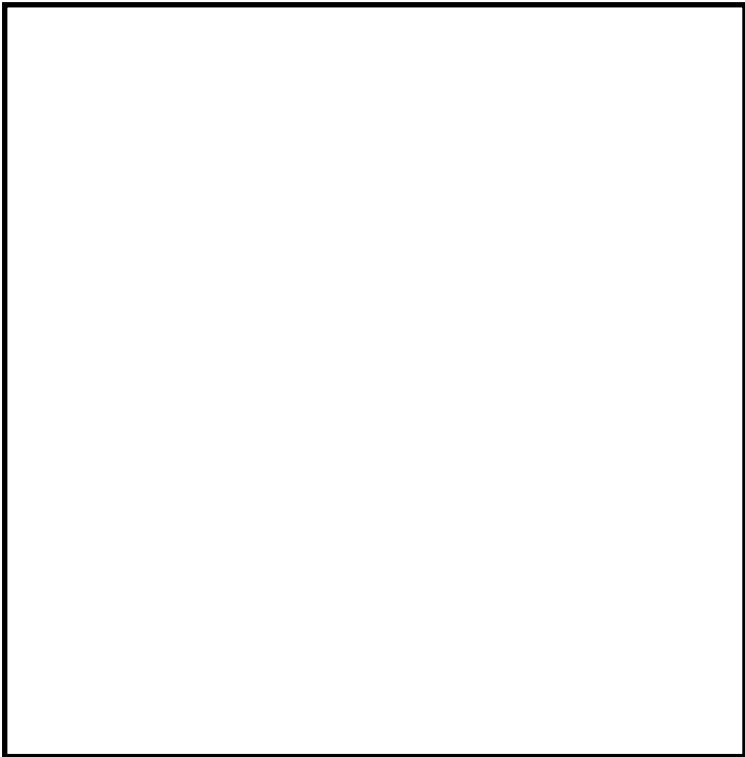
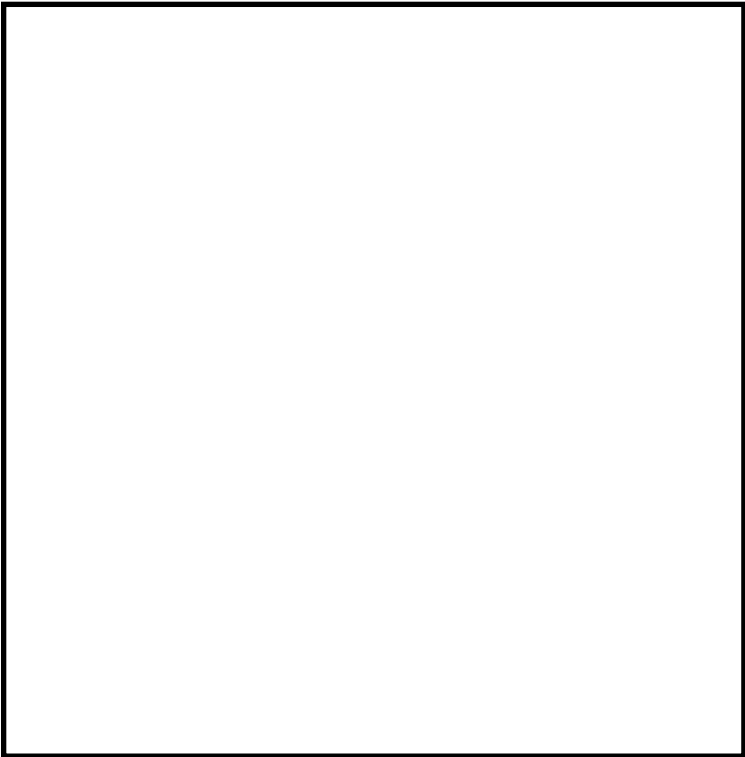
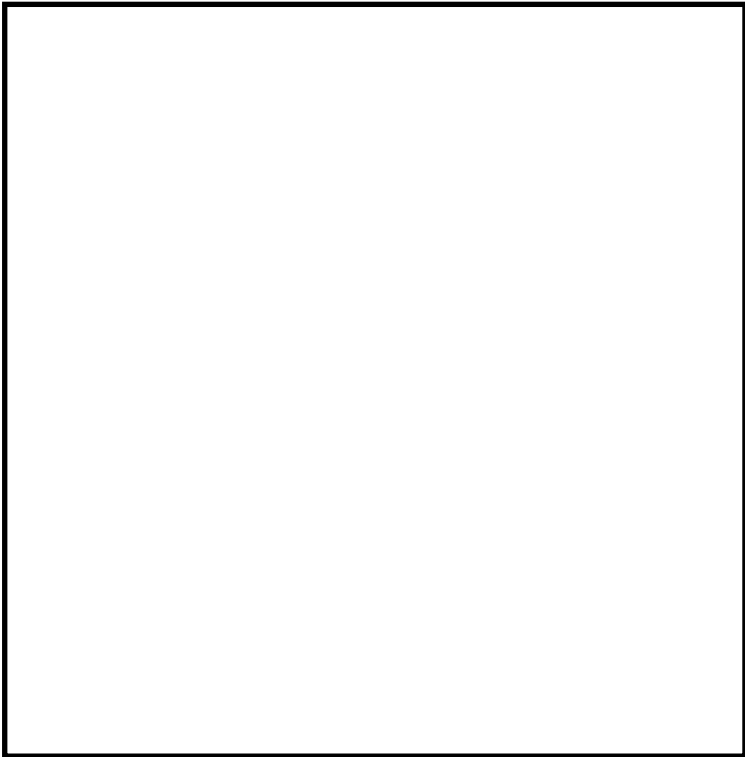
Signature _____

Date _____

2024 Smithfield Farmers Market Application



Insert Pictures of Product Here



MARKET REGULATIONS AND INFORMATION



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 am until 12:30 pm, 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, 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 notifying vendors.

Garbage Trash 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 or next to the dumpster beside 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. S&B Tents will not be servicing this event this year—please obtain your own supplies.

Tent Weights Vendors are **required** to have at least 15-20 pounds of weight on **each** leg of their tent. In 2024, vendors without adequate weights who have to borrow our weights will be charged **\$15 for 4 weights**. **This amount will be added to your tally sheet.** Tying your tent to your vehicle will not be permitted.

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 At each market, 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 following the market by 1 pm.

***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, After the market on Saturday at the Hospitality tent (to be dropped in the Market's Blue Cash Box) or delivered to the Visitor Center attn: Sabrina, at 319 Main Street, Smithfield, VA 23430.

MARKET OPENING, CLOSING AND ATTENDANCE

Attendance A vendor is expected to attend all markets s/he has indicated on the application. If unable to attend a market, the vendor is expected to inform the Market manager no later than **5 pm 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. 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. If the vendor does not fulfill their 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 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 vehicle is 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, 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 This is an open-air market, shoppers will be wandering in about 8:30 a.m. Vendors are encouraged to be set up and ready to sell in case early shoppers arrive.

Emails The market manager communicates market news through emails. All vendors are HIGHLY ENCOURAGED to have an email account. If they do not have one, it will 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.

PROHIBITED DURING MARKET

- Generators (without approval of market manager)
 - Selling during a lightning storm
 - 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 application and items labeled on 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.
- (Vendors should notify the market manager of any unauthorized contact/solicitation during the market)**

SPACE ASSIGNMENTS

- Each vendor space is approximately 10' X 10.' The market manager maps out vendor spaces before each market. 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.**
- Vendors are expected to be flexible and cooperative. During specialty markets, vendor locations may vary from the rest of the season. Vendors who participate occasionally may find their spaces move 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

Processed or Value-added:

The market requires 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 2024 SEASON

The determination for spaces for the 2024 season will be based on 2023 sales. Those with lower sales percentages may not be invited to participate in the 2024 season, based on space. **Prior participation does not guarantee space in the current 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 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. Visit <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) are not 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, request documentation of any products in question as well as do Farm Talk Videos of the farm site.

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 2023 sales. While vendors may choose which markets they would like to participate in, the market may not be able to honor all requests. Those vendors who wish to participate in several markets will have priority over those just wanting 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 have a full market, so we will try to fill spaces with crafters when 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, based on space availability. Returning craft & baked goods vendors with average sales less than \$160 are not eligible to participate in the new season. All applicants will be notified by email whether or not they are accepted into the markets.
- Application fees are refunded to vendors not accepted into market.

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 are unable to offer you space, we will return your registration fee.

CONTACTS

Food and Safety Local Office	5700 Thurston Ave, Suite 104, Virginia Beach, VA 23455	757.363.3840	foodsafety@vdacs.virginia.gov
Food and Safety (VDACS)	Food Safety Resources for Consumers to practice Food Safety (virginia.gov)	804.786.3520	foodsafety@vdacs.virginia.gov
Food and Safety (VDH)	Food Safety in Virginia - Environmental Health	804.864.7473	foodsafety@vdh.virginia.gov
Tidewater Health Inspector	Contact, Maurica Bynum	757.514.4754	maurika.bynum1@vdh.virginia.gov
Dairy and Foods	Dairy & Foods (virginia.gov)	804.786.1452	dairyservices@vdacs.virginia.gov
Produce Safety	Produce Safety (virginia.gov)	804.786.4003	produce.safety@vdacs.virginia.gov
Meat and Poultry	Meat & Poultry Services (virginia.gov)	804.786.4569	N/A
State Apiarist	Beekeeping & Apiary Inspection (virginia.gov)	804.786.3515	VABees@vdacs.virginia.gov
Hemp Program	Hemp Product Enforcement (virginia.gov)	N/A	hemp@vdacss.virginia.gov
Poultry and Eggs Services	Poultry and Eggs (virginia.gov)	540-209-9140	N/A
Commercial Kitchen Processing	Microsoft Word - Comm Kitchen Application 11-14-20 LR.docx (virginia.gov)	804.786.3520	foodsafety@vdacs.virginia.gov
Home Food Processing	Microsoft Word - Home Application 11-15-20 LR.docx (virginia.gov)	804.786.3520	foodsafety@vdacs.virginia.gov
Town of Smithfield Treasurer's Office (Business License), Wendy Burkhouse	310 Institute Street, Smithfield, VA 23430	(757) 365-4200	wburkhouse@smithfieldva.gov

Smithfield Farmers Market

Vendor Profile

Business Name _____ Year Established _____

Owner(s) _____

Brick & Mortar Address (physical building that customers can also purchase products):

Address _____ City _____ Zip _____

Preferred Method of Customer Contact

Email	
Phone	
Website	
Facebook	
Instagram	
Other	

Where else are your products sold?

Store / Market Name	Location/Address

Do you accept Special Orders? (circle one) YES NO

Is Market Order Pick-up Available? (circle one) YES NO

Methods of Payment Accepted (circle all that apply)

Cash

Master Card

Discover

VISA

American Express

Venmo

Apple Pay

Other _____

Smithfield Farmers Market

Vendor Profile

Demographics

- Including yourself, how many people worked for your business either seasonally or year-round? Please include family workers paid and unpaid), hired production or office workers, people hired to sell at markets, contract or custom hire farm labor, and paid interns or apprentices. If zero, enter 0.

Seasonal (worked 149 days or less) _____

Year-round (worked 150 days or more) _____

- Is your business women-owned? Ownership refers to the equity, interest, or stock of the business. Select 'yes' if 51% or more of your business is women-owned. (circle one) YES NO
- Is your business women-owned? Ownership refers to the equity, interest, or stock of the business. Select 'yes' if 51% or more of your business is women-owned. (circle one) YES NO
- Is the owner of the business a military veteran? Select 'yes' if 51% or more of your business is veteran-owned. (circle one) YES NO
- Which of the following best describes the primary owner of your business?
Ownership refers to the equity, interest, or stock of the business. (circle all that apply)
 - American Indian or Alaska Native
 - Asian or Asian American
 - Black or African American
 - Multi-Racial
 - Spanish, Hispanic, or Latino
 - White (not Spanish, Hispanic, or Latino)
 - Prefer not to answer
- Is the primary owner of your business younger than 35 years of age? Ownership refers to the equity, interest, or stock of the business. Select 'yes' if 51% or more of your business is owned by someone younger than 35 years of age. (circle one) YES NO