

2025 Juried Winter Farmers Markets at The Smithfield Winery



Applications will go before a jury since we only have 14—16 spots available. Payments will taken once the vendor has been accepted. Vendors will be notified of acceptance via email by December 13th.

Mail or deliver to: Smithfield Farmers Market ATTN: Sabrina Dooley/ 319 Main Street, Smithfield, VA 23430

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** _____

Choose One _____ New Vendor or _____ Returning 2024 Vendor (Average Weekly Sales \$ _____)

Do you participate in the Senior Farmer’s Market Nutrition Program: (please circle one) Yes No

Electricity Needed? (please circle one) No Necessary Preferred

Please explain why electricity is needed, if applicable _____

Your Staff & Their Contact Information (If they will be working for you at the market)

Staff Name	Staff Phone	Staff Email

Vendor Vehicle Information. Vendors will be required to park in a specified vendor lot to keep as many downtown parking spaces open for customers as possible.

Vehicle Make	Vehicle Model	Vehicle Color	License Plate

For Farmers Market Use Only

Recvd _____ Cash/ Check _____ Accepted YES NO #of Spaces _____ Confirmed w/ vendor _____

Farm Goods refers to farm grown, raised, or fished products such as produce*, meat, seafood, dairy, dairy products, eggs, animal products, honey, plants, flowers, etc.

Produce refers to fresh foods that farmers plant, grow, and harvest (e.g., fruits, vegetables, nuts, beans, etc.) The farmers do not process or minimally processes the products.

Value-Added Foods 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.).

Artisan Crafts refers to handmade items; art, wreaths, jewelry, wood items, skincare/soap, candles, etc.

Services refers to vendors who offer services for customers such as knife sharpening, farm good delivery, etc.

Please select what goods your business specializes in. Select all that apply.

Farm Goods	<input type="checkbox"/> Animal Products	<input type="checkbox"/> Flowers	<input type="checkbox"/> Meat <small>(Pork, Beef, Poultry)</small>	<input type="checkbox"/> Plants	<input type="checkbox"/> Other
	<input type="checkbox"/> Dairy	<input type="checkbox"/> Herbs	<input type="checkbox"/> Microgreens	<input type="checkbox"/> Produce	_____
	<input type="checkbox"/> Eggs	<input type="checkbox"/> Honey	<input type="checkbox"/> Mushrooms	<input type="checkbox"/> Seafood	_____

Prepared Foods	<input type="checkbox"/> Artisan Breads	<input type="checkbox"/> Cheese	<input type="checkbox"/> Jams/Jellies	<input type="checkbox"/> Prepackaged Food	<input type="checkbox"/> Other
	<input type="checkbox"/> Baked Goods	<input type="checkbox"/> Freeze Dried	<input type="checkbox"/> Pet Treats	<input type="checkbox"/> Sauces	_____
	<input type="checkbox"/> Beverages	<input type="checkbox"/> Hot Food	<input type="checkbox"/> Pickles	<input type="checkbox"/> Spices	_____

Artisan Crafts & Services	<input type="checkbox"/> Author	<input type="checkbox"/> Farm/Home Delivery	<input type="checkbox"/> Leather	<input type="checkbox"/> Skincare	<input type="checkbox"/> Other
	<input type="checkbox"/> Candles	<input type="checkbox"/> Jewelry	<input type="checkbox"/> Pet Accessories	<input type="checkbox"/> Wood Working	_____
	<input type="checkbox"/> Crochet	<input type="checkbox"/> Knife Sharpening	<input type="checkbox"/> Signs	<input type="checkbox"/> Wreaths	_____

Please list farmers that you partner with or purchase from:

Farm	Contact	Address	Items you purchase

The Market is held inside/outside Smithfield Winery, 117 N Church St, Smithfield, VA 23430

Market Season Dates: January 18, February 15, March 15 **Market Hours:** 12:00pm—3:00pm

Vendor Fees: Circle One: All 3 winter markets: \$45 1 or 2 Markets: \$20 per market

Participants are required to pay 5% or \$15, whichever is greater, of their total gross sales at each market.

Select the markets you would like to be considered for: Circle all that apply: January 18 February 15 March 15

Winter Market at Smithfield Winery

2025 VENDOR INFO

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
- 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 selling items other than anything grown, raised, or fished). **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 3-6 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, Blue Sky Distillery, Smithfield Winery, 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 _____

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 Winter Farmers Market will be open on the third Saturday of January, February, and March, rain or shine, as long as the safety of the vendors and customers is not at risk. Market operating hours are 12pm until 3pm, unless otherwise specified.

Location The winter market will operate inside the Smithfield Winery at 117 North Church Street in Smithfield, Virginia. Inside, vendors will be limited to a single 10x10, or equivalent space. There will be air conditioning and heat inside along with restrooms (ADA compliant) and hardwood floors.

Garbage Trash must be removed from each vendor space and placed in the designated garbage can/bin. Please make sure that all trash is removed from your area and off the floor.

Supplies Tables and chairs will be provided for vendors but anything else required to sell their products will need to be brought by vendors.

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.

Set-Up Set-Up will be available to vendors the day prior to the market day as well as in the morning of the market. Set-up on the morning of will be from 9am—11:30am. Vendors will need to be set-up by 11:45 for early shoppers.

FEES

Vendor Registration Fee for vendors is \$45.00 if signing up for all three market dates, and \$20 for each market if wanting to do 1 or 2. **Application fees will not be collected until accepted by the Jury.**

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 4 pm.

Checks/Payments should be made payable to Isle of Wight County and should be given directly to the Market Manager. Market fees are to be given to the market manager after the market during pack-up (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 they have indicated on the application. If unable to attend a market, the vendor is expected to inform the Market manager no later than **2 pm on the Thursday** prior to the market. (In case of an emergency, please notify the manager as soon as possible.) Vendors must be in attendance when scheduled, **set up by 11:30 a.m.**, ready to sell by 12pm., 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 Parking and unloading in front of the winery may be difficult, but Friday and Saturday morning will be open to vendors to come set-up and drop off product for Saturday's market. **We highly recommend coming Friday to set-up!** You are encouraged to pull up in front of the winery, or as close as you can, to unload your vehicle. As soon as you are unloaded, you may park your vehicle(s) in the Smithfield Center/Smithfield Little Theatre parking lots in the back towards to the street.

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 inside/outside of Smithfield Winery including floors, windows, doors, walls, etc.
- Selling of any items bought from a wholesaler, auction or retailer.
- 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
- Soliciting of any kind during market hours including the selling of animals
- Smoking within the parameters of the market
- No use of fire unless cooking outside. 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 will be selected for the winter season based on our jury. The jury will be looking at those with higher sales in the 2024 season.
- Vendors are expected to be flexible and cooperative.

FARM GOODS ELIGIBILITY

Participation is open to regional growers/producers in Virginia. The market is a producer/processor - only market. **There is no reselling of items bought from a wholesaler, produce auction, or retailer. ***

PREPARED FOODS ELIGIBILITY

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).

CRAFTER ELIGIBILITY

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.

There is no reselling of items bought from a wholesaler, produce auction, or retailer. *

ELIGIBILITY FOR THE 2025 SEASON

The jury will use 2024 sales to base their decision for the 2025 Winter Markets. Those with lower sales percentages may not be invited to participate in the 2025 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 Smithfield Winery 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.

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 please 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.

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