

2026 Smithfield Farmers Market Application



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 2025 Vendor

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

Electricity Needed? (please circle one) No Necessary Preferred Ampage _____

Please explain why electricity is needed, if applicable _____

If you have a Traylor/Food Truck that needs to stay onsite, how long is it? _____

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	<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	_____

FARMERS/GROWERS: Please indicate the types of produce you offer so we can promote it.

___ Certified Organic ___ Virginia Grown ___ Certified Naturally Grown ___ Hydroponics
 ___ Free Range ___ Pasture Raised ___ Home-Grown for Heroes
 ___ Other (Please specify): _____

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	_____

BAKERS: Please indicate the types of baked goods, except breads you offer

___ Cookies ___ Pastries ___ Cheesecakes ___ Cupcakes ___ Pies
 ___ Brownies ___ Donuts ___ Bagels ___ Cakes ___ Loafs
 ___ Other (Please specify): _____

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	_____

2026 Smithfield Farmers Market Schedule

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

Market Season: April 4 – November 14 **Market Hours:** 9:00 am – 12:00 pm

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

April	May	June	July	August
◦ April 4 *Opening Day!	◦ May 9 -	◦ June 6	◦ July 4 *Independence Day	◦ August 1 -
◦ April 11	◦ May 16	◦ June 13 *Sail250 Market	◦ July 11	◦ August 8 *Natl Farms Market Week
◦ April 18 -	◦ May 23	◦ June 20 -	◦ July 18	◦ August 15 -
◦ April 25 -	◦ May 30	◦ June 27	◦ July 25	◦ August 22
				◦ August 29

September	October	November
◦ September 5 -	◦ October 3	◦ November 7
◦ September 12	◦ October 10	◦ November 14 *Last Farmers Mkt
◦ September 19	◦ October 17 -	
	◦ October 24	
	◦ October 31 *Ham-O-Ween	

SPECIAL EVENTS

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

May 2, 2026	Spring Vintage Market
Sep 26, 2026	Downtown Vintage Market
Nov 21, 2026	Mistletoe Market
Dec 5, 2026	Market at the Manor
Dec 12, 2026	Downtown Smithfield Christmas Parade

2026 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 do you sell your product?

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
- Discover
- American Express
- Apple Pay
- Master Card
- VISA
- Venmo
- Other _____

2026 Smithfield Farmers Market Vendor Profile

Demographics

- Including yourself, how many people work 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 woman-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 PREFER NOT TO ANSWER

- 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 PREFER NOT TO ANSWER

- 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

- 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 PREFER NOT TO ANSWER

FOR FARM GOODS ONLY:

- How many acres do you cultivate, or use for grazing? _____
- How many years has the primary owner/operator of your farm been farming? _____
- How many acres does your farm business: own_____? lease_____?
- Does your farm or business hold Organic Certification (or in the 3-year transition process)?
 - Yes or No

FOR EVERYONE: Is there anything unique or interesting about your business that you'd like to share?

- _____
- _____
- _____



Town of Smithfield
Farmer's Market License

Year: _____

Town of Smithfield Treasurer's Office
310 Institute Street
Smithfield, VA 23430
757-365-4200

Fee: \$15 in form of Cash, Check, or Money Order made out to the Town of Smithfield

The undersigned applicant hereby applies for a Farmer's Market Business license.

Applicant Name: _____

Business Name: _____

Address: _____

Email: _____ Cell: _____

Fed ID or SS: _____

Est Revenue for the application year: _____

Signature of Applicant

Date

Date: _____

Treasurer's Office

2026 Smithfield Farmers Market Application Agreement ⁷

READ AND SIGN THE AGREEMENT AND RELEASE OF THIS APPLICATION AND RETURN IT ALONG WITH PAGES 1, 2, & 3 along with the Vendor Profile on pages 4 & 5 and Town of Smithfield business license form on page 6.

Your application will not be processed if the following items below are not included with your signed application.

Please be sure you have included the following:

- Completed Application with application fee
- Photos of Product emailed to sdooley@isleofwightus.net
- A copy of your VA Health Dept. documents (if applicable), VDACS documents (if applicable), Food Handlers/Managers certificate and any other documents pertaining to your business
- A copy of food labels (both Cottage Law Bakers and Certified Kitchen businesses)
- A copy of your completed VAFMA Food Safety Submit Certification (Farmers Market University)
 - I do not need this if you are a crafter or providing a service. Farm Good and Prepared Food vendors must submit this. This will be open to everyone in April.
- A copy of your Virginia State Corporation Commission certificate.
 - All businesses are required to register with the Virginia State Corporation Commission either as an LLC or a Fictitious named business. <https://cis.scc.virginia.gov/>
- Completed Town of Smithfield business license on Page 6
 - Will accept copy of Isle of Wight County BL
 - Vendors who grow, raise, or fish their product as well as vendors who use their own product to make a new product are exempt from obtaining a Town of Smithfield BL.

By signing below, I certify that I and my staff have read and do agree to abide by the rules, regulations, and code of conduct of the Smithfield Farmers Market as outlined on pages 7-11 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, 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.

Print Name _____

Date _____

Signature _____

Date _____

2026 Smithfield Farmers 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 12pm, 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.

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.

Tent Weights

Vendors are **required** to have at least 15-20 pounds of weight on each leg of their tent. In 2025, 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.** If vendors do not have adequate weights, then they will be asked to take down their tent.

FEES

Vendor Registration Fee for 10x10 space is \$75.00. For double spaces, it is \$125 if the vendor does not meet the \$600 average. 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) whichever is greater, 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.

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 **2 pm on the Thursday before the market.** (In case of an emergency, please notify the manager as soon as possible.) Exceptions will be made for emergencies. 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.**

Late Cancellations/No Shows Any time after the map comes out (Thursdays), all vendors will have the opportunity to cancel up to 3 times (with notice) prior to a \$45 fee being implemented. For no-shows, an immediate \$45 fee will be issued from the County. In the event of weather: If the farmers market cancels because of weather, vendors will not be penalized for the cancellation. If the market staff deems that the market can be held, then the vendors are held accountable for being at the market.

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.

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 manager.

PROHIBITED DURING MARKET

- Generators (without approval of market manager, if approved then the generator must be 60 decibels or quieter)
- Selling during a lightning storm
- Damage to the asphalt
- 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
- 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)
- No profane language

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

HOME KITCHEN FOOD PROCESSING EXEMPTION (COTTAGE LAW) VENDORS

Section § 3.2-5130 of the Code of Virginia allows certain low risk foods, acidified vegetables, and honey to be made from a private home without VDACS inspection, with certain restrictions. This fact sheet addresses some frequently asked questions and requirements relating to the exemption. Please consult the Code of Virginia for specific requirements and if you have any questions contact the VDACS Food Safety Program by phone at 804-786-3520 or via email at foodsafety@vdacs.virginia.gov.

What types of home-processed low-risk food products are allowed under this exemption?

- Candies
- Jams and jellies not considered to be low-acid or acidified low-acid food products
- Dried fruits
- Dried herbs
- Dry seasonings
- Dry mixtures
- Coated and uncoated nuts
- Vinegars and flavored vinegars
- Popcorn and popcorn balls
- Cotton candy
- Dried pasta
- Dry baking mixes
- Roasted coffee
- Dried tea
- Cereals
- Trail mixes
- Granola
- Baked goods that do not require time or temperature control after preparation

Where can I make these low-risk food products?

- In your own private home

What are the labeling requirements for food products in the low-risk foods category?

- Product packages are required to be labeled with information on the principal display panel as required by law:
 - A label displaying the name, physical address, and telephone number of the person preparing the food product
 - The date the food product was processed
 - The statement "NOT FOR RESALE – PROCESSED AND PREPARED WITHOUT STATE INSPECTION".
- If the product sold is too small to have an easily read label, and/or is sold to be consumed on-site, a sign at the area where the product is sold shall be an acceptable alternative to a label.
- In addition, this exemption does not preclude the need for standard labeling information on the product label (name of product, net weight statement, name and address of the manufacturer, list of ingredients and sub ingredients, and possibly nutritional information).

What types of Acidified food products are allowed under this exemption?

- Pickles that have an equilibrium pH of 4.6 or lower.
- Acidified vegetables that have an equilibrium pH of 4.6 or lower.
- Acidified vegetable products include pickled products, salsa, chow-chow, relishes and similar vegetables

What food products are required to have testing and a permit by VDACS?

- Hot Sauces, Sauces, & Condiments
- Pies
- Extracts & Tonics
- Hot, Infused or Flavored Honey
- Pet Treats
- And More...
- Any baked good that requires refrigeration including items made with pastry cream, cream cheese, or buttercream with "real" butter

ELIGIBILITY

Farm Goods:

Participation is open to regional growers/producers within the state of Virginia. We are a producer-only market meaning that we don't allow any farmers, fishermen, etc. to bring to the market what they don't grow, raise, or fish on their own.

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.

Artisan Crafters & Services:

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 2025 sales figures.

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

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 (or processing facilities) and visits to produce auctions.

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.

Please note: Produce and food vendors have priority for participation in the entire season.

CODE OF CONDUCT

- ANY rude or insulting behavior towards another vendor, guest, the public or staff, can be considered breach of contract and could result in termination of your relationship with Smithfield Farmers Market and your right to vend at our Markets. If you have other than a minor issue with another vendor or guest, do not attempt to settle this yourself. Contact staff onsite immediately or email your issue to sdooley@iwus.net. Smithfield Farmers Market may refuse or revoke a vendor's space if it determines, in its sole discretion, that such an action is in the best interest of the vendors, customers, and/or staff.

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)	310 Institute Street, Smithfield, VA 23430	(757) 365-4200	wburkhouse@smithfieldva.gov