2026 Smithfield Farmers Market
Non Profit Application

Non-Profit / Organization name _____

Misson of Organization _____

501(C)(3) Number (If applicable)_____

Contact name_____

Address: _____

City: _____ State: _____ Zip:_____

Phone: _____ Cell: _____ Facebook: _____

Email Address: _____ Website: _____

Please give a **detailed** description of what your group would like to sell/share/promote at the market. We may have to limit your selection so that you are not competing directly with our vendors; however, we will try our best to help you have a successful event. We also may use this description in our advertising of the Market, so be as specific as possible!

_____

_____

_____

Will you be accepting donations? _____ If so, what are the donations going towards?

_____

_____

For Sale

- ☐ Baked Goods
- ☐ Beverages
- ☐ Candles
- ☐ Event Tickets
- ☐ Jewelry
- ☐ Ornaments
- ☐ Other _____ _____ _____
- ☐ Other _____ _____ _____

Handouts

- ☐ Phamphlets
- ☐ Brochures
- ☐ Stickers
- ☐ Swag
- ☐ Raffle Prizes
- ☐ Samples
- ☐ Pet Treats
- ☐ Plants
- ☐ Drinks
- ☐ Other _____ _____ _____

Electricity Needed? (please circle one) No Necessary Preferred

Please explain why electricity is needed, if applicable _____

For Farmers Market Use Only

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

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

2026 Smithfield Farmers Market Application Agreement

READ AND SIGN THE AGREEMENT AND RELEASE OF THIS APPLICATION AND RETURN IT ALONG WITH PAGES 1, 2, & 3.

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)

By signing below, I certify that I and my staff have read and do agree to abide by the rules, regulations, and the 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.

Mail or deliver with Pages 1-5 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_____

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 nonprofits 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

Nonprofits 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 nonprofits do not have adequate weights, then they will be asked to take down their tent.

FEES

Vendor Registration Fee for 10x10 space is $25.00. The registration fee accompanying the application is non-refundable and is needed to secure your space. No application will be processed without the fee.

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 nonprofit 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. Nonprofits 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 nonprofit does not fulfill their contractual obligation, the market manager reserves the right to remove the vendor from the remainder of the market season. **Nonprofits will receive two warnings and be removed after a third occurrence.**

Late Cancellations/No Shows

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)

SPACE ASSIGNMENTS

- Each vendor space is approximately 10’ X 10.’ The market manager maps out vendor spaces before each market. No vendor or nonprofits space assignment is guaranteed from week to week.
- Vendors and nonprofits are expected to be flexible and cooperative. During specialty markets, vendor locations may vary from the rest of the season.

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

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.

***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 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.
- 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.

- Application fees are refunded to organizatios not accepted into market.

CODE OF ONDUCT

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