



2021 SPRING MARKET

Saturdays, April - May, 10 a.m.-1 p.m.

Location: St. John's Episcopal Church (parking lot off London St.)
424 Washington Street, Portsmouth VA 23704

VENDOR APPLICATION/RULES AND REGULATIONS

Eligibility:

1. Participation is open to local and regional growers/producers within a 100-mile radius of Portsmouth, VA. (Exceptions for certain products may be made.)
2. Vendors must participate in the production of the products they sell. Products **MUST** be specified on the Vendor Application; *changes MUST first be agreed with the Market Manager.*
3. Items purchased for resale will not be sold at the market except by special arrangement with the Market Manager. No live animals, fresh meat, or home-canned goods other than those permitted by Virginia law will be sold.

Vendor Responsibilities:

1. Vendors are responsible for following all federal, state, and local regulations with regard to appropriate labeling, licenses, product/premise inspections, weights, measures, and pesticide use. Items sold at the market must meet applicable health and sanitation codes. It is the sole responsibility of the vendor to ensure compliance with the appropriate oversight agencies
2. Vendors will also comply with rules established by the market to protect against Covid-19 transmission, including wearing masks and using sanitizer and maintaining social distance.
3. Vendors will be responsible for setting up their assigned spaces, packaging and displaying products and prices, as well as clearing and cleaning their space when the market closes.

Logistics:

1. Vendors will be at the market by 9:30 and ready to sell by 10 a.m.; breakdown at 1 p.m.
2. Space assignments will be based on attendance (potential and confirmed), type of products sold, and space availability as determined by the Market Manager.
3. Vendors must keep their displays within the confines of spaces assigned by the Market Manager.
4. Vendors will be courteous and will cooperate with the Market Manager and each other and will accept the Market Manager's authority within the market.

Liability:

1. Many items sold at farmers markets are subject to USDA, Virginia Department of Agriculture and Consumer Services (VDACS), and/or Health Department regulations. Food vendors must contact these agencies for inspection and approval as required by law. All vendors will operate at their own risk and are liable for their own products. Product liability insurance is the sole responsibility of the vendor.

Financial Considerations:

1. The fee for participating in the market will be \$20/market/10 x 10 ft. space. Space requirements should be discussed with the market manager in advance if more than 10 x 10 is needed.
2. Sales tax is the responsibility of each grower/vendor. The market does not collect taxes.
3. Non-farm vendors should hold a \$50/year Virginia business license. (No zoning permit is required.)

Market Management may amend, change, or alter these Rules and Regulations to the extent deemed necessary. Vendors are required to sign a copy of this form and return it to the Market Manager. *Please retain a copy for your files.*

I hereby certify that I have read and agree to abide by the rules and regulations herein. I also agree that The City of Portsmouth, St. John’s Church, Farmers Market Manager/PortsEvents, Inc., will be held harmless for any claims of third parties arising from participation in the market including personal injury, property damage, and product liability.

_____ Signature _____ Date

Printed Name _____

Name of Farm/Business _____

Address _____

Phone _____ Email _____

Items for sale: (include as a separate page if necessary): _____

Please indicate your preference for participation in the market:

___ every week ___ 1st/3rd weekends ___ 2nd/4th weekends ___ occasionally*

*Specify dates: _____

Deadline for cancelling participation date is 5 p.m. the Wednesday before a market to avoid fees.

Market Manager contact information: Terry Danaher (for PortsEvents, Inc.)
 413 Dinwiddie Street
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Please sign and return this page to the market manager at the above email or street address.