



2022 PORTSMOUTH OLDE TOWNE FARMERS MARKET DATES AND TIMES

January 15-March 26, every Saturday, 10 a.m.-2 p.m.

April 9-October 29, 9 a.m.-2 p.m.

November 5- December 17, 10 a.m.-2 p.m.

Location: Portsmouth Art & Cultural Center (400 High Street)

PORTSMOUTH OLDE TOWNE FARMERS MARKET RULES AND REGULATIONS

Eligibility:

1. Participation in the Portsmouth Olde Towne Farmers Market (“the Market”) is open to local and regional growers/producers within a 100-mile radius of Portsmouth, VA. (Exceptions for certain products may be made by the Market Manager.)
2. Vendors MUST participate in the production of the products they sell. Products must be specified on the Vendor Application; changes must first be discussed with the Market Manager.
3. Items purchased for resale may not be sold at the market except by special arrangement with the Market Manager.
4. No live animals, fresh meat, or home-canned/bottled goods other than those permitted by Virginia law will be sold.
5. All vendors must be approved by the Market Manager prior to participating in the markets.
6. Farm-produced items and food items take priority over non-food products when determining vendor space.

Vendor Responsibilities:

1. Vendors are responsible for following all federal, state, and local regulations regarding 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 be responsible for setting up their assigned spaces, packaging and displaying products and prices, as well as protecting their products from the elements. (Refer to VDACS Food Safety Guide at <http://www.vdacs.virginia.gov/vagrown/pdf/FoodSafetyGuide> .)
3. Vendors are responsible for clearing and cleaning their space when the market closes. Vendors must remove all refuse and unsold goods from the market area before departing.

Logistics & Safety:

1. Beginning January 15, 2022, the Market will be located at the intersection of Court and High streets, outside the courtyard of the Portsmouth Art and Cultural Center (PACC) 400 High Street and outside the courtyard of Trinity Episcopal Church in Downtown / Olde Towne Portsmouth.

2. Safety is paramount, and vendors are requested to immediately bring any hazards to the attention of the Market Manager.
3. Weather at the Market site will vary. Wind, sun, and rain are always a factor. Pop-up canopies (10'x10') or patio-style umbrellas are recommended for shelter.
4. For wind safety, a minimum of 25 pounds of weight per canopy leg is required unless that leg is securely fastened to the PACC fence, a vendor vehicle, a fixed signpost, or other anchor. Market staff will make final determinations regarding safety and will ask vendors to remove any unsafe configurations.
5. Soft canopy rear walls and side walls may be used during cold or inclement weather, but side walls must be fully transparent, or contain large clear windows. No more than three (3) side walls will be used. The side facing the public must remain open.
6. Portable heaters, if used, must be kept well clear of canopies, side walls, and combustible materials.
7. Larger canopies, tents, awnings, trailers and additional spaces can be negotiated with the market manager IN ADVANCE. Costs are based on space required; current minimum is \$20 for a 10x10 space or less. Extra charges will apply for additional space used.
8. Vendors may share space by advance agreement with the Market Manager.
9. Vendor space assignments are solely determined by the Market Manager, and assignments will be based on attendance, logistics, product mix across the market, space availability, and other factors at the discretion of the Market Manager.
10. Vendors who commit to participate every week will have their space placement standardized as much as possible; however, no "regular" or "reserved" placement is guaranteed.
11. Vendors may begin setting up two (2) hours before the opening time of the Market.
12. Vendors in vehicles should approach the Market from High Street when arriving to set up. Traffic on Court Street is ONE WAY (northbound only, away from High Street), vendors cannot drive against traffic unless a law enforcement officer is present and holding up traffic to allow wrong-way movement by that vendor vehicle.
13. Vendors assigned to the Court Street sidewalks north of High Street ***on the PACC fence side*** should arrive NO LATER THAN 1 HOUR BEFORE the start of the Market, to allow for unloading, setup, and vehicle movement. Those vendor vehicles must then be moved to parking spaces outside of the area (Market staff can give directions).
14. Vendors assigned to the Court Street sidewalks north of High Street ***along the curb line*** should arrive NO LATER THAN 40 MINUTES BEFORE the start of the market, and back their vehicles into the lanes / spaces provided, following the directions of the Market staff. Those vehicles may remain in place, but ignition keys must be readily available to move the vehicle in event of emergency.
15. All other vendors should arrive up to two hours before but NO LATER THAN 30 MINUTES before the market start time, to set up their sales areas as directed by the Market Manager or staff.
16. If a law enforcement officer is present, vendors assigned to other Market locations may use the bus stop, loading zones and other restricted areas at High & Court streets to BRIEFLY to unload their vehicles, but must unload as quickly as possible and then move their vehicles out of the restricted areas.
17. Vendors must be ready to sell by Market opening time as listed above (usually 9 a.m. or 10 a.m).
18. Vendors who "sell out" of product and depart early must avoid obstructing the sidewalks while removing their canopies, boxes, tables, etc.
19. The Market will normally close at 2 p.m., unless otherwise modified to accommodate City events or other special events. The Market Manager will communicate any schedule changes to vendors as far in advance as practicable.

20. All vendor equipment should be out of the roadway / off the sidewalks by no later than 3 p.m.
21. The Market is normally a “rain or shine” Saturday event. To reduce vendor product spoilage, the Market will not be canceled or postponed unless dangerous weather is predicted on Saturday. In the event of dangerous weather, a Sunday “rain date” is an option, and this will be communicated to the vendors as far in advance as possible.
22. Vendors must be courteous with Market staff and each other as a condition of their ongoing participation. Vendors must cooperate with the Market Manager and accept the Market Manager’s authority & final responsibility to make decisions 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. Vendors must contact these agencies for inspection and approval.
2. All vendors will operate at their own risk and are liable for their own products. Neither the Olde Towne Business Association, the Portsmouth Olde Towne Farmers Market, nor the City of Portsmouth will be held liable for the products offered by vendors. Product liability insurance is the sole responsibility of the vendor.

Financial Considerations:

1. Vendors will pay the Market Manager at each market (cash, card, or check) unless otherwise arranged with the Market Manager (e.g., monthly payments in advance).
2. Vendors must cancel their space by 5 p.m. on Wednesday of the week of the market to avoid fees. (Credit will be granted as appropriate for emergency situations.)
3. Sales tax is the responsibility of each grower/vendor. The market does not collect taxes.
4. Non-farm vendors must obtain a Virginia business license. Licenses are available from the Office of the Commissioner of the Revenue in City Hall at 801 Crawford Street, Front Lobby. (No zoning permit is required.)

Application:

1. Please fill out the form on the next page and send it to the Market Manager via email or hard copy to the address below, and the Market Manager will confirm via email or phone call that your application has been approved.
2. If vendor space is full or your product duplicates something that is already being sold, you will be put on a standby list in the order your application was received, and you will be contacted when space becomes available.
3. When applying, please attach copies of any applicable permits, licenses, or certificates from the City of Portsmouth, the Department of Health, and/or the Virginia Department of Agriculture and Consumer Services (VDACS, or your state equivalent). Copies of these documents should also be kept by vendors at the Market to display to any inspector or city official upon request.

For additional information, see these websites:

City of Portsmouth: <http://www.portsmouthva.gov>

Health Dept.: <http://www.vdh.virginia.gov/lhd/portsmouth/enviro.htm#protection>

VDACS: <http://www.vdacs.virginia.gov>

VDACS Food Safety Guide: <http://www.vdacs.virginia.gov/vagrown/pdf/FoodSafetyGuide.pdf>

Market contact information: Kathleen Cullen, Market Manager (Olde Towne Business Association)
4413 Carlton Ct.
Portsmouth, VA 23703
Phone: 973-219-6194
Email: kfcpt65@gmail.com
Website: PortsmouthFarmersMarket.com
Facebook: Portsmouth Olde Towne Farmers Market or
PortsmouthVAFarmersMarket
Instagram: PortsmouthVAFarmersMarket

Portsmouth Olde Towne Farmers Market
VENDOR APPLICATION 2022

Name _____

Farm/Business Name _____

Mailing Address _____

Phone Number(s) _____

Email address _____

Website (if applicable) _____

Please list products you plan to sell, or attach a list. (See "Eligibility" on Page 1 for requirements).

Please share your participation schedule (how often you wish to participate and when):

*Some dates may not be available for vendors who participate part-time.

I hereby certify that I have read, understand and agree to abide by the Market Rules and Regulations. I also agree that the Portsmouth Olde Towne Farmers Market, the Market Manager, the Market staff, the Olde Towne Business Association, and the City of Portsmouth, VA will be held harmless for any claims by me or third parties arising from my participation in the Market including personal injury, property damage, and product liability.

Signature

Date