



## 2019 MARKET DATES AND TIMES

Spring/Summer Markets: May 4-October 26, every Saturday, 9 a.m.-1 p.m.

Winter Markets: November 2-December 21, every Saturday, 10 a.m.-1 p.m.

## 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 as listed on the Vendor Application; *changes to product lists MUST first be approved by the Market Manager.*
3. Items purchased for resale will not be sold at the market except by special arrangement with the Market Manager. Portsmouth retailers may be invited to promote their businesses through special sales arranged with the Market Manager.
4. No live animals, fresh meat, or home-canned 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.

### 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 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:

1. The market will be located at Court and High Streets outside the courtyard of 400 High Street in Downtown Olde Towne Portsmouth beginning May 4 but may be relocated to the Middle Street Mall (near the Children's Museum of Virginia) later in the season due to water/sewer work.
2. Pop-up tents (12'x12') or umbrellas are recommended. Larger tents, trailers and additional space can be negotiated with the Market Manager *IN ADVANCE*. Costs are based on space required, minimum \$20 for 12x12 or less. *Extra charges apply for additional space.* Vendors may share space by agreement with the Market Manager.
3. Space assignments will be based on attendance, type of products sold, and space availability as determined by the Market Manager. Vendors who commit to participate every week will have reserved spaces as close to "regular" placement as possible; however, no "regular" placement is guaranteed.

4. Vendors should arrive a half hour before the market starts *at the latest* to set up sales areas as directed by the Market Manager, who determines what spaces are allocated to each vendor and at what cost (determined by space reserved/used). Vendors will be ready to sell by 9 a.m. (10 a.m. for the Winter Market). The market will close at 1 p.m. unless otherwise specified.
5. 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. 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 PortsEvents, Inc., 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. Monthly invoices will be sent via email prior to the first market of each month based on anticipated attendance, with payment due by the end of that month. (For example, invoices will be emailed by April 30 for the May markets.). Vendors may choose to pay the Market Manager on a weekly or monthly basis at the market (cash, card, or check); or send payment to the address on the invoice; or pay in person or by phone at the PortsEvents office; or pay online at <https://www.portsmouthpartnership.org/shop>.
2. Vendors **must** cancel space by noon Wednesday the week of the market to avoid fees. (Credit granted as appropriate for emergency cancellations.)
3. Sales tax is the responsibility of each grower/vendor. The market does not collect taxes.
4. Non-farm vendors must obtain a \$50 business license 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 at the address below and confirm via email or phone call that your application has been approved.
2. 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. 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 Manager contact information:** Terry Danaher (for PortsEvents, Inc.)  
413 Dinwiddie Street  
Portsmouth, VA 23704  
757-397-6395  
[terryatwinc@aol.com](mailto:terryatwinc@aol.com)

rev. 4/19

**Portsmouth Olde Towne Farmers Market  
VENDOR APPLICATION 2019**

Name \_\_\_\_\_

Farm/Business Name (if applicable) \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

Phone Number(s) \_\_\_\_\_

Email address \_\_\_\_\_

Website (if applicable) \_\_\_\_\_

Please list products you plan to sell (or attach a list).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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 City of Portsmouth and the Market Manager/PortsEvents, Inc., 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