

City Center Farmers' Market 2017 VENDOR APPLICATION

Dates: Thursdays, May 11 through September 28, 2017

Time: 10am to 2pm

Location: Oyster Point City Center in Newport News, VA

Market Manager: Barbara Mealey

Phone: (757) 222-2924 Fax: (757) 640-8552

E-Mail: bmealey@sinclairstations.com

Mailing Address: Sinclair Communications

Attn: Barbara Mealey

999 Waterside Drive Suite 500

Norfolk, VA 23510

Or Donna Agresto (757)574-6310 in Barbara Mealey's absence

PLEASE PRINT

Date: _____

Business Name: _____

Contact Name: _____

Address: _____

City/County: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Business Phone: _____ Fax: _____

Email: _____ Website: _____

Address/Farm where Market items are produced: _____

Extension Agent: _____ Inspectors: _____

Business Type: Family Owned Sole Proprietor Partnership Corporation Other _____

Do You Accept Credit Cards? No Yes

VA Finest Certified? No Yes

Are you selling produce, seafood or other Market goods? _____

Principal Products: _____

i.e. flowers, meat, seafood, baked goods, vegetables, fruits, sauces, soaps, lotions, etc.

Tax ID Number: _____

Please list all items you intend to sell at the Market. Items not listed may not be sold at the Market without Market Manager Approval:

Market Staff & Contact Information:

Name	Phone	Alt. Phone	Email
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Additional Family Members that may Attend (Names Only): _____

Permits, licenses and certificates – give date issued and ATTACH a copy (REQUIRED):

Type	Date	Attached	Type	Date	Attached
Organic Certification	_____	<input type="checkbox"/>	Food & Safety Inspection	_____	<input type="checkbox"/>
Sales Tax	_____	<input type="checkbox"/>	Liability Insurance	_____	<input type="checkbox"/>
Dept. of Health	_____	<input type="checkbox"/>	Marine Resources	_____	<input type="checkbox"/>
Product Insurance	_____	<input type="checkbox"/>	Commercial Fishing License	_____	<input type="checkbox"/>
Scale Inspection	_____	<input type="checkbox"/>			

Additional training, classes-acidified food, HACCP, ServSafe: _____

Name & Address of Packing/Processing Plant: _____

Visit: _____

Please circle **ALL** Markets you plan to attend:

- | | | | | |
|-----------------------|------------------------|------------------------|------------------------|---------------------|
| Thursday, May 11 | Thursday, May 18 | Thursday, May 25 | | |
| Thursday, June 1 | Thursday, June 8 | Thursday, June 15 | Thursday, June 22 | Thursday, June 29 |
| Thursday, July 6 | Thursday, July 13 | Thursday, July 20 | Thursday, July 27 | |
| Thursday, August 3 | Thursday, August 10 | Thursday, August 17 | Thursday, August 24 | Thursday, August 31 |
| Thursday, September 7 | Thursday, September 14 | Thursday, September 21 | Thursday, September 28 | |

of Spaces requested: _____ (each space is 12' x 12')

Do you need electricity? _____

Email (bmealey@sinclairstations.com) or mail the following to:

Sinclair Communications, attn: Barbara Mealey, 999 Waterside Dr., Suite 500, Norfolk, VA 23510

- Signed Application
- Read and check the Hold Harmless Agreement

Signature of applicant:

Date:

Hold Harmless Agreement

Please Check:

- I have read and agree to abide by all City Center Farmers' Market policies and procedures.
- I, _____ agree: the City Center Farmers' Market Managers, and their respective officers, employees, agents and consultants are not liable for any bodily injury to include death, theft, or damage to either the buyer or seller, or their property, arising out of or pertaining to preparation for or participation in the City Center Farmers' Market; whether such injury, theft or damage occurred prior, during, or after the City Center Farmers' Market. The above named business further agrees to indemnify, defend and hold harmless the City of Newport News, Newport News Town Center LLC, Harvey Lindsay Commercial Real Estate, Sinclair Telecable t/a Sinclair Communications and / or their respective officers, employees, agents and consultants for and against any claims for such bodily injury to include death, theft or damage, including attorney fees.
- I understand that I must carry my own general liability and product liability insurance, as this coverage is not provided. I have attached a certificate of insurance to this application if applicable.
- I understand that pictures and or videos can /will be takes at the market to be used for marketing purposes to promote the Farmers Market and or City Center.

INSURANCE REQUIREMENTS

Please provide a Certificate of Insurance which shows the following:

A minimum of \$1,000,000 per occurrence for bodily injury and a minimum of \$50,000 per occurrence in property damage (Commercial General Liability coverage)

To be named as additional insured:

City of Newport News

Economic Development Authority of the City of Newport News, VA

Newport News Town Center LLC

Harvey Lindsay Commercial Real Estate

Sinclair Telecable t/a Sinclair Communications

2017 Policies and Procedures

OPERATING HOURS

City Center Farmers' Market operates rain or shine on the following schedule for 2017: Every Thursday from May 11, 2017, through September 28, 2017. The Market is open from 10am to 2pm.

LOCATION

The Market is located at 705 Mariner Row, Newport News, VA 23606

MARKET MANAGER

The Market Manager or assistant will be on-site at the Market during operation. If questions and/or problems arise on Market day, they will be resolved by the assistant or Market Manager.

PRODUCER ONLY MARKET

- Vendors must participate in production of the product they sell. This includes growers, farmers, and harvesters.
- Items such as fruits, vegetables, and other organic products must be **"Virginia Grown."**
- Re-selling of purchased items is strictly prohibited.
- Sale of crafts, manufactured, used or imported goods is not permitted.
- Value-added products are permitted for sale if approval is received by the Market Manager.

RULES AND REGULATIONS

- Each vendor must abide by all state and federal regulations which govern the production, harvest, preparation, preservation, labeling or safety of products offered for sale.
- Vendors are liable for their own products.
- Vendors must commit to the entire market schedule and participate on a regular basis (minimum of 80% of Market days) unless invited as a weekly or seasonal guest.
- Vendors are responsible for all appropriate labeling, licenses, product inspections, weights, measures, and pesticide rules. The accuracy of scales/weights is the responsibility of the vendor. It is the responsibility of the vendor to ensure compliance with all applicable health and sanitation codes, as well as local, state, and federal agricultural requirements.
- Vendors are responsible at all times for the cleanliness within their vending area. Each vendor is required to leave the space clean at the end of the Market day. Ice is to be emptied in the street. Each vendor is asked to properly dispose of their trash in the provided trash receptacles. (dumpster please do not use city center trash cans for large boxes!)
- All vendors are required to have a Virginia State Sales and Use Tax Certification number. Vendors must collect these taxes at the Market.
- Use or possession of alcoholic beverages or illegal drugs is strictly prohibited. Profanity of any kind is not allowed.
- Use of Styrofoam is highly discouraged at the markets in an effort to minimize environmental impacts and help increase environmental awareness.
- Vendor tents, canopies, signs and displays must be approved by the Market Manager.
- The use of vehicles at the Market must be approved by the Market Manger
- Formal complaints must be made to the Market Manager.

VENDOR SPACE ASSIGNMENT, SET-UP AND BREAKDOWN

- Prior to each Market, vendors will receive a map and site plan that illustrates the layout for the day. There is always a chance that a vendor's booth space will change from Market to Market.
- Vendors can arrive as early as 8am. Vendors are required to be set-up and ready for business no later than 9:45am. All vehicles must be out of the Market area by this time and will be strictly enforced. PLEASE DO NOT PARK ON STREET!
- Vendors may sell only from the space assigned by the Market Manager. A space at the Market constitutes a 12' x 12' section. Displays must be confined to the area within the allocated space and must not impede pedestrian traffic or space allocations for other vendors.
- At the conclusion of each Market at 2pm, vendors are required to breakdown their product and equipment and clear the area no later than 1 hour after the close of the market.

- Market staff recommends that each vendor have a sign identifying the name and location of the business.
- Vendors are required to stay until the end of the Market day, including vendors that sell out of product before the conclusion of the Market. If a vendor cannot attend or is running late, the vendor must make every effort to notify the Market Manager or Market staff of the absence or tardiness. The Market Manager can be reached at 757-287-2507.

FOOD SAFETY: Always be proactive rather than reactive.

Protect – Sanitize – Label

Each vendor must abide by all state and federal regulations, which govern the production, harvest, preparation, preservation, labeling or safety of products offered for sale at the Market. Vendors are liable for their own products.

- Refer to VDACS *Food Safety Guide* booklet for individual product details.
- A copy of all applicable permits, including those from the health department, VDACS, or appropriate inspector of the county where the products originate must be included with this application and available at the Market.
- Scales and thermometers (in each unit) must be used and kept accurate.
- Ice (drainable) or other means must be used to maintain required temperature.
- Produce must be displayed at least 2 feet off the ground.
- Sampling must be approved in advance by the Market Manager and meet VDACS standards. Prepared and baked foods must be covered. Utensils must be kept sanitized and backups and hand washing available. The Market is equipped to assist you with safe sampling. Please request this service. This can be an educational benefit for Market customers if you provide information about the item offered for sampling.
- All products must be protected from dust, flies, rain, extreme heat and dogs.

RESOURCES

Sales Tax

Vendors will find useful information at www.policylibrary.tax.virginia.gov . Vendor is responsible for all taxes.

If the vendor’s business is located outside of Newport News, a Form ST-9B must be filed to ensure that the city receives its share of local sales and use taxes.

Liability Insurance

Check with your insurance company to be certain that your liability insurance covers “off-farm sales”. A good source of information on this subject is *The Legal Guide for Direct Farm Marketing* by Neil Hamilton, pp. 144 – 147.

Food Safety and Inspection (757) 363-3909 or VDACS (<http://vdacs.virginia.gov/fdsafety/index.shtml>) With one phone call to this number, you can ask questions about all food products sold at retail, including but not limited to, processed, canned fruits and vegetables; pickled products; vinegar products; meat and poultry; fish and seafood and baked goods. The website is an excellent resource for information as well.

Contacts

Dairy & Foods
Donna Barnes (804) 786-8899

Meat & Poultry
(804) 786-4569
Organically Grown Foods Organic Certification
www.virginiagrown.com

VA Tech Food Process Institute
(540) 231-8697
VDACS – Monthly Produce Prices
www.vdacs.virginia.gov/marketnews

Weights & Measures
(804) 786-2476
General Information
www.vdacs.virginia.gov/vagrown