



## Town of Dumfries 2013 Farmers Market: Rules and Regulations

Overview: As a part of the Town of Dumfries Department of Community Services health initiative outreach with the community, the Town of Dumfries will host a Farmer's Market on Saturdays, beginning on April 13, 2013, through August 31, 2013 (No Market on May 4th). The Market will be located in a designated area of the Town Hall parking lot. The Market will provide an opportunity for local farmers and various vendors to sell items between the hours of 8:00am-12:00pm. No sales will occur prior to 8am or after 12p.m. More importantly, it will be a benefit to the citizens of Dumfries and its surrounding community to have a local market where they can purchase fresh produce, right here in Dumfries!

We will have the following limits on the amounts and types of vendors:

- Fresh produce: 15 vendors
- Prepared food: 10 vendors (BBQ, bakery)
- Specialty Vendor: 5 vendors \*Crafters, and Artists

\*Specialty Vendors must be the maker of the finished product; NO resale items are permitted.

Vending spaces will be allocated on a first come, first served basis. The monthly cost to reserve a space is \$30 (\$15 for the month of April), which must accompany the Vendor Application. This fee shall be known as the Vendor Reservation Fee.

### Town of Dumfries Farmers Market Rules and Regulations

#### I. Definitions

1. Farmers Market: The Town of Dumfries Farmers Market is the Town-operated market that is in the parking lot of Town Hall, 17755 Main Street, Dumfries, VA 22026.
2. Market Vendors: All vendors who participate in the Town of Dumfries Farmers Market must qualify as one of the following types of vendors:
  - a. Produce -Vegetables, fruit, grains, eggs, plants, plant cuttings, flowers, seeds, nuts, and herbs. Farmers must grow the produce offered for sale. If organic, please provide verification.
  - b. Prepared Foods -Foods that are processed by the vendor and are approved for sale by the Virginia Department of Health. These items include, but are not limited to, cured meats, baked goods, hot food, preserves, pickles, juices, home canned products, and cheeses. A Town of Dumfries Business license and proof of Virginia current Health Department certification will be required.

- c. Specialty Vendors – These types of vendors may be: crafters, art vendors, jewelers, or service providers. Specialty vendors must create their products.
3. Fresh meats, fishery products, shellfish, shell stock and prepared foods (except those approved by the Virginia Department of Health) are not eligible products for the Town of Dumfries Farmers Market.
4. No foods shall be sold which could be classified as "potentially hazardous food." Vendors who wish to sell cheese, canned goods (fruits, vegetables, juices, etc.), or baked goods shall: first obtain a permit from the Virginia Department of Health, and have evidence of that product approval in their possession, whenever they are selling these products at the Dumfries Farmers Market.
5. No products sold can be "used" products or resale items.

## II. Market Manager

1. The Market Manager is hired by the Town, to administer the Market and enforce the rules. Examples of the Market Manager's authority are as follows:
  - a. Make sure all vendors check in with him/her on Market Days by 7:30 am.
  - b. Manage usage of the facilities, meaning the Market area and the rest rooms on Market Days.
  - c. Serve as a point of contact/liaison between Town Staff and vendors.
  - d. Ensure that approved vendors are the only ones vending on Market Days.
  - e. Ensure that the Market opens and closes on time.
  - f. The Market Manager shall make sure all vendors comply with their space assignments.
  - g. Maintain an attendance list of all vendors who are present on Market Days.
  - h. Ensure all vendors clean their area prior to departing the Market.
  - i. To share information at the market, regarding instructions for other vendors to participate in the market, and/or be added to the waiting list.
  - j. The Market Manager will report to the Director of Community Services. The Market Manager will work from 7:00am-1:00pm on Market days. They will make sure facilities (outdoor restroom) are open at the beginning of the Market, and closed at the conclusion.

III. Display of Products

1. The prices of all products must be clearly marked.
2. All packaged or canned food must include the name of the preparer, the contents, and the address of the place of manufacture.
3. No selling area will be permitted to use any fuel burning or electric devices to heat products, except for coffee/hot water urns when approved, in advance by the Director of Community Services or the Market Manager.
4. The Town will not provide electrical hook-up or access to water other than the rest room facility.
5. All eligible products except fresh produce, art/craft items, flowers, plants, and canned goods shall be wrapped.
6. No vendor shall be permitted to be licensed for more than one vending area/stall/ space at a time.

IV. Responsibilities of Vendors

1. Comply with these regulations. Failure to comply may result in loss of privilege to participate in the Dumfries Farmer's Market as a vendor in the future. This is at the discretion of the Director of Community Services.
2. Cooperate with the Director of Community Services and Market Manager regarding the assignment of space, use of Town property, use of parking spaces, etc.
3. Maintain a clean vending area, dispose of all refuse and trash at the direction of the Market Manager, and take care not to deface or damage Town property. (Vendors must place a trash receptacle at its vending location.)
4. Pay the vending fee in a timely fashion. Payment is due on the last Friday, of the month prior to vending. Ex. To have a space in July, payment is due to the Town by June 28, 2013. In the event that all spaces are full, you will be placed on a waiting list. The waiting list will be maintained by the Market Manager, first come, first served.
5. Vendors are responsible for the safety of the products being sold, and shall hold the Town of Dumfries harmless from any liability whatsoever that results from the sale of their items and their activities at the Town of Dumfries Farmers Market.

Payment of Taxes: All vendors are responsible to the State of Virginia for collecting and reporting Virginia Sales Tax. In addition, resale vendors are responsible for obtaining business licenses from the Town of Dumfries and submitting reports of revenue as required of a Town business. See the Town Treasurer for this information.

V. Disciplinary Action

1. In an emergency and in the interest of maintaining health and order, the Market Manager may have a vendor or customer removed from the Market. In exercising this authority, the Market Manager may enlist the assistance of the Dumfries or Prince William County Police when necessary and will notify the Director of Community Services of any such event.
2. In the event that a vendor violates the rules of the Market and disregards the verbal warnings of the Market Manager, the vendor may be removed from participating in the Market, and will forfeit the paid rent and may be barred from participating in any future Markets.

VI. Vendor Spaces

1. Vendor spaces shall be allocated based upon three determining factors:
  - a. Position on the waiting list.
  - b. Priority of the vendor category.
  - c. Maximum numbers of vendors allowed by vendor category.
2. The Waiting List -To get onto the waiting list, a prospective vendor must submit a Vendor Application and all other necessary paper work, to the Director of Community Services.
3. To maintain a spot on the wait list, a nonrefundable fee of \$15.00 will be charged.

VII. Rent

1. The Market vendor fee rate is \$15 for the month of April; \$30.00 per month, May through August, or \$135.00 for the entire 2013 Market Season.
2. Monthly Market vendor fees are due no later than the last Friday of the previous month in order to reserve a Market stall.
3. Monthly Market vendor fee is due for each month of the Market season, unless a payment of \$135 for the entire season, is received before participation in the

first Market Day.

- 4. Vendors may not sublet or "loan" or assign their Market vendor location/space to another vendor or person, regardless of whether that person is already a Market Vendor. (All persons who will be working at a vending location, will need to be listed on the initial application. A supplemental information sheet may be furnished should the vendor's personnel change during the season).
- 5. Payment received after the deadline for a Market Month, will be used for the following month. All payments must be received on time.

VIII. Vendor Attendance

- 1. It is expected that vendors attend all of the Saturday Market dates. If a vendor is absent for two consecutive Saturdays during the Market Season (April through August), the Director of Community Services will send a letter by certified mail to advise the vendor to resume attendance within one week. If the vendor does not comply within that time, or does not respond then at the discretion of the Director of Community Services, that vendor may lose its space at the Market, and forfeit payment.

VI. Inclement Weather

- 1. In the event of inclement weather (heavy downpours, thunder and/lightening), the Market will be closed in an effort to ensure the safety of patrons, vendors and staff.
- 2. Should the Market have to be closed due to inclement weather, vendors will not be refunded their rental fee.

I \_\_\_\_\_ (printed name of vendor) on behalf of \_\_\_\_\_ (printed name of the vendor's business) have read these rules and regulations, understand them and agree to be bound by them.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_