

# Bedford Farmers Market 2018 Application

Name					
Business Name					
Email address			Website		
Cell Phone			Other Phone		
Mailing Address					
City		State		Zip	
Physical address of your point of production, if different from above					
Mailing Address					
City		State		Zip	
How far is your primary point of production from the market in miles?					
If applicable to your business	<i>Business License number</i>				
	<i>Sellers Permit number</i>				
	<i>Farmer's CPC number</i>				
	<i>Scale Certification</i>				
	<i>Insurance</i>				
Primary Product, based on Revenue	<b><i>Produce</i></b>	<b><i>Meat &amp; Seafood</i></b>	<b><i>Dairy</i></b>	<b><i>Eggs</i></b>	<b><i>Plants &amp; Flowers</i></b>
	<b><i>Value-Added</i></b>	<b><i>Prepared Food</i></b>	<b><i>Crafts/Arts</i></b>	<b><i>Services</i></b>	<b><i>Other</i></b>

**Produce** refers to fresh foods that farmers plant, grow, and harvest (e.g. Fruits, vegetables, nuts, beans, etc.)

**Value-added** refers to products that have been processed through baking, cooking, canning, drying, fermenting, preserving or spinning techniques (e.g. baked goods, cheese, jams, dried fruit, viticulture, pickles, wool yarn, etc.). Value-added products can be produced by farm vendors with their own raw ingredients or by non-farm vendors with ingredients grown by an outside source.

**Prepared food** refers to products that agriculture or non-agriculture businesses make from ingredients that they primarily purchase. They make the food at the market for immediate consumption (e.g. sandwiches, brewed coffee, etc.).

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Is your business women-owned? <i>Ownership refers to the equity, interest, or stock of the business. Answer Yes if 51% or more is women-owned.</i>	Yes	No
Which of these best describes the <b>primary</b> owner of your business? <i>Response needed for potential grant application.</i>	<i>White, not Spanish, Hispanic, or Latino</i>	<i>Native American, or Alaska Native</i>
	<i>Spanish, Hispanic, or Latino</i>	<i>Asian or Asian American</i>
	<i>Black or African American</i>	<i>Prefer not to answer</i>
How many years has the primary owner/operator of your farm been farming?		
Is primary owner of the business younger than 35 years old? <i>Response needed for potential grant application.</i>	Yes	No
Does your farm or business hold USDA Organic Certification, or is it in the 3-year transition process?	Yes	No
Does your farm or business follow non-spray or organic principals?	Yes	No

## FARM BUSINESSES ONLY

How many acres does your farm business own?	
How many acres does your farm business lease?	
How many acres do you cultivate, or use for grazing?	
Including yourself, how many people worked for your business either seasonally or year-round? <i>Please include family workers (paid and unpaid), hired production or office workers, people hired to sell at markets, contract, or custom hire farm labor and paid interns or apprentices.</i>	
Seasonal - 149 days or less	
Year-round - 150 days or more	

I agree to abide by all the rules of the Bedford Farmers Market, and such state regulations as apply to my business as listed in this application and vendor agreement.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_



Bedford Farmers Market provides our community with the freshest, locally grown and produced goods from farmers, producers, and craft vendors. We support local agriculture and producers by offering a direct market for their products to our community.

## Location

Bedford Centertown Pavilion  
220 Washington Street  
Bedford VA 24523

## Market Season and Hours

Tuesday May 1, 2018 through Tuesday October 30, 2018

Tuesdays 3 p.m. – 6:00 p.m. rain or shine  
Fridays 7:30 a.m. – 1:30 p.m. rain or shine  
1<sup>st</sup> Saturdays 9 a.m. – 1 p.m. rain or shine

## Payment

Option	Paid on or before April 15, 2018	Paid After April 15, 2018
All market days	\$230	\$365
Both weekday markets	175	275
One weekday market	100	150
1 <sup>st</sup> Saturday markets	55	90
Daily Rate	20	20
<i>Food Trucks are \$20 a day or \$100 for the season.</i>		

- Pre-payment for guest vendors will be at the discretion of the market manager.
- Payments are due with the submitted application, payable in full by either cash, check or credit card
  - Service fees applied to credit card transactions at the **Bedford Area Family YMCA**
  - Make checks payable to **Bedford Area Family YMCA**, put **Farmers Market** in memo line
- **No refunds are given** for unused days or events once this payment is submitted and application is approved.

Send to

Bedford Area Family YMCA  
Attn: Bedford Farmers Market  
P.O. Box 1026  
Bedford, Virginia 24523

## ALL VENDORS

### Set-up

Starts at least 30 minutes prior to the open of the market, however no later than 15 minutes prior. All vendors must be set-up and ready to greet and sell **15 minutes prior to the opening**, unless prior arrangements are made with the Farmers Market Manager.

### Breakdown

Tear down will begin promptly at the designated **closing time** and should take no longer than 30 minutes, unless prior arrangements are made with the Farmers Market Manager.

### Items for sale

- The vendor will sell **only** items listed on application form, to avoid duplication & participation of agents
- All items sold at the market must be grown **within 200 miles of the market**, or made by the vendor in the Commonwealth of Virginia

- List all products you plan to sell at the market. Products not listed **will not be sold** without prior consent from the Market Manager.
- All items **not** produced in the Commonwealth of Virginia **MUST be labeled as to origin**. Vendors found in violation of this will be **prohibited** from further participation in the market and forfeit all fees paid.
- Selling of live animals is prohibited

Please list all items you plan to sell at the market		

Sales

- Vendors are to accept SNAP (Supplemental Nutrition Assistance Program) when applicable. The market manager will offer guidance.
- Records of SNAP sales are given to the manager at the **end of each market day**
- Payments are made to the vendor monthly

Attendance

- Consistent attendance at the Market is expected
- Vendors are encouraged to plan for, and commit for as long a selling season as possible
- Late arrivals will be assigned a space where setup will make the least impact on the operation of the market

Display

- Vendor displays shall be constructed and run to allow free traffic of pedestrians and customers
- Vendors must provide their own table
- Tables are required to have some type of covering
- Each vendor handles setting up their stand in an attractive manner and keeping boxes and supplies stored out of sight
- **Prices must be clearly displayed** on all items and at all times
- A single display sign can be used
- Space between tables will be kept free from clutter or obstruction
- The **center walkway shall be kept open** at all times
- The vendor handles leaving the space in a clean condition
- Vendor handles removal of trash, boxes, crates, and unsold produce from the premises
- Vendor location shall be at the discretion of the market manager and shall be based on reasons regarding feasible and practical distribution of vendors/products

Conduct

- Proper dress is required by all vendors at the market
- Proper language for a family atmosphere is also expected
- The Bedford Farmers Market is a smoke-free and tobacco-free environment. The use of smoking, vaping, and tobacco products including, but not limited to cigarettes, cigars, pipes, smokeless tobacco, vaporizing/vapor producing devices, and e-cigarettes is prohibited by both vendors and customers.
- Vendors are not allowed to bring pets to the market

### Community Service Stall

- The market is an integral part of the community and supports community outreach. We welcome organizations to take part in the market to share information about their programs. Some examples include after school programs, senior programs, gleaning, etc.
- Organizations are limited to a maximum of three visits per season
- Stall fees are waived for organizations when present at the market **for information purposes only**
- If organizations are to offer goods or services at the market, they need to be approved from the market manager and **regular stall fees** may apply

### Solicitations at The Market

Given that we have a broad range of vendors and customers, it is critical that the market be a place where everyone feels welcome, safe, and not judged. Therefore, our policy **strictly prohibits solicitations** of any sort including, but not limited to, political, religious, or other potentially divisive issues.

### Communication

- The market manager or his/her designee will be at the market no later than 15 minutes prior to the opening of the market
- Vendors are encouraged to keep consistent communication with the manager
- Vendors should call/text the market manager when running late. Two unexcused late arrivals or absences without prior notice will potentially cause the vendor to lose his or her assigned space or in rare cases asked to not come back. The market manager may waive this requirement if the vendor has experienced an emergency or extenuating circumstance.
- Please let the manager know in advance if you require a station with electricity or water
- Vendors may not leave the market before it closes **without permission from the manager**

### Taxes and Permits

- Each vendor handles collecting and reporting his/her own income and sales taxes, where applicable, **according to all federal, state, and local guidelines**
- Check with your tax advisor to verify eligibility of any tax exemptions
- Additional permitting information based on: vendor's origin, business location, product, and certain other selling circumstances may be needed

## CRAFT VENDORS

- Craft artisans may sell items upon approval by Farmers Market Manager
- **No resale items.** All artisan products must be created and originated by the seller.

## PRODUCERS

- Producers may sell the following products including, but not limited to: fruits, vegetables, eggs, cut flowers, plants, cheese, meats, eggs, cider, seeds, and honey. Value-added products such as jams, jellies baked goods, spice mixes, and vinegars may also be sold.
- Virginia State Law **requires labels listing all ingredients on baked goods or prepared food items**
- No prepared food item will be sold at the market **without proper labeling**
- No cooking may be done at the market without prior approval
- An instant read thermometer must be used to check temperatures in coolers

### Scales

Scales used at the Market are subject to inspection by the **Bureau of Weights and Measures** and must be legal for commercial use.

### Meat Vendors

- Meat, poultry, and fish vendors are required to raise all their products

- Animals must spend **at least half of their lives** on the vendor’s farm before being processed and sold at the market
- Meat, poultry, and fish being sold at the market should be kept **at or below 41°F**
- An instant-read thermometer must be kept available to check cooler temperatures by each vendor at all markets
- Thermometers are required in all storage containers
- If this requirement is not met, the vendor will be asked once to correct the temperature. If it is not corrected, the vendor will not be allowed to return for the season.

#### Eggs and Honey

- Eggs must come from hens kept by the vendor (*allowances may be made on a day-to-day basis with preference given to egg producers*)
- Eggs must be clean, held **at or below 45°F**, and labeled according to **VDACS (Virginia Department of Agriculture and Consumer Services)** instructions
- Honey must come from bees kept by the vendor (*allowances may be made on a day-to-day basis with preference given to honey producers*)

#### Inspection

- The Farm Market Manager may inspect a market table, cooler, or container **at any time with and without cause or reason**
- Vendors refusing to allow inspections will be asked to leave the market and will not be allowed to return
- Complaints of suspected violations must be formally submitted in writing to the Farm Market Manager and will be kept confidential
- A site visit and inspection will be scheduled before or during the market season
- Producers refusing to allow a site visit and inspection will no longer be allowed to sell at the market at any time

#### Prepared Foods

- No cooking is to be done at the market without prior approval from Farmers Market Manager.
- Food preparation at the market requires a current and valid license from **Virginia Department of Health**
- Food preparation must be in accordance with VDH rules including:
  - **Triple wash stations**
  - **Food Thermometers**
  - **Gloved hands**
- Prepared foods must be made by the vendor only, no prepared foods will be sold at any time by any vendor that was not made by the vendor in a certified kitchen

## FOOD TRUCKS

- All food trucks will be licensed by the **Virginia Department of Health**
- Trucks are required to advise the market manager if they plan or not to attend 5 days prior, to allow for proper advertising and space assignment
- Trucks are requested to provide a menu of items and prices 5 days prior to attending, for promotion.
- **Prices must be clearly displayed on all items and at all times**
- A single display sign can be used
- Food trucks **do not** need a town business license while at a scheduled market
- Food trucks **DO** need to pay Town of Bedford meals tax

This box is for staff use only:		
Date submitted	Check Number:	
Approved:	Denied:	
Field Verification Inspection:	Date:	Inspector:
If denied or fail, explanation:		