



The Montpelier Center Farmers Market

2018 Rules and Regulations

Hours and Days of Operation

The Montpelier Center Farmers Market will be open, rain or shine, on Thursdays from 4—7 pm starting May 3, 2018 and running through October 25, 2018. Additionally, holiday markets will be held on Thursday, November 15th and Saturday, December 8th. Vendors may not set up prior to 3 pm, and vehicles will not be allowed to enter the market area after 3:30 pm. Any vendors planning to leave early should notify the Market Manager ahead of time. Parking is limited and is assigned by the Market Manager.

Location

The Market is located on the lawn area adjacent to The Montpelier Center parking lot at 17205 Mountain Road in Montpelier. Each vendor is allowed a space approximately the size of one standard parking space. Public restrooms are available inside The Montpelier Center building. Excluding the parking spaces assigned by booth, The Montpelier Center parking lot is for customer use only during the market. Vendors may use this lot for unloading and loading before and after market. Vendors and their employees should park additional vehicles in the Hanover Parks & Recreation parking lot located adjacent to the baseball fields.

Market Manager

If questions or concerns arise on market day, they will be resolved by the Market Manager, or, at the Manager's discretion, placed under review by The Montpelier Center for Arts & Education.

Vendor Participation at the Market

Participation is open to local growers or producers and their employees in Virginia. Items sold at the market that are NOT produced by the vendor must be marked prominently with the name of producer and place of origin of the product. Non-producer items are sold at the market at the discretion of the Market Manager and must have prior approval.

What May or May Not Be Sold at the Market

The Montpelier Center Farmers Market is a producer-focused full disclosure market. Preference will be given to vendors that grow or produce the entirety of their products. All vendors must participate in growing or producing a portion of their products.

Items permitted for sale are Virginia-grown fresh fruits and berries, vegetables, mushrooms, herbs, landscaping plants and vegetable plants, cut flowers, eggs, cheese, honey, and meats in accordance with Virginia Department of Agriculture and Consumer Services (VDACS) guidelines.

Baked goods and value-added products (jams, jellies, preserves, pickles, etc.) prepared by the vendor according to VDACS standards may also be sold. The vendor is responsible for all required licenses and certifications.

Crafts and non-food items (including soaps, cosmetics, some herbal products, and jewelry) made by the vendor may also be sold as long as they are locally produced and hand-made by the vendor.

Live animals are not permitted for sale.

The Market Manager will be allowed to make scheduled farm/business inspections to ensure the integrity of available products. Any scheduled inspections will be at the Manager's discretion or after a complaint that the vendor has violated the established rules and regulations.

Guest Participants

Any participant other than market vendors, such as musicians or guest demonstrators, and any sales by that participant, shall be subject to approval by the Market Manager no later than Monday at 2 pm on the week of the market.

Vendor Fees

There is a \$10 application fee due with a potential vendor's completed and signed application. If approved for the season, there will be a one-time \$40 fee to vend at The Montpelier Center Farmers Market for the 2018 season. This fee is due upon receipt of approval to vend at the Market. Make checks payable to The Montpelier Center for Arts & Education.

Inclement Weather Policy

The Montpelier Center Farmers Market is open rain or shine. However, certain weather conditions (high winds, extreme temperature, severe thunderstorm, tornado watches/warnings, etc.) may necessitate the

official closure of the market (with or without prior notice) if it is determined that severe weather conditions could compromise the safety of vendors and shoppers. This closure will be at the Market Manager's discretion with consultation from NOAA (National Weather Service) and The Montpelier Center for Arts & Education

If weather conditions are severe prior to market hours, all vendors will be notified as far in advance as possible that the Market has been officially closed or delayed. If time allows, notices will be posted first on The Montpelier Center Facebook page and website, then by email. If severe or inclement weather is forecast, best efforts will be made to make an official call by 10 am on market day and vendors will be notified by email or telephone.

Sales Tax

All vendors are required to have Virginia State Sales and Use Tax Certificate and must collect these taxes at the market. Sales tax is the responsibility of each vendor. A copy of this certificate must be included with your application.

Display Policy

Growers will clearly display prices of all items and are encouraged to post their farm or business name and location. All tents, canopies, and display items must meet Market Manager approval. Any vehicle exceeding standard vehicle length must be approved by the Market Manager no later than Monday at 2 pm on the week of the market. Electricity is not provided to vendors.

Cleanup Requirements

Growers are responsible for all garbage and debris generated by their respective businesses. The market area must be left clean and free of all produce and trash.

Regulations

Vendors must comply with all local Health Department and Virginia Department of Agriculture and Consumer Services regulations applicable to their product. Vendors are completely responsible for all appropriate labelling, licenses, product inspections, weights, measures, and pesticide rules. Scales/weights are the responsibility of the vendor.

At all times, items sold at The Montpelier Center Farmers Market must meet requirements of all applicable health and sanitation codes, as well as local, state, and federal agricultural requirements. It is the sole responsibility of the vendor to ensure compliance.

Accident/Injury

Any accident or injury must be immediately reported to the Market Manager. Anyone who comes to participate in the market, whether vendor, customer, or other, comes at his or her own risk. Vendors will operate at their own risk and assume liability from the customers.

Prohibited Activities

Sales of manufactured, used, or imported goods are prohibited. No sale, use, or possession of alcoholic beverages is allowed. Music or other broadcasts from radios, stereos, etc. must be kept within the limits of Hanover County Noise Ordinance.

Violations

The Market Manager will consider violations of these regulations. Any grower or producer found not in compliance will be given a verbal warning, followed by a written notice. Willful violation of the market rules may subject a vendor to exclusion from further participation in the market.

Updates to Rules and Regulations

The Montpelier Center Farmers Market reserves the right to make updates to its 2018 Rules and Regulations. Should any change be made, vendors will be notified of those changes via email.

Promotion

The Montpelier Center Farmers Market will promote the market through several means including an electronic newsletter sent directly to customer subscribers and through The Montpelier Center's website, and Facebook page. Vendors are encouraged to submit items such as announcements of new products or specials for the newsletter. If vendors wish to have farm/business or product information included in the newsletter, they should provide that information to the Market Manager by 8am on the Thursday before the following week's market. Any additions to the newsletter will be at the discretion of the Market Manager based on space limitations. Vendors are also encouraged to promote specials and announcements directly through The Montpelier Center Facebook page.