



The Montpelier Center  
**Farmers Market**

# 2020 Rules and Regulations



## Hours and Days of Operation

The Montpelier Center Farmers Market regular season will be open, rain or shine, on Tuesdays from **4-7pm** starting **June 2, 2020** and running through **September 29th, 2020**. Vendors may not set up during the regular season prior to 2 pm. **Any vendors planning to leave early should notify the Market Manager ahead of time.**

## Location and Parking

The Market is located on the Village Green lawn in front of The Montpelier Center building at 17205 Mountain Road in Montpelier. Each vendor may park their vehicle in the Montpelier Center parking lot. If additional vehicles are used, vendors are asked to park them in the Hanover Parks & Recreation parking lot adjacent to the baseball fields in an effort to save parking for customers visiting the market. Vendors may use the pull through to unload their vehicles close to their assigned booth spaces before parking in a lot space during the market.

## Market Manager

The Montpelier Center maintains a staff person who serves as market manager facilitating market management throughout the season. If questions or concerns arise on market day, they will be resolved at The Montpelier Center Market Manager's discretion or 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 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, salsas, 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, herbal products, etc.) 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 Friday at 2 pm on the week before the market. Those interested in being a guest participant at the market are encouraged to apply and can contact the Market Manager by calling The Montpelier Center at (804) 883-7378 or emailing at [info@montpeliercenter.org](mailto:info@montpeliercenter.org)

## **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 for weekly vendors to vend at The Montpelier Center Farmers Market for the 2020 season. Vendors who participate once a month will pay a \$20 fee (less than \$5/visit). This fee is due upon receipt of approval to vend at the Market. Make checks payable to The Montpelier Center for Arts & Education.

## **Sales Tax**

All vendors are required to have a 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. 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 must be 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 2020 Rules and Regulations should the need arise. Should any change be made, vendors will be notified of those changes via email update.

## **Promotion**

The Montpelier Center Farmers Market will promote the market through a weekly email newsletter sent directly to customer subscribers, through The Montpelier Center's website, and through The Montpelier Center Farmers Market Facebook page. Vendors are encouraged to submit items such as announcements of new products, specials of the week, or business news for the newsletter. This can be submitted by replying to the weekly roll call email send to all vendors. Vendors are also encouraged to promote specials and announcements directly through The Montpelier Center Farmers Market Facebook page.