

Narrows Farmers Market

Vendor Regulations

Uses:

The Town of Narrows Farmers Market strives to serve as a center of activity in downtown Narrows by:

1. Providing a clean, pleasant environment for vendors to offer a variety of high quality produce and handmade goods, as well as flea market and yard sale items.
2. Providing a central location for various community events sponsored by both the Town and private organizations.
3. Providing a pleasant, low-cost rental area for individuals wishing to use the facility for activities such as birthday parties and family reunions.

It is the goal of the Market to contribute to a prosperous downtown area and promote a sense of community within the town. The Farmers Market aims to weave commercial, educational, and social activities that make the Market a vital civic institution for Narrows.

Days/Hours of Operation:

The Narrows Farmers Market operates from April 1st to October 31st of each year. Selling days are Monday through Saturday. Selling times are from 9:00 a.m. to 4:00 p.m. Vendors wishing to sell outside of normal operating hours may be allowed to do so, but only with approval from the Market Manager.

The Market is available outside of normal operating days and times for groups or individuals wishing to rent the facility for private events such as birthday parties, family reunions, fundraisers, etc. The Market Manager is responsible for booking private events.

Fees:

PRODUCE/CRAFT VENDOR FEE:	
Weekly	\$7.00
Bi-Weekly	\$12.00
Monthly	\$20.00
Entire Season	\$85.00

PRIVATE RENTAL FEE:	
½ Day	\$25.00
(9 a.m. – 2 p.m. or 3 p.m. – dark)	
Entire Day	\$50.00

YARD SALE/FLEA MARKET FEE:	
Daily	\$5.00

FUNDRAISER FEE:	
½ DAY	\$5.00
(9 a.m. – 2 p.m. or 3 p.m. – dark)	
Entire Day	\$10.00

Private Event Regulations:

All trash must be placed in the provided litter containers at the conclusion of the event.

All decorations must be removed at the conclusion of the event. **No decoration shall be placed by using tape of any kind. Please use small push pins for placing decorations, and remove the push pins at the conclusion of the event.**

The use of alcohol or illegal substances is not permitted at the Market. Vendors using any type of tobacco product must take care to discard the waste from that product in a sanitary way.

Behavior by individuals judged to be disruptive or detrimental to the peaceful operation of the Market shall not be allowed.

The Town of Narrows and its representatives are not responsible for damage or loss of any personal belongings.

Vendor Regulations:

Any person using the Market for the purposes of selling or offering for sale any items on the premises must comply with all federal, state, and local ordinances.

All public litter containers in the Market area are for use by vendors and customers. However, excessive or improper use by the vendors is not permitted. Vendors will be responsible for the collection and removal of all refuse generated from the sales at their space.

The use of alcohol or illegal substances is not permitted at the Market. Vendors using any type of tobacco product must take care to discard the waste from that product in a sanitary way.

Behavior by vendors or customers judged to be disruptive or detrimental to the peaceful operation of the Market shall not be allowed.

Small children brought to the Market by vendors must be kept under the constant supervision of an adult.

The Town of Narrows and its representatives are not responsible for damage or loss of any personal belongings.

Any unsafe or unsanitary conditions should be brought to the immediate attention of the Market Manager by calling 726-2423 on weekdays from 9:00 a.m. until 5:00 p.m., or by calling 599-8057 at any other time.

User Applications:

There are three types of applications for Market users: produce/craft vendor application, yard sale/flea market vendor application, and rental application. **All fees are due at the time applications are turned in to the Town Office.** A rental application shall be completed for all fundraising events held at the Market, and an individual shall be designated on the application as the contact person responsible for the event.

Included within the produce/craft vendor and yard sale/flea market applications is a “hold harmless” agreement that each applicant must sign. This agreement states the applicant relieves the Town and its employees from all liability for any damage, loss, injury, or costs associated with or arising from the applicant’s use and presence at the Farmers Market. In the event that multiple persons will be using the Market for the intended purpose listed on the application, one individual shall be designated on the application as the contact person responsible for the event.

Management:

The Town of Narrows is responsible for the overall management of the Farmers Market; however, the Town has appointed a Market Manager to oversee the daily operations at the Market.

The Market Manager is responsible for the following:

- Enforcing all of the rules and regulations of the Market.
- Working with the vendors to assist in their success.
- Overseeing the set-up and breakdown of the Market.
- Recording vendor attendance and collecting fees each day the Market is operational.
- Assuring that all vendors are in compliance with Market regulations.
- Addressing any disputes or complaints.
- Being aware of all health and sanitation rules and regulations pertaining to open-air farmers’ markets.
- Processing applications and issuing Market permits to vendors.
- Organizing special events to be held at the Market.
- Booking all private events to be held at the Market and collecting all related fees.
- Providing information at the Market about current vendors, Market regulations, ‘how-to’ become a vendor, and upcoming events at the Market.

Enforcement:

The Market Manager will have the authority to suspend selling privileges of any vendor found violating any of the Market regulations. For the first violation, the Market Manager will give a vendor an oral warning that will be documented in writing. The documentation will include the vendor’s

name, the date that the violation occurred, and a brief description of the violation. The second time a violation occurs the vendor will be given a written warning from the Market Manager. The Market Manager will retain a copy of the written warning. A third violation will result in the immediate suspension of the vendor's Market permit and trigger a formal review process by the Market Manager, Town Mayor, Town Manager, and the vendor that could result in revocation of the vendor's permit for the remaining part of the selling season without refund of fees.

Product Labeling:

All home-prepared consumable products must be individually packaged and labeled with the product name, date of preparation, net weight, all ingredients in descending order, and the name and address of the preparer.

Vendors selling products labeled as "organic" must provide a valid Certificate of Organic Production in accordance with the National Organic Policy (NOP). All certified organic products must be labeled in accordance with the NOP. It is the sole responsibility of the vendor to know and comply with the NOP retail regulations.

Vendors set their own prices and are responsible for accurately representing their products. All scales or weighing devices must have a current and valid certification sticker signed by the Virginia Department of Weights and Measures. Vendors must make appropriate adjustments to satisfy any customer's responsible claim of unsatisfactory quality of condition.

Taxes, Licenses, and Permits:

Vendors must have visibly displayed in the front of their booth any licenses, certifications, and permits required by law for all products, as well as a valid Market permit.

The collection and filing of all related taxes is the sole responsibility of each individual vendor. Vendors are exempt from Town business license fees or itinerant vendor fees.