

# 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.
2. Providing a central location for various community events sponsored by both the Town and private organizations/individuals.
3. Providing a pleasant, low-cost rental area 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 in a manner that creates a vital civic institution for Narrows.

## **Days/Hours of Operation:**

The Narrows Farmers Market operates from April 1<sup>st</sup> to October 31<sup>st</sup> of each year. Regular market days are:

Thursday	8 AM to 1 PM
Saturday	8 AM to 1 PM

Vendors wishing to sell outside of normal operating hours may be allowed to do so 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. Private events may be booked by contacting the town office for application forms.

## **Fees\*:**

### **Market Vendor Fee**

Weekly	\$7.00
Bi-Weekly	\$12.00
Monthly	\$20.00
Entire Season	\$85.00

### **Private Rental Fee\***

½ Day	\$25.00
Entire Day	\$50.00

### **Yard Sale/ Flea Market Fee**

Daily	\$7.00
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\*Private rental is available outside of normal market hours – or if no vendors are scheduled for the desired time period.

Fees must be submitted with applications to the Town office prior to use of the Farmers Market.

## **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, tobacco, or illegal substances is not permitted at the Market.

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.

## **Private Event Regulations:**

Application must be made at the Town office for all events and approval received prior to the event. Application forms are available on the town website and in the town office. Fees must be paid at the time the application is submitted.

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

All decorations and pushpins must be removed at the conclusion of the event. **All trash must be placed in the provided litter containers or removed by the applicants at the conclusion of the event.**

The use of alcohol, tobacco or illegal substances is not permitted at the Market.

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.

**Any facility maintenance/operation issues should be brought to the attention of the Market Manager by calling 726-2423 during weekday business hours. After hours contact number is 599-4797. Unsafe conditions or disorderly conduct should be reported to the Giles County Dispatch Center by call 911.**

## **User Applications:**

There are two types of applications for Market users: market vendor application and rental application. **All fees are due at the time applications are turned in to the Town Office.**

Included within the market vendor application 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.
- 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.
- Organizing special events to be held at the Market.
- Providing information at the Market about current vendors, Market regulations, becoming 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.

**First Violation:** Market Manager issues a vendor an oral warning that will be documented in writing. The documentation will include the vendor's name, the date and time of violation, and a description of the violation.

**Second Violation:** Market issues a written warning including vendor's name, date and time of violation, and description of violation. Market Manager retains a copy of the written warning.

**Third Violation:** Immediate suspension of vendor's Market permit plus Market Manager gives vendor a written suspension. This triggers 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 remainder of the current selling season without refund of fees.

## **Taxes, Licenses, and Permits:**

**Home Operations:** Establishments or individuals who intend to see foods processed in the home are required to be under inspection before offering their products for sale. The Vendor should contact the Food Safety Program with the Department of Agriculture to request information and further guidelines and requirements for food processors. [www.vdacs.virginia.gov](http://www.vdacs.virginia.gov)

Vendors must have **visibly displayed** at their booth any licenses, certifications, and permits required by law for all products.

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.

## **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.