



2020 Christiansburg Farmers Market Regulations

The mission of the Christiansburg Farmers Market is to provide convenient access to fresh, agricultural-based foods and products to the Christiansburg community and surrounding area. Its mission also is to provide a direct sales outlet for local farmers and agricultural-product producers. The Christiansburg Farmers Market aims to foster community engagement through programs and events that promote healthy eating, nutritional education and sustainability, while contributing to a vibrant downtown by serving as a community-gathering place.

Thank you for your interest in becoming a vendor at the Christiansburg Farmers Market. If you have any questions or concerns, please contact the Christiansburg Parks & Recreation Department at farmersmarket@christiansburg.org or (540) 382-2349.

FARMERS MARKET ELIGIBILITY

Participation is open to regional Virginia growers, harvesters, bakers and makers of prepared food (hereafter, referred to as “the vendors”). The Market strives to be a producers-only market but may make some exceptions. Vendors must participate in the production of the product they sell and all products must be locally produced. Locally produced is defined by a 100-mile radius of the intersection of West Main Street and Hickok Street in Christiansburg, Virginia, though sale of agricultural products outside the 100-mile radius may be permitted as determined by the Central Business District Committee. Determination of eligibility is made by the Market Manager.

MARKET DATES, DAY & HOURS OF OPERATIONS

The Christiansburg Farmers Market (hereafter, referred to as “the Market”) will be open, rain or shine, on Thursdays, May through October from 3 to 7 p.m., though the Farmers Market hours may be adjusted and/or extended in relation to busy growing season. Additionally, the Christiansburg Farmers Market will operate additional Holiday and Winter Markets as determined by the Town.

LOCATION

The Market is located on Hickok Street between West Main Street and Commerce Street in Christiansburg, Virginia.

MARKET MANAGEMENT

The Market Manager or a representative for the Market Manager will be present at the Market during operation. If questions or problems arise on Market Day, they will be resolved by the Market Manager, or at the Manager’s discretion.

APPLICATION REQUIREMENTS & AGREEMENTS, CERTIFICATIONS, PERMITS & FEES

Farms/Farmers shall provide the following information along with their application and fees:

1. Farm address and directions to the farm.
2. A copy of crop and product plans for the upcoming growing season and a farm map with layout of crops (with acreage and crop volume indicated on the map). Map may be handdrawn.
3. Proof of liability insurance for the establishment.
4. Copies of certifications/permits (if applicable).
5. A copy of land lease and/or partnership agreements (if applicable). If the property farmed is leased or in a partnership, the applicant must submit the information listed above, as well as land use agreements.

Note: Please remember that application to the Market does not guarantee acceptance into the Market. All applicants will be notified of the status of their application in a timely manner.

Property and facility visits/inspections

On-site visits are a chance for the vendor to highlight the skills and techniques that are the foundation of their business. The Market Manager or Market Representative(s) may inspect any of the Market’s vendors’ farms and kitchens to verify compliance with the producer-only and food safety inspection rules. All visits will be scheduled by the Market Manager and/or Market Representative(s) and the vendor, during normal business hours. Failure to permit an on-site inspection may result in suspension from the Market.

Town Business License

All vendors at the Christiansburg Farmers Market are exempt from Town Business License requirements for their approved activity

strictly at the Farmers Market; however, this does not exempt vendors' activities at any other location from Town Business License requirements.

Sales Tax

All vendors are required to have a Virginia State Sales and Use Tax Certification number. Vendors must collect these taxes at the Market and it is the responsibility of the vendor to submit Virginia State Sales Taxes. Vendors are subject to report their sales tax on any Market day at the discretion of the Market Manager or Market Committee.

Liability Insurance

The Market requires vendors to be covered by insurance. For vendors selling and producing any food-based items, the minimum liability requirement is \$1,000,000. For vendors selling and producing non-food based items, the minimum liability requirement is \$500,000. All vendors are required to provide an up-to-date copy of this insurance certificate with their application. The Market Manager can provide you with contact information if you need help securing insurance.

Certificates

When applicable, attach the appropriate state/USDA inspection certificates.

1. Organic growers must present a Certificate of Organic Production from the USDA Organic Farm Certification. Only vendors with proper certification are allowed to advertise as organic or use the term "organic." Non-certified vendors shall not use the term "organic" in any description of their products, though they may refer to their products as naturally grown or similar.
2. For dairy products and meats, the producer must supply documentation of compliance with local Virginia Department of Agriculture and Consumer Services (VDACS) ordinances and inspections.
3. For fish and seafood, the vendor must submit proof of a commercial fishing license.

Fees & Reporting

Vendor fees collected are for promotion and operation of the Market. All fees shall be paid to the Town of Christiansburg and collected through the Farmers Market Manager. **A \$50 fee is due for special markets (Fourth of July, Christmas at the Market & Winter Wonderland). Regular vendors shall be exempt from this fee only if they have attended 75% of the regular season market dates.** Vendor sales reporting is required for individual vendors for Farmers Market planning and tracking purposes. The Farmers Market Manager will furnish a sales sheet to be turned after every Market day. Individual vendor sales will not be shared with non-Town staff.

Market & "Hold Harmless" Agreement

This agreement means that the vendor verifies that all information is accurate and will hold the Market Manager, Volunteers and the Town of Christiansburg harmless concerning product liability or other factors that relate specifically to the vendor's business practice.

Compliance

Anyone may report a suspected violation to the Farmers Market Manager. The Market Manager will enforce all policies and procedures in the Market and report any violations. The Market Manager will review violations of these Market Policies and Regulations. Any vendor found not in compliance will be given a written notice and shall be expected to comply immediately.

- Food Truck and/or Food Vendors need to be inspected and approved by the Fire Marshal and Health Department.
- All vendors are to follow the Town of Christiansburg Weather Policy.

SPACE ASSIGNMENT, SETUP & TAKE DOWN

The Market Manager will make the assignment of spaces, approve the use of trucks and design the business operation "mix" of all the selling spaces in order to enhance the total operation of the Market.

- Vendors may begin to setup at 1:30 p.m. and are required to complete setup 15 minutes prior to the opening of the Market at 3 p.m.
- If vendors will be absent, are running late or need assistance, contact the Market Manger by phone. Contact will be provided before the opening of the market season. If vendors are unable to attend one of their scheduled market dates, then vendors shall strive to contact the Market Manager by Tuesday at 5 p.m. prior to Farmers Market opening.
- The Farmers Market operates regular season hours as indicated, though the Farmers Market may operate additional Holiday/Winter Markets.
- Vendors are required to stay until Market closes, except for cases of emergencies.
- Vendors are required to stop selling at the close of the Farmers Market and must leave their spaces clean and remove their display and truck within one hour of the close of the Market.

- Vendors are prohibited from subleasing their market spaces.

VENDOR SPACE, SIGNAGE & DISPLAYS

Vendor Space

- The Market Manager must approve all tents, canopies, pop-ups, umbrellas, signs and display items. In case of severe weather, adequate anchors/weights must be in place on all tents, canopies or pop-ups. Tent, canopy or pop-up legs shall each be anchored with a minimum of 24 pounds anchors for each leg and umbrellas, signs or other pylon type displays shall be anchored by a minimum of 50 pounds.
- Use of vehicles at the Market must be approved by the Market Manager based on the needs of the vendor.
- Vendors must keep their display of goods strictly within the confines of spaces assigned by the Market Manager. Vendors may not block the entrances to stores or sidewalks. Vendors must maintain a minimum four-foot clear access to all displays.
- At no time shall the safety or convenience of customers or vendors be compromised by any vendors' displays.

Vendor Signage

- Vendors shall clearly post their farm name and location at their Market site.
- Vendors shall clearly display prices of all items including whether the items are sold by the piece or pound.
- Vendors shall post the original farm name and address for any items not produced entirely on the vendors' farms.
- Posting of current licenses, certifications and inspections is highly recommended, but at minimum, vendors shall have copies available at the Farmers Market site.

VENDOR RESPONSIBILITIES

Attendance

Vendors must commit to the entire Market season (listed under Hours of Operation above) and participate on a regular basis. Produce availability may limit the beginning and ending dates; therefore, a schedule will be developed prior to the start of the Market season to document the vendor commitment to the Market. Guest vendors will be invited to participate in individual Markets based on the discretion of the Market Manager. Seasonal vendors will be accepted at the approval of the Market Manager. Holiday and Winter Markets (Fourth of July, Christmas at the Market and Winter Wonderland) are additional events to the regular Farmers Market season and are not required attendance, and vendors interested in participating in special market events must schedule their participation with the Market Manager.

Cleanup Requirements

Vendors are responsible for disposal of all trash and debris generated by their respective businesses. On-site disposal is not permitted and disposal in Town street trash receptacles is not allowed.

Token Program

Every vendor that participates in the Christiansburg Farmers Market must participate in the token program. The token program revolves around creating Market currency in the form of tokens. Tokens represent cash, credit cards and SNAP benefits. Vendors may also accept cash, credit cards and checks. Tokens are redeemed to the Market Manager for check. If more than \$30 of tokens are submitted to the Market Manager, vendors will receive a check issued by the Town of Christiansburg at the next week's Market.

Health Codes, Scales & Additional Regulations

Vendors are responsible for all appropriate labeling, licenses, product inspections, weights, measures and pesticide rules, regulations and laws (local, state and federal). Accuracy of scales/weights is the responsibility of the vendor. At all times, items sold in the 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. The vendor must cooperate with state inspections at the Market.

Accident/Injury

Any accident or injury must be immediately reported to the Market Manager, 911 and/or the Christiansburg Police Department. Anyone who participates in the Market, whether vendor, customer or otherwise, attends at his or her own risk. Vendors will operate at their own risk and assume liability from the customers.

Prohibited Activities

The use or possession of alcoholic beverages is not allowed, with the exception of approved wineries, who must abide by the rules of their ABC off-site permit. Breweries/beer vendors must be approved by the Market Manager in coordination with the Christiansburg Parks and Recreation Department's Special Events Policy and must abide by the rules of their ABC off-site permit.

Music or other broadcasts from radios, stereos, etc. must be kept within the limits of the Christiansburg Noise Ordinance. Smoking or Vaping/Juuling, dipping or chewing tobacco and use of snuff is prohibited. Hawking is prohibited. Vendors cannot furnish live animals, unless granted permission by the Market Manager. Live animals may be used in Town-sponsored events at the Market. All illegal activities are prohibited.

Violations

Failure of vendors to abide by these regulations may result in the suspension or prohibition of offending vendor's participation in the Farmers Market. Violations of these regulations by shoppers may result in temporary or permanent prohibition of the shopper in the designated Farmers Market area.

Grievances

In the event of a dispute regarding any aspect of the Market, the Market Manager shall make an appropriate decision. Any failure to abide by the Market Manager's decision may be sufficient grounds for excluding the vendor from the Market. A vendor may file an appeal from the Market Manager's decision, in writing, to the Town Manager. Any appeal must be filed within ten (10) days of a decision. Upon receipt of an appeal, the matter will be reviewed expeditiously. The Town Manager will take no more than forty-five (45) days from receipt of the appeal to make a decision. During this time, the vendor must adhere to the original decision of the Market Manager with no right to restitution for any losses.

Suggestions/Comments

Vendors with suggestions or comments are encouraged to submit written, signed statements to the Market Manager or vendor representative.

Contact

Christiansburg Parks & Recreation Department at farmersmarket@christiansburg.org or (540) 382-2349.