



Olde Towne Curb Market
www.visitsmithfieldisleofwight.com

Please return application with a \$40.00 season deposit fee made payable to:

Isle of Wight County

Mail to: Marci Parrish

319B Main St Smithfield, VA 23430

(C) 757.375.3031 (F) 757.365.4360

**VENDOR APPLICATION (Seasonal Vendor \$40, Non-Profits FREE,
& Specialty Vendors \$25)**

Name _____

Business Name _____

Non-Profit Organization Name _____

Date 1st choice _____ 2nd choice _____ 3rd choice _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ (Home) _____ (Work) _____ (Cell)

Email Address: _____ Website: _____

Please check and specify the type of items ***you grow or make***:

_____ Organic Produce or Products

_____ Soaps and Scents

_____ Produce

_____ Cheese and Cheese products

_____ Baked Goods and Prepared Foods

_____ Meat, Eggs

_____ Potted Flowers, Plants, Shrubs

_____ Livestock (please explain)

_____ Cut flowers and bouquets

_____ Exhibition (please explain)

_____ Pickles, Honey, Jellies, Preserves
and Sauces

_____ Other (please explain)

Please give a **detailed** description of your products. One that may be used in marketing pieces throughout the season. _____

Please list any items you plan to purchase from local farms for resale. Give the name and address of those persons. Also list any co-ops or individuals that you plan to represent.

- Please check the dates you'll be participating in the market. **(Market Hrs. Sat.'s 9:00 a.m. -12:00 p.m., Specialty Markets (SM) 9:00 a.m. -1:00 p.m.)** www.visitsmithfieldisleofwight.com for details on the market.
- If a vendor does not fulfill his/her contractual obligation **(twice)** to inform the market manager of absences the Friday prior to the market, the market manager reserves the right to replace the vendor. The vendor will be invited to return the following season.
- If a vendor wishes to rent a tent and/or table from S&B Tents (\$20/tent set up & breakdown, \$5/table) Skip Sharpley must be contacted by the Friday prior to the market at 448-7327.

Specialty Markets (SM)

- | | |
|--|---|
| <input type="checkbox"/> April 4 (SM) | <input type="checkbox"/> Sept. 12 (SM) |
| <input type="checkbox"/> May 9 (SM) | <input type="checkbox"/> Oct. 10 (SM) |
| <input type="checkbox"/> May 16 (SM) | <input type="checkbox"/> Nov. 21 (SM) |
| <input type="checkbox"/> May 30 | <input type="checkbox"/> Dec. 5 (SM) |
| <input type="checkbox"/> June 6 | |
| <input type="checkbox"/> June 13 | |
| <input type="checkbox"/> June 20 (SM) | |
| <input type="checkbox"/> June 27 Olden Days on N. Mason Street! | |
| <input type="checkbox"/> July 4 Pie Eating Contest | |
| <input type="checkbox"/> July 11 | |
| <input type="checkbox"/> July 18 | |
| <input type="checkbox"/> July 25 (SM) | |
| <input type="checkbox"/> Aug. 1 | |
| <input type="checkbox"/> Aug. 8 | |
| <input type="checkbox"/> Aug. 15 | |
| <input type="checkbox"/> Aug. 22 | |
| <input type="checkbox"/> Aug. 29 | |

Please provide a copy of current inspection report from the Virginia Department of Agriculture.

Vendors shall hold the Market Manager, Olde Towne Curb Market Management, Isle of Wight – Smithfield – Tourism, Town of Smithfield, County of Isle of Wight or Virginia Cooperative Extension, Bank of Southside Virginia (BSV) harmless from any liability whatsoever that results from their activities at the Olde Curb Towne Market.

Please Review Rules & Regulations, Sign, and Return

Olde Towne Curb Market
www.visitsmithfieldisleofwight.com
Located in Historic Smithfield, Virginia

**Welcome to the seventh season of the Olde Towne Curb Market
Co-sponsored by the Isle of Wight-Smithfield Tourism, Isle of Wight County,
and the Town of Smithfield**

The objectives of the market are:

- To provide a venue for area growers/producers to sell their products directly to the public.
- To provide consumers with a variety of fresh regional products.
- To create an attractive atmosphere promoting agri-tourism and trade with local merchants.

Market Dates and Site

The Old Towne Curb Market will be open on Saturdays, rain or shine, Easter Specialty Market April 4, Mother's Day May 9, 16, and May 30. **CLOSED** Memorial Weekend! June 6, 13, 20, 27, July 4, 11, 18, 25, August 1, 8, 15, 22, and 29. Fall markets Sept. 12 and Oct. 10, Thanksgiving market Nov. 21, and Holiday market Dec. 5.

The market location is an open, paved parking lot behind the Bank of Southside Virginia (115 Main Street). There are no non-paved areas and VERY limited electricity. All vendors must furnish their own umbrellas or shade tents, tables, chairs, ice and scales and anything else required to sell their product. Rental tents are available through Skip Sharpley from S & B Tent Rental, 448-7327. The tent will be set up and taken down for you for \$20, tables are \$5.00. Garbage must be removed from the site and not placed in any town trash bin or nearby private trash bin.

Market Opening, Closing and Attendance

The site will be available for set-up starting at 7:30 a.m. every Saturday. Vendors **or substitute vendors** must be in attendance **when scheduled**, set up by 8:45 am, ready to sell by 9:00 a.m., **and available for business until closing of market. The market operates 9:00 a.m. – 12:00 p.m. and SPECIALTY MARKET OPERATE 9:00 a.m. -1:00 p.m. Leaving early is prohibited.** In case of an emergency, please see the manager. If the vendor does not fulfill his/her contractual obligation **(twice)** to inform the market manager of absences by the Friday prior to the market or exhibit at every **scheduled** market, the market manager reserves the right to re-assign the vendors space or replace the vendor. The vendor will be invited back the following season. Sales to the public before 9:00 a.m. are

prohibited. Vendor to vendor sales and networking are encouraged from 8:00 am – 9:00 am.

Fees

Fees collected are for the promotion and production of the market. A \$40.00 non-refundable fee must accompany each application. Vendors will remit 5% of their gross daily sales along with a sales receipt to the Market Manager **by the Tuesday immediately following the market.** **Checks should be made payable to: *Isle of Wight County*.**

Space Assignments

Each vendor space is approximately 18' X 24'. Those vendors who participated in the market last summer will be given preference to space assignments and may reserve a space for the remainder of the season. The remainder of spaces assignments will be on a first come first serve basis for full season vendors. Vendors participating on a week- to- week basis will be provided with space after the full-season vendors. **Vendors are asked for flexibility and cooperation regarding the location of spaces when large markets are held.**

Eligibility

Participation is open to regional growers/producers within a 100-mile radius of Smithfield. The Market is a producer/processor only market. No reselling of items grown outside the 100-mile radius will be allowed. No reselling of items bought from a wholesaler or retailer. Vendors may not purchase products from a wholesaler for resale. The market will inspect items prior to, or on, the day of sale to confirm their eligibility. Items for sale should fall into one of the following four categories.

Grown or landed locally

1. Edible – any food item grown or raised (from weaning) locally by the vendor or fish or seafood caught or landed locally, including live animals commonly used as food. (examples – eggs, meat, fowl, nuts, herbs, all fresh fruits and vegetables)
2. Non-edible – all decorative or immature plant material (examples- potted herbs and flowers, potted fruit-bearing plants and shrubs, cut flowers).
3. **Processed or Value-added**
(The market assumes that the items offered for sale will be distinctly different from their raw ingredients. Items may expressly **NOT** be purchased and repackaged to be sold at the market.) The market manager has the authority to make allowances for products processed outside the 100 mile radius.

1. Edible – foods processed by the vendor (examples- dried fruits or vegetables, baked goods, pasta, granola, jam/jelly, cider, vinegar, relishes, milk and milk products, cheese, honey (must be from local hives). All processed foods must be certified by the Virginia Department of Agriculture. **Any vendor selling processed pickles, salsa, canned fruits and vegetables, baked goods or any other prepared food item must have their kitchen inspected and approved by the Virginia Department of Agriculture. (804-786-3520)**
2. Non-edible nature related products (example - wreaths, dried flowers, soap, scents, baskets, wool and other fiber products)

Requirements

All vendors must complete an application and sign a hold harmless agreement before being allowed to sell any product. Many items are subject to USDA, Virginia Department of Agriculture and Consumer Services and/or Health Department regulations. It is the sole responsibility of the producer to abide by these regulations. Vendors must contact these agencies for inspection and approval. Vendors are liable for their own products. A copy of all required licenses should be filed with the vendor's application if applicable. Market management, the Town of Smithfield, the County of Isle of Wight, or the Bank of Southside Virginia (BSV) will not be held liable for the products offered by vendors. Product liability insurance is the sole responsibility of the vendor. A representative of the market committee will be on location during vendor access hours and will have final say in all matters. The market reserves the right to, with reasonable notification, visit and inspect the vendor's growing area or processing facility.

The Following are Prohibited During Market Hours

- Selling during a lightening storm
- Electrical generators
- Damage to the asphalt
- Selling of any items bought from a wholesaler or retailer
- Processed foods not in compliance with health department and Virginia Department of Agriculture regulations
- The slaughtering of any animals on site
- Cooking within the market area without prior approval by the Market Committee
- Distribution of political campaign material

IOW COUNTY, THE TOWN OF SMITHFIELD, AND BANK OF SOUTHSIDE VIRGINIA (BSV) DOES NOT ASSUME LIABILITY FOR THIS EVENT

Helpful Phone Numbers

General food safety and inspection questions should be directed to the Virginia Department of Agriculture at **757-363-3909**.

For Specific Information, call:

Dairy & Foods	804-786-8899
Meat & Poultry	804-786-4569
Organically grown foods	540-377-9949 Catherine Cash
Weights & Measures	757-562-6637

Signature _____

Date _____