



Olde Towne Curb Market

www.visitsmithfieldisleofwight.com

Located in historic downtown Smithfield, Virginia

VENDOR APPLICATION

Seasonal Vendor (Two or more markets): \$40 registration fee

One-Time Vendor: \$25 registration fee

Please return pages 1, 2, and 6 of this application with your registration fee made payable to:

ISLE OF WIGHT COUNTY

Mail to: Kristin Wilda

Olde Towne Curb Market

319 Main St Smithfield, VA 23430

(C) 757.375.3031 (F) 757.365.4360

Contact name _____

Business name _____

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. We hope to use this description to promote the Market, so be as specific as possible!

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

Below is the list of Market dates for 2010. For details go to www.visitsmithfieldisleofwight.com

2010 Market Dates
All Markets run from 9am until 12 noon

“SM” indicates a Specialty Market. Vendors have the option of applying for only one Specialty Market for a \$25.00 registration fee or may choose to participate in more than one market (including both specialty and weekly) for a \$40.00 one-time registration fee.

Place a \checkmark next to the date of every Market you in which you plan to participate.

- | | |
|--|--|
| <input type="checkbox"/> March 27 Easter Market (SM) | <input type="checkbox"/> July 31 |
| <input type="checkbox"/> April 24 Earth Day (SM) | <input type="checkbox"/> August 7 |
| <input type="checkbox"/> May 8 Mother’s Day (SM) | <input type="checkbox"/> August 14 |
| <input type="checkbox"/> May 22 (SM) | <input type="checkbox"/> August 21 |
| <input type="checkbox"/> June 5 | <input type="checkbox"/> August 28 |
| <input type="checkbox"/> June 12 | <input type="checkbox"/> September 11 |
| <input type="checkbox"/> June 19 | <input type="checkbox"/> October 9 |
| <input type="checkbox"/> June 26 Olden Days | <input type="checkbox"/> October 16 |
| <input type="checkbox"/> July 3 | <input type="checkbox"/> November 6 |
| <input type="checkbox"/> July 10 | <input type="checkbox"/> Nov 20 Thanksgiving (SM) |
| <input type="checkbox"/> July 17 | <input type="checkbox"/> Dec. 4 Happy Holidays (SM) |
| <input type="checkbox"/> July 24 | <input type="checkbox"/> December 18 Jingle Bells (SM) |

Below are the rules and regulations of the Olde Towne Curb Market. Please review them carefully. Your signature on page 6 is required for your application to be considered complete.

Welcome to the eighth season of the Olde Towne Curb Market!

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, as long as the safety of the vendors and customers is not at risk. Market selling hours are 9am until noon.

Market dates: March 27; April 24; May 8 and 22; June 5, 12, 19, and 26; July 3, 10, 17, 24, and 28; August 7, 14, 21, and 28; September 11; October 9 and 16; November 6 and 20; December 4 and 18.

The market location is an open, paved parking lot behind the Bank of Southside Virginia, 115 Main Street, Smithfield. 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 products. Garbage must be removed from the site and not placed in any town trash bin or nearby private trash bin.

Rental tents are available through Skip Sharpley at S & B Tent Rental: (757) 448-7327. The tent will be set up and taken down for you for \$20; tables are \$5.00. You must contact Skip by 5:00 pm the Friday before the market to place your order.

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 8:30 am, ready to sell by 9:00 am, and available for business until closing of market. The market operates 9:00 a.m. – 12:00 noon or until all vendors are sold out. Leaving early is prohibited.

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.

A vendor is expected to attend all markets s/he has indicated on the application. If unable to attend a market, s/he is expected to inform the Market manager before 5:00 pm on the Friday before the market. (In case of an emergency, please see or call the manager as soon as possible.)

If the vendor does not fulfill his/her contractual obligation two (2) times to inform the market manager of absences by 5:00 PM Friday, the market manager reserves the right to re-assign the vendor's space or replace the vendor. The vendor will be invited back the following season.

The Following are Prohibited During Market Hours

- Selling during a lightning storm
- Electrical generators (without approval of market manager)
- Damage to the asphalt
- Selling of any items bought from a wholesaler, retailer or processed outside a 100-mile radius without permission of the Market (exceptions made for seasonal produce)
- 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 board
- Distribution of political campaign (or religious) material (without approval of market manager.)

FEES

All fees are collected for the promotion of the Market. It is a self-sustaining entity; we appreciate your cooperation!

Vendor Deposits: The registration fee accompanying the application is non-refundable and is needed to secure your space. No application will be processed without the fee.

Market fees: Vendors will remit 5% of their gross daily sales along with a sales receipt provided by the Market Manager by the end of the closing market or by close of business the Tuesday following the Market. If a vendor's gross daily sales do not exceed \$100.00, no Market fee is assessed. Checks should be made payable to Isle of Wight County and should be given directly to the Market Manager or brought to the Tourism office at 319 Main Street.

SPACE ASSIGNMENTS

Each vendor space is approximately 18' X 24'. Those vendors who participated in the market last summer will be given preference in 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-served basis for full or part-time season vendors. Part-time vendors will be provided with a space assignment after the full-season vendors. Vendors are asked for flexibility and cooperation regarding the location of spaces, especially when larger 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. **There is no reselling of items bought from a wholesaler or retailer.**

Note: Exceptions may be made at the discretion of the Market for those selling produce available only in areas outside the 100-mile radius. Vendors are required to prominently post the origin/location of each/any product(s) if they are grown outside a 100-mile radius. **THERE ARE NO EXCEPTIONS.** The market manager reserves the right to re-assign the vendor's space or replace the vendor immediately if the vendor continues to be out of compliance. The vendor will be invited back the following season.

The market manager has the right to request documentation of the product(s) in question from the vendor and inspect items prior to, or on, the day of sale to confirm their eligibility. Items for sale should fall into one of the following 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 include eggs, meat, fowl, nuts, herbs, and all fresh fruits and vegetables.
2. Non-edible – all decorative or immature plant material. Examples include potted herbs and flowers, potted fruit-bearing plants and shrubs, and cut flowers.

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 re-packaged to be sold at the market. The market manager has the authority to make allowances for products processed outside the 100-mile radius if necessary.

1. Edible – foods processed by the vendor. Examples include dried fruits or vegetables, baked goods, pasta, granola, jam/jelly, cider, vinegar, relishes, milk and milk products, cheese, and 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 inspector, Joe Ferguson, (757-357-3416.)
2. Non-edible nature related products: examples include wreaths, dried flowers, soap, scents, baskets, wool and other fiber products.

REQUIREMENTS

All vendors must complete an application, sign a hold harmless agreement, and read and sign the rules and regulations 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 understand & abide by these regulations. Vendors must contact these agencies for inspection and approval.

Vendors are liable for their own products and responsible for adhering to the Department of Agriculture’s policies & procedures when dealing with prepared foods, selling prepared foods or offering samples at the Olde Towne Curb Market. A copy of all required licenses should be filed with the vendor’s application if applicable. Please provide a copy of current inspection report from the Virginia Department of Agriculture.

Market management, the Town of Smithfield, the County of Isle of Wight, and/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 if applicable.

A representative of the market committee will be on location during vendor access hours and will have final say in all matters. The market manager reserves the right to, with reasonable notification, visit and inspect the vendor’s growing area or processing facility, and request documentation of the products in question.

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

READ THE AGREEMENT AND RELEASE ON THE FOLLOWING PAGE AND RETURN IT ALONG WITH PAGES 1 AND 2 OF THIS PACKET. KEEP PAGES 3-5 FOR YOUR OWN INFORMATION. PLEASE NOTE: YOUR SIGNATURE IS REQUIRED FOR THE APPLICATION TO BE CONSIDERED COMPLETE.

By signing below, I certify that I have read and do agree to abide by the rules and regulations of the Olde Towne Curb Market. Further, I also agree to 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, and Bank of Southside Virginia (BSV) harmless from all liability or responsibility whatsoever for personal injury, property damage or wrongful death however caused, including, but not limited to, the negligence of the above referenced parties, whether passive or active, that results from my activities at the Olde Towne Curb Market.

Signature_____

Date_____

Please return this page along with pages 1 and 2 to:

Kristin Wilda
Olde Towne Curb Market
319 Main Street
Smithfield, VA 23430