

Windsor Square Farmers' Market

The 2009 Market Season is here and there are lots of NEW things to look for at the Windsor Farmers' Market. The new Windsor SQUARE Farmers' Market is located at 18 Duke Street (on the lawn next to the Windsor Public Library). We have made these changes because we are passionate about wanting the farmers' market to become an intimate meeting place for the community to network, enjoy meaningful family time, and get to know and support local farmers.

Our goal is to provide local families with the freshest of locally-grown produce, specialty items, fresh baked goods, unique hand crafted products and free horticulture information. Sponsors, Experienced and New vendors, Non-Profit Organizations, and Volunteer Musicians are welcome and needed!

We would be most grateful to have you on board participating this year. PLEASE join us in making this goal succeed at the new Windsor Square Farmers' Market!

Enclosed is the 2009 Vendor Application, Rules & Regulations. Please return the application to Marci Parrish, 319B Main St., Smithfield, VA 23430, as soon as you are able as the opening date is June 13th!

Respectfully,

Marci Parrish
Farmers Market Manager
(757.375.3031)

Windsor Square Farmers' Market
2009 Vendor Application
www.visitsmithfieldisleofwight.com



Location: 18 Duke Street, Windsor 23487

Please return application to Marci Parrish @
Smithfield & IOW Tourism, 319B Main St, VA 23430 with \$40.00 for Seasonal Vendors,
Non-Profits are FREE!

Please make checks payable to the Isle of Wight County.

Market Manager: Marci Parrish @ 757.375.3031

Thank you for your participation!

Name: _____

Farm/Business/Non-Profit Organization Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

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

Email Address: _____ Website: _____

Please specify the items **you** intend to grow, make, and sell at the market.

Please list any items you plan to purchase from other farms/farmers for resale at the market. Please provide the names, addresses, and phone numbers of those persons. Additionally, please list any co-ops or individuals you plan to represent.

Please provide a **detailed** description of your business/products to be used in marketing pieces _____



Please check the dates you'll be participating in the market. (Market Hrs. Sat.'s 8:30-12:00)
www.visitsmithfieldisleofwight.com to view details

OPENING DATE: June 13 th _____	Sept. 5 _____
June 20 _____	Sept. 12 _____
June 27 _____	Sept. 19 _____
July 11 _____	Oct. 3 _____
July 4 _____	Oct. 10 _____
July 18 _____	Oct. 17 _____
July 25 _____	Oct. 24 _____
Aug. 1 _____	Oct. 31 _____
Aug. 8 _____	
Aug. 15 _____	
Aug. 22 _____	
Aug. 29 _____	

VENDOR AGREEMENT

The above vendor agrees to:

- Observe the rules and regulations of the market.
- Be responsible for safety and purity of all products offered for sale.
- Comply with all applicable health codes and regulations.
- Cooperate with the Farmers' Market Manager or his/her designee.
- **Inform Market Manager of any absences the Friday prior to the market. (375-3031)**
- No sublet or "loan" of space without approval from Farmers' Market Manager.
- **Provide a copy of current inspection from the VDACS or Health Department.**
- Remain in attendance of the market during hours of operation. (8:30 a.m.-12:00 p.m.)

Vendors and Crafters shall hold the Farmers' Market Manager Marci Parrish, the Town of Windsor, Windsor Public Library and the County of Isle of Wight harmless from any liability whatsoever that result from their activities at the Windsor Square Farmers' Market.

Please Review Rules & Regulations, Sign, and Return

Market Rules and Regulations

(Please keep for your records)

*Please read the following rules and regulations before agreeing to the terms of the Vendor Agreement.

This is the fifth season of the Windsor Farmers' Market, which is a partnership between the Town of Windsor and the Smithfield/Isle of Wight County Tourism Office. We are very excited to have you participate in the market, and will work with you in any way possible to promote your locally grown products.

Market Objectives:

- Provide a venue for local growers and producers to sell their products directly to the public which promotes the viability of the agricultural industry here in Windsor and Isle of Wight.
- Provide consumers, whether local or tourists, with a variety of fresh local products from our County, Town, and region.
- Promote community involvement and participation by attracting local residents to purchase home grown products and entice consumers to stop in Windsor when passing through.

Market Dates, Times, Location, and Space Assignments

The market will be open every Saturday from June 13th through October 31st; 8:30 a.m. -12:00 p.m. or sold out.

The market location has been changed! The site is at 18 Duke Street, Windsor 23487.

Vendors will set up on the lawn directly next to the Windsor Regional Library. It is important that each vendor be considerate of others and only use a minimum amount of space, especially when there's a large number of vendors in attendance. Each vendor is allotted a space which will be *roughly* equivalent to the size of your truck and will allow for tents and tables. Spaces will be assigned on a first-come,first-serve basis. The Market Manager or his/her designee reserves the right to assign spaces when necessary. We encourage you to utilize the tailgates of your trucks to sell your products; however, tents are welcome and encouraged. All vendors must furnish their own umbrellas or shade tents, tables, chairs, ice and scales and anything else required to sell their products. Please remove all garbage from the site and dispose of it properly, not placing it in any private trash bin or in any nearby businesses' trash bins.

Market Fees

A \$40 Seasonal Fee must accompany each application **made out to IOW County**, mailed to: Marci Parrish, 319B Main Street, Smithfield, VA 23430. Non-Profit Organizations are FREE.

Eligibility

Participation is open to local and regional growers/producers within a 100 mile radius of Windsor. The market is a producer/processor only market. No reselling of items grown outside the 100 mile radius is allowed. No reselling of items bought from a wholesaler or retailer.

Vendors may purchase products from another farmer for resale only if that farmer is within a 100 mile radius. Items will be inspected prior to or on the day of the sale to confirm eligibility. The Farmers' Market Manager and/or his/her designee have the authority to grant exceptions as he/she deems necessary. Items you sell should be one or more of the following:

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-decorative plant material (examples-potted herbs and flowers, potted fruit-bearing plants and shrubs, cut flowers) Non-traditional starter plants allowed.

Processed or Value-added

(The market assumes that the items offered for sale will be distinctly different from their raw ingredients. Items may NOT be purchased and repackaged to be sold at the market.)

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 and Consumer Services (VDACS). **Any vendor selling processed products or prepared food must have their kitchen inspected and approved by the VDACS. (804) 786-3520.**
2. Non-edible nature related products (examples-wreaths, dried flowers, soap, scents, baskets, wool, and other fiber products.)

Crafts

1. Items must be handmade by the vendor within 100 miles of Windsor. The Market Manager or his/her designee reserves the right to inquire and have the final say in all matters.

Requirements

All vendors must complete the above application and sign a hold harmless waiver before being allowed to sell. Many items are subject to USDA, VDACS, 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 and Crafters are liable for their own products.** A copy of all required licenses should be filed with the vendor's application. The County of Isle of Wight and the Town of Windsor will not be held liable for the products offered by vendors and crafters. Product liability insurance is the sole responsibility of the vendor. The Farmers' Market Manager or his/her designee will have final say in all matters. The market reserves the right to, with reasonable notification, visit and inspect the vendor's grower area or processing facility.

Signature of Applicant

Date