



2018 MARKET DATES AND TIMES

Spring/Summer Markets: May 5-October 27, every Saturday, 9 a.m.-1 p.m.

Winter Markets: November 3-December 22, every Saturday, 10 a.m.-1 p.m.

RULES AND REGULATIONS

Eligibility:

1. Participation is open to local and regional growers/producers within a 100-mile radius of Portsmouth, VA. (Exceptions for certain products may be made.)
2. Vendors must participate in the production of the products they sell. Products **MUST** be specified on the Vendor Application; changes **MUST** first be discussed with the Market Manager.
3. Items purchased for resale will not be sold at the market except by special arrangement with the Market Manager. Portsmouth retailers may be invited to promote their businesses through special sales arranged with the Market Manager.
4. No live animals, fresh meat, or home-canned goods other than those permitted by Virginia law will be sold.

Vendor Responsibilities:

1. Vendors are responsible for following all federal, state, and local regulations with regard to appropriate labeling, licenses, product/premise inspections, weights, measures, and pesticide use. Items sold at the market must meet applicable health and sanitation codes. It is the sole responsibility of the vendor to ensure compliance with the appropriate oversight agencies.
2. Vendors will be responsible for setting up their assigned spaces, packaging and displaying products and prices, as well as protecting their products from the elements. (Refer to **VDACS Food Safety Guide** at <http://www.vdacs.virginia.gov/vagrown/pdf/FoodSafetyGuide> .)
3. Vendors are responsible for clearing and cleaning their space when the market closes. Vendors must remove all refuse and unsold goods from the market area before departing.

Logistics:

1. The market will be located at Court and High Streets outside the courtyard at 400 High Street in Downtown Olde Towne Portsmouth.
2. Pop-up tents (12'x12') or umbrellas are recommended. Larger tents, vehicle-pulled small trailers and additional space can be negotiated with the market manager ***IN ADVANCE***. Costs are based on space required, minimum \$20 for 12x12 or less. *Extra charges apply for additional space.*
3. Vendors should arrive a half hour before the market starts at the latest to set up sales areas as directed by the market manager, who determines what spaces are allocated to each vendor and at what cost (determined by space reserved/used). Vendors will be ready to sell by 9 a.m. (10 a.m. for the Winter Markets). The market will close at 1 p.m. unless otherwise specified.
4. Space assignments will be based on attendance, type of products sold, and space availability as determined by the Market Manager.
5. Vendors must keep their displays within the confines of spaces assigned by the Market Manager and will be charged accordingly. Special needs will be discussed with the manager in advance.

6. Vendors will be courteous and will cooperate with the Market Manager and each other and will accept the Market Manager's authority regarding participation in the market.
7. NO alcoholic beverages will be allowed in or on the premises of the market unless by special arrangement and license after consultation with the Market Manager.

Liability:

1. Many items sold at farmers markets are subject to USDA, Virginia Department of Agriculture and Consumer Services (VDACS), and/or Health Department regulations. Vendors must contact these agencies for inspection and approval. (See Vendor Application for contact information.)
2. All vendors will operate at their own risk and are liable for their own products. Neither PortsEvents, Inc., nor the City of Portsmouth will be held liable for the products offered by vendors. Product liability insurance is the sole responsibility of the vendor.

Financial Considerations:

1. The fee for participating in the market will be \$20/market, payable in advance to PortsEvents, Inc. Invoices based on anticipated attendance (negotiated with the Market Manager) will be sent monthly and payable before the first market of the month. Vendors may also be asked to donate to a promotional event, to be negotiated with the Market Manager.
2. Sales tax is the responsibility of each grower/vendor. The market does not collect taxes.
3. Growers are required to obtain a Portsmouth grower/peddler permit (free) from the Office of the Commissioner of the Revenue in City Hall (801 Crawford Street, Front Lobby). All other vendors must obtain a \$50 business license. (No zoning permit is required.)

Market Management may amend, change, or alter these Rules and Regulations to the extent deemed necessary. Vendors are required to sign a copy of this form and return it with the Vendor Application to the Market Manager (addresses are on the application). *Please retain a copy for your files.*

I hereby certify that I have read, understand and agree to abide by the rules and regulations herein. I also agree that The City of Portsmouth and the Farmers Market Management will be held harmless for any claims of third parties arising from participation in the market including personal injury, property damage, and product liability.

Signature

Date

Printed Name _____

Name of Farm/Business _____

Market Manager contact information: Terry Danaher
413 Dinwiddie Street
Portsmouth, VA 23704
terryatwinc@aol.com
757-397-6395

PortsEvents, Inc., contact information: Michelle Wren, Executive Director
Michelle@PortsmouthPartnership.org
757-397-8473