

IRVINGTON FARMERS MARKET REGULATIONS

Operated by the Village Improvement Association (VIA)

Lucy Schneider, Market Coordinator
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Season 2017 Dates: May 6, June 3, July 1, August 5, Sept 2, Oct 7, Nov 4

The Irvington Farmers Market is operated entirely by volunteers residing in the Irvington area. The IFM enjoys a loyal following built over the past 18 years of its existence. It is widely advertised and promoted in local media outlets. It has become a destination event for both tourists to the resort town of Irvington, and locals who invite weekend guests to partake of the regional, rural, artisanal shopping experience. Proceeds from the market are used for town beautification in Irvington's public spaces. More detailed information is available on request.

Please read the following completely - there is new information about the market

Market Hours: The market operates from 9:00am - 1:00pm the first Saturday of each month, beginning May and ending November.

Market Location: Irvington Commons on Tavern Road & King Carter Drive, next to The Hope & Glory Inn and behind the Chesapeake Bank.

Market Coordinator: The Market Coordinator and VIA volunteers will be on site for each market. If questions or problems arise on Market day, please see the Coordinator or designated Coordinator.

Market Products: **Important Changes**

- **We are a producers-only market. You must grow, raise, or make the product you sell.**
- **Re-selling of purchased items is prohibited.**
- **Value-added products (items that have been altered, rehabbed or recycled) are permissible at the discretion of the Coordinator/Selection committee**
- **You must get approval from the market committee for ALL items you are selling.**

Weather Policy: In the event of severe weather (heavy rains, tropical storms, hurricanes, thunder and lightning in the area) the market will be cancelled. On extremely rare occasions, when the Commons have become overly saturated with rain the week before, the market will also be cancelled. The announcement of any cancellation will be on the market phone (804-480-0697) and the Facebook Page www.facebook.com/irvingtonvafarmersmarket You will also be emailed, if you don't have email, you will be called. Your fee for that market will be transferable to another market date during the season.

Perishables Only, when the Commons are too wet: For vendors selling produce, meat, poultry, cheeses, breads, we will offer spaces on King Carter Drive and the Chesapeake Bank lot for a smaller market. We will alert vendors when weather issues cause us to have a limited market.

Vendor Responsibility:

- Vendors are responsible for all labeling and licensing of product. At all times, those items sold must meet the applicable health and sanitation codes of local, state, and federal levels. The Health Inspector visits often. It is your responsibility to be compliant and cooperate with inspections at Market. Any violations can put our market at risk. Noncompliance to a violation correction will result in expulsion from the market without refunds.
- Business General Liability Insurance - we strongly encourage you to carry this insurance.
- Vendor must provide their own tent (10X10 recommended), signage, table(s) and chairs. Your vendor space is 12 X 12 and will be assigned based on approved application. Your displays must fit within those confines.
- New Vendors must submit photos of all products to be sold. Send photos (by email preferably) to the Market Coordinator. Your product must be approved before applying to the market.
- Set up time begins at 7 AM. Market area is clear of any carts or vehicles at 8:45 AM. Vendors must stay until close of market at 1PM unless given permission. NO VEHICLES on the field before 1 PM.
- Vehicles can be parked on the street or in the designated area now called the North Commons. Parking on the Commons is not permitted. Please follow the directions of the volunteers concerning parking.
- Vendor Cancellations - Notify the Market Coordinator by email, irvingtonmarket@yahoo.com or call 804-480-0697 (no texts) as soon as you can. We understand situations arise and will work with you. No-shows are not considered cancellations and could result in cancellation from participation in future markets.

2017 Vendor Fee Schedule - READ carefully

To become a vendor at the Irvington Farmers Market, you must complete and sign the **2017 Vendor Application Part 1 & Part 2**, and mail them in with a check or money order to the address at the top of the document. In addition, NEW VENDORS must first submit photos of your product to the Market Coordinator (preferably by email) for approval before applying to the Market.

- Perimeter spaces are \$30 per market. These spaces allow vendor's vehicle (**ONE CAR, TRUCK, OR VAN PER SPACE**) to remain on grounds. Due to landscape restrictions, there are limited perimeter spots. First come first serve basis with priority going to Farm spaces.
- Inner rows are \$25 per market. Vehicles can be driven on the field for unloading and reloading only and must be parked elsewhere during market.
- A one-time fee of \$10 is required only for a first time vendor. Returning vendors are not subject to this fee.
- All fees must be prepaid and are non-refundable. This includes market to market payments which must be made at the previous market or be mailed by the 15th of the month.
- The vendor is responsible for contacting the Market Coordinator if there are payment problems. **PAYMENT WILL NOT BE ALLOWED THE DAY OF MARKET UNLESS YOU HAVE DISCUSSED WITH MARKET COORDINATOR.**

MAKE OUT CHECKS OR MONEY ORDERS TO VIA AND SEND TO THE ABOVE ADDRESS.

If you recommend a vendor to us who is accepted by the Market committee, you will get a free month.

Our goal is to keep this market offering products not found elsewhere. Help us find those who would be a good fit. Forward them a copy of this application along with all our regulations or send them to www.townofirvingtonva.com or www.facebook.com/irvingtonvafarmersmarket where there are links to the Vendor Application & Regulations forms.

As always, if you have questions, call! 804-480-0697

Keep these pages for your reference - - do not mail back