

## BALLSTON-VIRGINIA SQUARE FARMERS MARKET RULES

### **About The Market**

We are very happy to announce the 5th year of operation of the Ballston-Virginia Square Farmers Market, and would like to have you be a part of this exciting experience.

The Market will take place on Fridays from May 29<sup>th</sup> through October 16<sup>th</sup>, 2009 from 11:00 a.m. to 3:00 p.m. There will be no market on Friday, July 3<sup>rd</sup> 2009. It will be located in Welburn Square (Stuart Park) between N. Stuart and N. Taylor Streets, Wilson Boulevard, and Fairfax Drive in Arlington, VA.

### **2009 Season Market Rules**

#### **Ø Booth Assignment**

- o Each vendor will be assigned a 10' x 10' space
  - § Vendor must occupy only the space assigned unless otherwise directed by the Market Manager.
  - § A sturdy tent with canopy that's properly weighted for windy conditions is required for each assigned 10'x10' space. Tent must have an approved Certificate of Flame Retardancy.
  - § Vendor must arrive at the market at least ½ an hour before the market opens.
  - § Vendor is responsible to set up his/her own booth.
  - § More than three consecutive unexplained absences from the market will constitute abandonment of a reserved space and said space may be re-assigned.
    - **NOTE:** Tables, chairs, and tents are not provided.

#### **Ø Vendor Responsibilities**

- o All applicants must complete FARMERS MARKET APPLICATION and PRODUCER CERTIFICATE.
- o Produce vendors must also have the Certification form signed by his/her Extension Agent.
- o All applicants must provide proof of current liability insurance.
- o Vendors who sell prepared foods – foods that are processed in some way by the vendor - must provide proof of inspection by a “licensed source” (e.g. State Department of Agriculture or other applicable regulatory agencies) approved by the Arlington County Environmental Health Bureau. For questions regarding whether an inspection agency is approved, contact the Bureau at 703-228-7400 and ask to speak with Rick Snaman.

**NOTE: It is the Vendor's responsibility to have the license on hand when selling at the Ballston Farmers Market. The Market is subject to random inspections by Arlington County Environmental Health Bureau.**
- o Vendors selling perishable food are also required to have a temporary food permit issued by Arlington County Environmental Health Bureau. To obtain a permit, contact the Bureau at 703-228-7400.

**NOTE:** Permit must be obtained prior to selling at the Ballston Farmers Market. The annual fee for the permit is \$100.

- o Bakers must also complete and attach to his/her application a BAKER CERTIFICATE form and a copy of current Kitchen Inspection report.
- o Vendors will sell only products of good quality.
- o There will be NO SMOKING allowed at the market.
- o Vendors will conduct themselves courteously at the market.
- o **NOTE:** The Ballston – Virginia Square Partnership reserves the right, when available, to inspect producers’ farms/businesses, including leased property, to verify compliance with the Producer Only Rule after receiving a written complaint and after giving 24-hour notice to producer.

**Ø Dues and Fees**

- o A designated space is made available to season-long vendors who make an **advance payment of \$280 for the entire season of 20 markets** starting May 29 and ending October 16, 2009. **Application and payment must be received by May 1.**
- o Participation at individual markets is **\$20 per market on a space available basis** after spaces for season-long vendors have been assigned.

**Ø What May be Sold**

- o Fresh agricultural produce (fruit, vegetables, flowers and plants), preserves, jams, jellies, honey, and baked goods such as breads, cookies, or pies may be sold.
  - § Produce should be mature but not overripe and must be clean and free of contamination.
  - § Spoiled produce, diseased plants or shoddily made articles are not permitted.
  - § **No Sliced Melons. Whole Produce Only.**
- o Meat and Dairy should be prepackaged and temperature-controlled as required.
- o Baked goods should be mixed, baked, finished and packaged.
  - § **Repackaging of goods prepared by others is prohibited.**
- o Only products produced by the producer (meaning the producer, their spouse, children, siblings, or employees) to whom the space has been assigned may be sold (PRODUCERS ONLY RULE)
- o **Not Permitted:** fish, live poultry, canned goods, and crafts; no grills or cooking; no food preparations.
- o **No Homemade Goods Allowed.**

**Ø How Products Should be Sold**

- o Products may be sold by weight, volume or count.
- o Vendor has the right and responsibility of establishing prices on his/her own products.
- o Vendor **MUST** post a sign in a noticeable manner in his/her booth area which identifies Vendor’s business.
  - § Lettering must be clearly legible.
  - § Vendor must also indicate the prices of products being sold.

### **Ø Sanitation and Health Requirements**

- o Vendors must comply with regulations of the Arlington County Environmental Health Bureau.
  - o Vendors who sell prepared foods – foods that are processed in some way by the vendor - must provide proof of inspection by a “licensed source” (e.g. State Department of Agriculture or other applicable regulatory agencies) approved by the Arlington County Environmental Health Bureau.
  - o Perishable food vendors must obtain a Temporary Food Permit issued by the Arlington County Environmental Health Bureau. Permit must be obtained prior to selling at the Ballston Farmers Market. The annual fee for the permit is \$100.
  - o No pets will be permitted at the market.
  - o Vendor is required to maintain his/her area in a neat and clean, sanitary condition
- § Areas will be inspected by the Market Manager during the market and before the vendor leaves.
- o At the end of each market, all vendors MUST work together to clean the general area of the market.

### **Ø Complaints & Disagreements**

- o Market Manager is charged with overseeing the operation of the market.
- o Complaints by consumers or vendors should be written and signed.

### **Ø Enforcement of Rules**

- o Participants in the Ballston-Virginia Square Farmers Market must at all times conform to the market rules. Any participants who fail to comply therewith shall be suspended from the market until further notice.
- o Persistent non-compliance with any of the Ballston-Virginia Square Farmers Market Rules may result in the permanent suspension or expulsion of the vendor from the market at the discretion of the Market Manager.
- o Participants found to be in violation of the Producers Only Rule can be permanently removed.

### **Contact Information**

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