

## **BALLSTON-VIRGINIA SQUARE PARTNERSHIP FARMERS MARKET**

### **About The Market**

We are very happy to announce the 4th 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 30<sup>th</sup> through October 17<sup>th</sup>, 2008 from 11:00 a.m. to 3:00 p.m. There will be no market on Friday, July 4<sup>th</sup> 2008. It will be located in Welburn Square (Stuart Park) between Stuart and Taylor Streets, Wilson Boulevard, and Fairfax Drive.

### **2008 Season Guidelines**

#### **➤ Stall Assignments**

- o You will be assigned a 10'x 10' space
  - Producers must occupy only the space assigned to them unless otherwise directed by the Market Manager
  - Stalls may be set up only in designated areas
  - All vendors must be at the Market site at least ½ an hour before the market opens
  - You are responsible to set up your own stall
  - No sales will be allowed before the market opens
  - More than four 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.

#### **➤ Producers Responsibilities**

- o Each producer must complete and attach to his/her application a PRODUCER'S CERTIFICATE signed by his/her Extension Agent
- o Meat and Dairy Vendors are required to have:
  - License from Department of Agriculture in the state where they operate
  - Food inspection by Arlington County Environmental Health Bureau (see below for application instructions)
- o Each baker must complete and attach to his/her application a BAKER CERTIFICATE
  - Bakers are required to have a license issued by the State Department of Agriculture and a kitchen certificate.
- o Applicants must provide proof of current liability insurance policy.
- o Applicants must attach a copy of a lease or written agreement pertaining to land which is not owned by them but is cultivated by them for production intended for sale at markets
  - Directions to leased property must be attached to application
- o Producers will sell only products of good quality
- o There will be NO SMOKING allowed
- o Producers will conduct themselves courteously at the market

- o **Note:** The sponsor reserves the right, when available, to inspect producer's farms, including leased property, to verify compliance with the Producer Only Rule after receiving a written complaint and after giving 24-hour notice to producer

➤ **Dues and Fees**

- o **Producer vendors will pay a booth fee of \$280 for the entire season, May 30 – October 17, 2008**

*Note: Individual booths may be rented for \$20 per market on a space available basis after season-long vendors have been assigned.*

➤ **What May be Sold**

- o Fresh agricultural produce, preserves, jams, jellies, honey, bread, and baked goods such as breads, cookies, or pies may be sold.
  - Produce—fruit, vegetables, preserves, honey, bread products, baked goods, flowers and plants.
    - Produce should be matured but not overripe and must be clean and free of contaminations
    - The Coordinator will not permit spoiled produce, diseased plants or shoddily made articles to be sold
    - **No Sliced Melons. Whole Produce Only.**
- o Meat and Dairy should be prepackaged
- o Baked goods should also be mixed, baked, finished and packaged
  - **Repackaging of goods prepared by others is prohibited**
  - **No Homemade Goods Allowed**
- 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.

➤ **How Produce Should be Sold**

- o Produce may be sold by weight, volume or count.
- o Each producer will have the right and responsibility of establishing prices on his/her own products
- o Producers should provide customers with containers such as: bags and sacks
- o Each producer **MUST** post a sign in a noticeable manner in his/her stall area which identifies the producer by name
  - Lettering must be clearly legible
  - Producers must also in some way indicate the prices of various products

➤ **Sanitation and Health Requirements**

- o All vendors must comply with regulations of the Arlington County Environmental Health Bureau, telephone: 703-228-7400.
- o Bakery, meat and dairy vendors must have license issued by the Department of Agriculture in the state where they operate. (Please provide a copy of your license when you submit application.)

- o In addition, food vendors must fill out and submit an application for a temporary food license to the Environmental Health Bureau **at least ten (10) working days prior to the first market.** The food license will be issued after passing an inspection at the market. **There is a \$65 processing fee.** To obtain application forms, call 703-228-7400.
  - o No pets will be permitted within the Farmers Market
  - o Each producer is required to maintain his/her sales area in a neat and clean, sanitary condition
    - Areas will be inspected by the Market Manager during the market and before the producer leaves
  - o At the end of each market, all producers MUST work together to clean the general area of the market
- **Complaints & Disagreements**
- o Market manager is charged with overseeing the operation of the Farmer's Market
  - o Complaints by consumers or producers should be written and signed
- **Enforcement of Rules**
- o Participants in the Ballston-Virginia Square Farmers Market must at all times conform to the market rules. Any participant failing to comply therewith shall be suspended from the market for the next day that the market is operated.
  - o Persistent non-compliance with any of the Ballston-Virginia Square Farmers Market Rules may result in the permanent suspension or expulsion of the producer from the market, at the discretion of the sponsor and their representative.
  - o Participants found to be in violation of the Producers Only Rule can be permanently removed.

### **Market Contact Information**

Julie Martin Mangis  
 Executive Director  
 Ballston-Virginia Square Partnership  
[ballstonvasquare@aol.com](mailto:ballstonvasquare@aol.com)

Kristina Bilonick  
 Director of Marketing & Special Events  
 Ballston-Virginia Square Partnership  
[ballstonvasquare@gmail.com](mailto:ballstonvasquare@gmail.com)

Office: 703-528-3527  
 Fax: 703-528-0311

Mailing Address:  
 2807 North Glebe Road, Suite 515  
 Arlington, VA 22207