Prince George Farmers’ Market 2020 Rules and Regulations

1. **Hours and Days of Operation** – The Prince George Farmers’ Market will be open, rain or shine, on Saturdays from 8 a.m. until noon during the season (closed on July 4, 2020). The season generally runs from the first Saturday of May through the last Saturday of October. The hours may be expanded for special market days. Setup starts no earlier than 7 a.m. and vendors must be set up by 8 a.m. Vendors are encouraged to stay the entire market. Any vendor planning to leave early should notify the site supervisor ahead of time. Vendors must leave the Pavilion by 12:30 p.m.

2. **Location** – The Market is located at Scott Park Pavilion. Some vendors may be located under the pavilion while others may be allowed to set up their own tent and table near the pavilion. Each vendor is allowed one picnic table if they are located under the pavilion (unless the Market Manager has made other arrangements and additional tables are available). No tables will be moved outside of the pavilion. A public restroom is available adjacent to the market in Scott Park. **All vehicles must be removed from around the pavilion by 8 a.m.**

3. **Site Supervisor** – A site supervisor will be present at the market while it is open. If questions or problems arise on market day, they will be resolved by the site supervisor.

4. **Site Set-up** – Each full-time vendor is guaranteed a spot at the market. Picnic tables will be marked for use by vendors who attend every Saturday. If a vendor misses two Saturdays in a row, he/she is not guaranteed the original location. All vendors will be assigned a location by the Market Manager. Do not take a table if it is not marked with your name. Please see the Manager the day of the market if one is not designated for your business.

5. **Vendor Tables & Sanitary Guidelines** – All tables must be covered by a tablecloth (cloth or plastic). You CANNOT lay food directly on tables. Vendors may provide their own tables and additional tables to use within the space allotted to them if room allows. All vendors must adhere to sanitary procedures as outlined by the Prince George Health Department. Any vendor found selling contaminated food or produce, or selling in the Market without proper health precautions, shall be suspended from selling operations until satisfactory clearance has been obtained from the Prince George Health Department or other VDH inspector and the Market Manager.

6. **No Pets with Vendors** – A vendor may not have a pet with them at the market unless it is a certified service animal. Pets are allowed to be brought to the market by customers.
7. **Who May Sell at the Market** – Participation is open to local growers, crafters, food vendors, and their employees within a 200-mile radius of Prince George County. Vendors may designate an agent to sell products on their behalf but must list the names of said agents on the application. Applications to participate in 2020 markets will be accepted throughout the market season.

**Note:** There may be two vendors selling similar items. At no time should any vendor discourage customers from making purchases from another vendor or attempt to discourage another vendor from attending the Market. Any vendor that is found in violation of this will not be allowed to attend future markets.

8. **What May or May Not be Sold at the Market** – The Prince George Farmers’ Market is a producers-only market. No reselling of purchased items is permitted with the exception of specified market days.

a. **Crops** – Field, Greenhouse, Tunnel/Hoophouse and Hydrophonics – All produce and horticulture vendors must be grown or harvested by the vendor on land owned, leased or bartered by the vendor. Vendors may not sell produce purchased from a reseller or distributor. If you are going to sell on behalf of another vendor, that vendor must also submit an application. All products must be labeled as being from the other vendor.

b. **Plants, Fresh Cut Flowers and Greens** – The grower must grow potted plants and cut material. Potted plants and cut plant material must not be on the state or federal list of invasive or rare and endangered plants published by the Division of Natural Heritage.

c. **Processed Fruits and Vegetables** – Jams, Preserves, Fruit Syrups and Purees, Pesto, Flavored Oils, Mustards, Vinegars, Salsas and Relishes – Produce canned and preserved products must come from local resources. Out of region, necessary ingredients (such as sugar or vinegar) may be purchased. Handling of acidified foods requires special production guidelines and training. If processed off-farm, the product must be from the vendor’s recipes and the vendor must supply to the Market Manager the contact information for the facility where produce is processed. Production must comply with local health and VDACS ordinances and licensing.

d. **Prepared Foods** – Prepared foods such as pastas, sauces, soups, casseroles, ethnic and vegetarian dishes must be freshly prepared by the vendor who is a small regional business or an inspected home cook. Preference will be given to vendors who use local ingredients. Production must comply with local health ordinances and licensing.
and the vendor must supply the Market Manager with documentation of such compliance.

e. **Honey** – Honey and bee pollen must be from the beekeeper’s own hives but may be processed and bottled off-farm. The vendor must provide the name, address, and telephone of the facility where the honey is processed. Processing must comply with local and health and safety ordinances and the vendor must supply the Market Manager with documentation of such compliance.

f. **Meat** – All meat products must by 100% from animals raised from weaning by the farmer. Meat must be certified and/or inspected. The Market Manager reserves the option to request the licenses of packing/processing plants. Package labels will be inspected.

g. **Fish and Seafood** – Fish and shellfish must be raised or caught when possible by the fisherman/waterman. Aquaculture and harvesting must comply with local and federal ordinances and the vendor must supply documentation of such compliance to the Market Manager. Fisherman/watermen must hold a commercial fishing license.

h. **Eggs** – Eggs must be from the farmer’s own fowl. Eggs must be clean, held at 45 degrees or less, and labeled according to VDACS instructions. Labels should also include the date of collection. If egg cartons are reused from commercial vendors, the commercial vendor’s information should be removed or blacked out.

i. **Milk, Dairy and Cheese** – Milk must be from the dairyman’s own herd or creamery. Cheese and other dairy products must be made by the vendor. Flavoring agents (fruit or honey) used in products should come from local vendors. Production must comply with local and health and safety ordinances and the vendor must supply the Market Manager with documentation of such compliance.

j. **Peanuts** – The vendor of peanuts must be a peanut farmer. Processing and packaging must comply with state and local ordinances, inspections and licensing. The vendor must supply the Market Manager with documentation of such compliance and the contact information for the facility where the peanuts are processed and packaged.

k. **Baked Goods** – Baked goods must be prepared by the vendor according to VDACS standards may also be sold. The vendor is responsible for all required licenses and certificates. Vendors are encouraged to use local items when possible. The items will be inspected on a regular basis for proper labeling and can be rejected for sale at
the market if improperly labeled. Processing must comply with local and health and safety ordinances.

1. **Value-added goods** – Candles, soaps, creams, lotions, massage oils, insect repellants, and scrubs must be made by the vendor, feature a product such as goat’s milk, bee’s wax, or herbs from his/her own farm. The use of additional ingredients (when necessary) should highlight in-season ingredients and be purchased from regional growers. Exotic, out-of-region necessary ingredients, such as salts, oils, and essential oils, may be purchased. Ingredients should be labeled on the product.

m. **Crafters** – Craft vendors who make items such as wreaths, clothing, knitted items, and any other type of handcrafted item, must be handmade by the vendor.

n. **Live animals are not permitted for sale.**

9. **Fees for selling** – A $10 fee will be collected each Saturday for a space at the Market. Vendors may opt to purchase a Season Pass for $200. Members of the Virginia Farm Bureau may sell for free. A copy/picture of your current member card will be required and will be on file with the Market Manager.

10. **Vendor Liability** – All vendors are encouraged to have general liability insurance. It is not required to be a vendor. More information can be found at http://www.vdacs.virginia.gov/vagrown/frmsmkt-farmvend.shtml or by contacting your local VA Tech Extension office.

11. **Regulations** –

a. **Labeling** – Vendors are totally responsible for all appropriate labeling, licenses, product inspections, weights, measures, and pesticide rules. Please refer to the copy of **Going to Market** from the Virginia Cooperative Extension.

b. **Scales** – Scales/weights are the responsibility of the vendor. The current Weights and Measures Inspector is Wayne Roach. He is with the Virginia Department of Agriculture and Consumer Services, Division of Consumer Protection. His office phone number is 757-859-6590 and his email is wayne.roach@vdacs.virginia.gov. Vendors are required to have them inspected before the start of the season and they should be labeled. The Market Manager will ask to see the certificate or label indicating when it was last inspected.

c. **Sales Tax** – All vendors are required to have Virginia State Sales and Use Tax Certification and must collect these taxes at the Market. Sales tax is the responsibility of each vendor.
d. **Business License** – Vendors must comply with all County rules regarding business licenses and the reporting of income. Please consult with the Prince George Commissioner of the Revenue’s Office at 804-722-8740 or by visiting between 8:30 a.m. and 5:00 p.m. Monday through Friday at the County Administration Building. Business licenses obtained in another jurisdiction may or may not be honored.

e. **Refunds** – No refunds will be given at any time for any reason.

12. **Display Policy** – Growers will **clearly display prices of all items** and are encouraged to post their farm name and location. All tents, canopies and display items must meet the site supervisor’s approval. Vehicles in the market will be no larger than a large pickup truck. Limited electrical outlets are available to vendors on a first-come, first-serve basis.

13. **Cleanup Requirements** – Growers are responsible for all trash and garbage generated by their respective businesses. The market area must be left clean and free of all produce and debris. At all times, items sold in the Prince George Farmers’ Market must meet requirements of all applicable health and sanitation codes, as well as local, state and federal agricultural requirements. It is the sole responsibility of the vendor to ensure compliance.

14. **Accident/Injury** – Any accident or injury must be immediately reported to the site supervisor. Anyone who comes to participate in the market, whether vendor, customer, or otherwise, comes at his or her own risk. All vendors hereby agree to indemnify and hold harmless Prince George Farmer’s Market, its employees, and the County of Prince George, from any loss, cost, damages, and other expenses, including attorneys' fees, suffered or incurred by reason of the Vendors' participation in the Market.

15. **Prohibited Activities** – Sales of manufactured, used or imported goods are prohibited. Music or other broadcasts from radios, stereos, etc. must be kept within the limits of the Prince George Noise Ordinance.

16. **Violations** – Any grower or producer found not in compliance with stated rules will be given a verbal warning, followed by a written notice. Willful violation of the market rules may subject a vendor to exclusion from further participation in the market.

17. **Vendor Application** – Vendor applications are accepted before and at markets. They are accepted all through the market season. If you are new to the market, please contact the Farmers’ Market Manager at 804-722-8777 the week prior to attending the market. This will ensure that there is space for you. The Market Manager can be reached any day of the week via email at farmersmarket@princegeorgecountyva.gov.
Please Note: In its sole discretion, the County may limit or reject the sale or display of certain commodities or products. In addition, the County reserves the right to prohibit or limit certain vendors from participating in the Farmer’s Market and to prohibit participation by an individual vendor, at any time in order to further the goals of the Farmer’s market or to protect public safety and welfare.

Resources:

- Prince George Commissioner of the Revenue’s Office – 804-722-8724
- Virginia Cooperative Extension Office, Prince George – 804-733-2686
- Weights and Measures Inspector: Wayne Roach 757-859-6590 or [wayne.roach@vdacs.virginia.gov](mailto:wayne.roach@vdacs.virginia.gov)