

Clarksville Farm Fresh Marketplace

RULES & APPLICATION FOR VENDORS–2018

The **Clarksville Farm Fresh Marketplace (CFFM)** aims to showcase the products of Mecklenburg County VA and nearby VA counties, its farmers, and small producers of handmade items. The **Clarksville Lake Country Chamber (CLCC)** and the Town of Clarksville require all vendors to meet Federal, State and Local Laws & Regulations pertaining to their business operations. (Please refer to the Rules and Regulations for guidance on whether licensing or registration may be required.) Application must be completely filled out to be accepted.

1. The Producer must raise, grow, produce, catch or make from scratch at least 75% of what they sell at the CFFM. Up to 25% can be outsourced (no commercial items). The term "Producer" includes the Primary Applicant's family and employees who are directly involved in the methods of production. A "Producer" may be a sole-proprietorship, a partnership, or a corporation and shall include family members and employees who assist in the production and/or sales/marketing of the farm products and as such, agrees to provide appropriate pertinent documentation to establish compliance with the 75% requirement. The Producer must be the primary person responsible for all crops/livestock raised on all properties.

2. I understand that my farm or place of business must be located in Virginia within a 100-mile radius of Clarksville, Virginia in order to participate in the CFFM.

Acceptable Homegrown Products

3. Farm products: I am permitted to bring homegrown products including vegetables, fruits, herbs, honey, mushrooms, nuts, seeds, flowers, bedding plants, and nursery stock. Honey vendors must own the hives from which their honey is produced and these hives must be located within a 100-mile radius of Clarksville, VA.

4. Baked goods*, jams, jellies, syrups, non-alcoholic beverages, etc.: I am permitted to sell baked goods, jams, jellies, syrups, non-alcoholic beverages, and some other value-added foods within the rules and regulations of the Virginia Department of Agriculture and Consumer Services. I understand that I must provide a copy of the inspection certificate from the Food Inspection Section of VDACS, if my business is in Virginia, or from a comparable State inspection Agency of the state in which my business is located. I understand that I must comply with the laws of the County of Mecklenburg as to the need for a business license. *Baked goods are defined by the "scratch rule". I must have mixed, baked, finished and packaged all items for sale; repackaging of commercially prepared products is prohibited.

5. Bottled wine: If I am selling bottled wine, I understand that I must obtain a business license and the required remote license from the ABC authorities. I understand that the CFFM is an ABC Off location.

6. As a meat Producer, I understand that I am permitted to sell eggs, seafood, fresh, frozen and smoked meats provided that I meet the requirements of the Food Inspection Section of the Virginia Department of Agriculture and Consumer Services (VDACS). All of my beef, lamb, goat, hog and poultry sold at the CFFM are raised on my own farm or leased properties and I am directly responsible for their care. I understand that CFFM does not allow contract farming. I understand that the minimum times for purchased animals to be raised on my farm are: Beef – 7 months, Lambs – 4 months, Goats – 6 months and Hogs – 4 months. . I understand the maximum weight an animal may be purchased is: Beef – 700 lbs., Lambs – 60 lbs., Goats – 60 lbs., and Hogs – 100 lbs. I understand that my Poultry may be raised from chicks that are purchased at two weeks of age or less, and my Laying hens may be bought as pullets. Any other breed of animal must be pre-approved by the CLCC before being offered for sale. I may cook and give away samples of my products, but selling of products cooked at the CFFM must be approved by the CLCC. I agree to sell at least 75% of products that I, and/or my immediate family have produced on my property and/or property I lease, which have been processed in a VA or USDA inspected facility (home processing of poultry is allowed following VDACS regulations).

7. Dairy: Fresh Milk: Fresh milk, cream, or buttermilk must be 100% from the farmer's own herd. Exotic/out-of-region flavorings may be purchased and used minimally (e.g., chocolate for chocolate milk). On a case-by-case basis, and with prior approval and appropriate vetting, the CFFM permits dairy farmers in the off-season to process milk from another farmers' herd for sale at market. Cheese and Butter: CFFM accepts both farmstead (made from dairy from the farmer/producer's own herd) and artisanal (made from dairy purchased by the producer from a local farm) cheese and butters. For artisanal cheese or butter, all milk purchased must be from regional farmers. The cheese/butter maker must provide contact information for the farms from which the cheesemaker is buying the

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milk. A dairy farmer selling farmstead cheese made from their milk by a regional cheese maker must provide contact information for the location where the cheese is made.

8. Craft items: I am permitted to sell craft items of an agricultural nature (e.g., herbal wreaths, pepper strings, beeswax candles) provided that the items are grown and fashioned by me. Flea market items are not permitted (exceptions on specific CFFM dates - TBD). CFFM retains the right to control the type of craft items being sold.

Space/CFFM Requirements/Payment

9. I will furnish my own tables, chairs, legal inspected scales for weighing, and other display arrangements. I understand that goods may be sold directly from the back of my truck. I understand that my truck and set-up must fit within my assigned space and may not encroach on adjoining spaces.

10. I am permitted only one vehicle per space assigned to me by the organizers. I understand that I will be assigned a single space. Exceptions may be made by the CLCC on a case by case basis.

11. I understand that I must remain in my assigned space when selling my products and that I must conduct my sales in an orderly business manner. I understand that shouting and other objectionable means of soliciting trade are prohibited. I understand that radios/other sound producing devices are not to be played during market hours. Business must be conducted from inside the vendor's own space. No vendor may solicit customers outside their assigned space.

12. I understand that shoes and attire appropriate to a food market are required while selling at the CFFM. No smoking is permitted in the CFFM area or within 25 feet of the CFFM area.

13. I understand that I must have a sign that identifies my farm name and location prominently displayed in my space. Prices of items must be clearly displayed.

14. I understand that set-up/arrival time for the CFFM is 1 hour before the opening of the marketplace. If I arrive less than 15 minutes prior to the CFFM opening, I must check with the CLCC to ensure safety of vendors and customers before setting up. I understand that leaving early is prohibited. If I must leave early due to an emergency I must notify the CLCC immediately and use extra caution in my break-down to ensure the safety of the vendors and customers. I also understand that if I am unable to attend the CFFM for any reason, I am required to notify the CLCC of my absence as soon as I am able.

15. I understand that the CFFM's are held rain or shine.

16. I understand that "bagging" is permitted 15 minutes before the opening time of the CFFM. While early shopping is discouraged, all customers should be accommodated to ensure a positive experience at the CFFM.

17. I agree to stop selling at the closing time of the CFFM, recognizing that customers already at the CFFM at closing time may be served. I understand that I must vacate the CFFM site within one hour of the closing time of the marketplace. I understand that I am responsible for cleaning my space after each CFFM attended, and in assisting in keeping the common areas clean.

18. I understand that subleasing, selling, transferring, or permitting another farmer to use my CFFM space is prohibited.

19. I understand that I may not bring a dog or other pet/animal to the CFFM.

20. I understand that all minor children of vendors must be properly supervised by their parent or guardian at all times.

21. I understand that I may only sell items listed on my application. I will submit an amended application page for CLCC approval before bringing any new items to the CFFM.

22. Payment for your selected markets is due in full at the time of application submission. See application for pricing options and schedule. The Clarksville Lake Country Chamber accepts Cash, Check, Money Order, Credit Card (additional fees apply) and PayPal to director@kerrlake.com (additional fees apply). Checks and Money orders should be made payable to Clarksville Lake Country Chamber.

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Business Name: _____

Mailing Address: _____ City: _____ Zip: _____

E-Mail: _____ Website: _____

Contact Person: _____ Cell Phone#: _____

CFFM Details & Pricing

CFFM Schedule

The Clarksville Farm Fresh Marketplace will take place on
Saturday, April 28, 2018 – Saturday, October 27, 2018.
The CFFM will run Bi-Weekly on the 2nd & 4th Saturday of each
month from 9:00am-2:00pm.

Check all that apply based on your
expected participation:

\$40.00 per Saturday Market
See below for "pay-ahead" discounts*.
Discounts are not applicable for April 28th market.

- | | | |
|--|--|---|
| <input type="checkbox"/> April 28 th | <input type="checkbox"/> May 12 th | <input type="checkbox"/> May 26 th |
| <input type="checkbox"/> June 9 th | <input type="checkbox"/> June 23 rd | <input type="checkbox"/> July 28 th |
| <input type="checkbox"/> July 14 th | <input type="checkbox"/> August 11 th | <input type="checkbox"/> August 25 th |
| <input type="checkbox"/> August 11 th | <input type="checkbox"/> September 8 th | <input type="checkbox"/> September 22 nd |
| <input type="checkbox"/> September 8 th | <input type="checkbox"/> October 13 th | <input type="checkbox"/> October 27 th |

Each Month = \$70.00 per month (2 markets)

More than 3 Months = \$35.00 each month (1 Market)
More than 3 Months = \$65.00 each month (2 Markets)

*Call the CLCC directly for Chamber Member discounts.

Payments are due at the time of application submission. The CLCC accepts Cash, Check, Money Order, Credit Card (additional fees apply) and PayPal to director@kerrlake.com (additional fees apply).

Products: Please check all items you intend to sell and list your specialty. Additional details will be required on

- | | | |
|--|--|--|
| <input type="checkbox"/> Fruits | <input type="checkbox"/> Jams & Jellies | <input type="checkbox"/> Eggs |
| <input type="checkbox"/> Vegetables | <input type="checkbox"/> Honey | <input type="checkbox"/> Baked Goods (must be wrapped or placed in paper or plastic) |
| <input type="checkbox"/> Plants | <input type="checkbox"/> Maple Syrup | <input type="checkbox"/> Herbs & Spices |
| <input type="checkbox"/> Flowers/Bulbs | <input type="checkbox"/> Apple Cider | <input type="checkbox"/> Nuts & Seeds |
| <input type="checkbox"/> Dairy – Type: _____ | <input type="checkbox"/> Agricultural Art/Craft Item*: Specify _____ | |
| <input type="checkbox"/> Beef | <input type="checkbox"/> Chicken | <input type="checkbox"/> Seafood |
| <input type="checkbox"/> Pork | <input type="checkbox"/> Other Meat: Specify _____ | |
| <input type="checkbox"/> Prepared Specialty Foods: Specify _____ | | |
| <input type="checkbox"/> Other: Specify _____ | | |

My specialty is: _____

*Flea market items are not permitted (exceptions on specific CFFM dates – TBD).

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What do you plan to sell? Please be very specific. _____

How long have you been growing/making your product(s)? _____

Who will be selling your products at the market? Please note we require business owners to be present at 50% of all CFFM's attended.

Name(s): _____ Relationship: _____

Do you have product liability insurance? _____

Do you attend other markets, shows, or venues where you maintain a booth or stand? _____

Please list: _____

What size booth space would you consider for your product? How flexible are your needs? For example, we may have available spaces that are smaller or irregular in shape than the popular 10'x10' booth space (e.g., 5'x5', 10'x8'); would this work for you or can you only vend out of a 10'x10' spot?



Please include 3-5 photos of your operation, market display, and the products you intend to sell. Applications that do not include photos will not be considered until photos are received by mail or electronically. Photographs will not be returned.

Declaration: I have read the 2018 Rules & Regulations and understand that the rules may be subject to change before the market season begins. I hereby agree to comply with all regulations governing the Clarksville Farm Fresh Marketplace (CFFM). I have attached the requested license/registration and I hereby certify that the information completed above is true and accurate. I further understand that any applicant who makes false statements or representation of certification in this application shall be subject to a fine and/or revocation of their permit.

___ I hereby authorize the Clarksville Lake Country Chamber (CLCC) to list my company name to advertise the Clarksville Farm Fresh Marketplace.

Vendor Signature _____ Date: _____

Please complete, sign and return this application with the appropriate proof of license or registration to:
Clarksville Lake Country Chamber of Commerce
P.O. Box 1017, Clarksville, VA 23927
or email to clarksvillelakecountry@outlook.com.

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