

Prince George Farmer's Market 2024 Rules and Regulations

MISSION

The mission of the Prince George Farmer's Market is to support a healthy diet through fresh, nutritious, local and seasonal foods. This is done by creating a direct outlet for local growers and artisans, who bring the highest-quality produce and handmade goods and make them accessible to all of Prince Georges' residents and visitors. This serves to support sustainable agriculture as well as the health and economic well-being of the community.

PURPOSE OF THESE RULES & REGULATIONS

The purpose of these regulations is to facilitate the operation, administration and management of the Prince George Farmer's Market by the County of Prince George in a family friendly and professional manner, and to ensure the integrity of the products sold at the market. All vendors are required to abide by the regulations provided in this document.

1. **Hours and Days of Operation** – The Prince George Farmer's Market will be open, rain or shine, on Saturdays from 9 a.m. until 1:00 p.m. during the season. There may be certain markets where we will allow expanded vendors who do not create their own products but sell something that the public would be interested in purchasing (example paparazzi jewelry, etc.). Setup starts no earlier than 7:15 a.m. and **vendors must be set up by 8:45 a.m.** Vendors must plan to stay the entire market. Any vendor who has a reason to leave early should notify the Market Manager ahead of time. Vendors must leave the Pavilion by 1:30 p.m. This is a business, and you are expected to be ready to serve the customers from 9 a.m. until 1 p.m. unless an emergency arises.
2. **Vendor Locations** – 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. Produce vendors may receive two picnic tables under the pavilion and all other vendors will receive one table (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 8:45 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. **Choosing Your Location** – Vendors who sign up to attend at least 75% of the market dates will be allowed to choose their space prior to the beginning of the market season. Vendors

who do not sign up to attend at least 75% of the market dates will not be allowed to choose their location and will be assigned a space each week that may vary from week to week. No vendor is guaranteed the same location each week if they are not a full-time vendor and did not pre-select their space during the pre-season meeting (held in April).

Those who have signed up to be a vendor prior to the start of the season will be invited to attend the pre-vendor meeting in April. During the meeting, the Manager will review the rules and go over the token system. Vendors will have a time for introductions and then the Manager will allow the vendors to pick their locations (if they have signed up to be a full time vendor – at least 75% of the market dates). Vendors will choose in the following order and in the order that the applications have been received: Produce, meat, eggs, honey, plants & herbs, fresh flowers, fresh baked breads and then all other vendors. Please NOTE: Produce, meats, eggs, honey, plants & herbs, fresh flowers and fresh baked breads will ALWAYS choose their space first because it is a *Farmers Market*. Vendors who do not attend the April meeting will NOT be able to choose their space. If you cannot attend, you will need to send someone to act as your representative.

5. **Site Set-up** – Each full-time vendor is guaranteed a spot at the market. 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 has not been assigned to you. Please see the Manager the day of the market if one is not designated for your business.
6. **Subleasing** – No subleasing of space will be allowed.
7. **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 space 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.
8. **Pets** – Vendors will be allowed to bring their dog (small breeds only) to the market but only if you have someone with you who can maintain control and if you are located on the outside tables located around the pavilion. Vendors who are in the middle of the pavilion cannot bring their dog. The dog shall not be on the vendors table at any time. The dog must be on a leash or restrained in some manner and you will be required to clean up any

feces that your dog deposits in the grass. If you fail to clean up behind your dog, you will NOT be allowed to bring them in the future.

9. **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 2024 markets will be accepted throughout the market season.

Note: *There may be multiple 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.*

10. **What May or May Not be Sold at the Market** – The Prince George Farmers' Market is a producers-only market. No reselling of store-purchased items is permitted. Produce vendors can barter with other growers and re-sell at our Market as long as the product was grown within 200 miles of Prince George County.

- a. **Crops** – Field, Greenhouse, Tunnel/Hoophouse and Hydroponics – All produce and horticulture vendors products must be grown or harvested by the vendor on land owned, leased or bartered by the vendor.
- b. **Plants, Fresh Cut Flowers and Greens** – The grower must grow potted plants and/or 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, Pestos, Flavored Oils, Mustards, Vinegars, Salsas and Relishes** – Produce that is canned and/or preserved 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 be 100% from animals raised from weaning by the farmer. Meat must be processed by a USDA or state inspected facility or have VDACS exemption (poultry). A VDACS Meat and Poultry Handlers Permit is recommended. 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. The vendor is responsible for all required licenses and certificates. Vendors are encouraged to use local items when possible. According to VDACS requirements, labels must be typed, not hand-written, and must include all ingredients in the proper

order, vendor's name, address and phone number, and weight of the product. Allergen statement must be included where applicable. 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 health and safety ordinances.

- l. **Value-added goods** – Candles, soaps, creams, lotions, massage oils, insect repellants, and scrubs must be made by the vendor and cannot be purchased and re-sold at the market. Labels must be typed, not hand-written, and must include all ingredients in the proper order, vendor's name, address and phone number, and weight of product. The items will be inspected on a regular basis for proper labeling and can be rejected for sale at the market if improperly labeled.
 - 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.** *The only exception will be a pet adoption event hosted by the Farmers Market.*
11. **Nonprofits** - Nonprofit organizations who offer services to the Prince George Community shall be permitted to participate in the Farmer's Market for the purpose of sharing information about community programs and services even though they are not selling any items. Information can be shared only at your vendor location. Nonprofits cannot walk around and pass out their literature at any time.
12. **Other Prohibitions** - Inappropriate or offensive language/conduct is not permitted and could be grounds for immediate dismissal from the Market. Fighting words, threats, advocacy of unlawful action, illegal or misrepresentative speech, obscene or vulgar speech are all strictly prohibited. Signage, merchandise or any type of display that contains vulgar, obscene, or profane language and any type of hate speech is expressly prohibited.
13. **Professionalism** - All activity at the market (set up, market sales time and breakdown) or in reference to the Prince George Farmer's Market, or its members (on social media and other platforms) will be conducted in a professional manner. Vendors or representatives are always expected to be professional. Offensive comments or social media posts made to or about our customers, contractors or other vendors will not be tolerated and could result in suspension or expulsion from our market system. The Prince Georges' Farmers Market wants to be welcoming and to enable customers and vendors to enjoy their time attending or participating in the Market.

14. **Campaigning for Office** – the Prince George Farmer’s Market is established for the purpose of promoting a healthy diet through access to fresh, nutritious, local and seasonal foods and the works of local artisans. Political speech or any type of campaigning for office is not permitted anywhere at the Farmer’s Market at the Scott Park Pavilion, the surrounding area, or the parking lot.
15. **Solicitation/Handing Out Literature, etc.** Any type of solicitation is expressly prohibited. No person may approach Farmer’s Market customers or vendors and/or distribute anything for the purpose of promoting any type of organization, including but not limited to religious organizations.
16. **Fees for selling** – A \$10 fee will be collected each Saturday for a space at the Market. Vendors may opt to pay dues for the season in the amount of \$150. Vendors selling raw products as listed on the application may sell for a \$3 fee per market or season dues in the amount of \$50.
17. **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.
18. **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. Contact the Virginia Department of Agriculture and Consumer Services, Division of Consumer Protection for more information on getting the inspection complete. 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** –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.

19. **Display Policy** – Vendors should **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. Limited electrical outlets are available to vendors on a first-come, first-serve basis.
20. **Cleanup Requirements** – Vendors 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.
21. **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 Farmers 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.
22. **Prohibited Activities** – Sales of manufactured, used or imported goods are prohibited.
23. **Music** - Music or other broadcasts from radios, stereos, etc. must be kept within the limits of the Prince George Noise Ordinance and should not be offensive in nature or disturb any other vendor that is in close proximity.
24. **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.
25. **Vendor Application** – Vendor applications must be submitted to the Market Manager in advance of attending the Market. Applications will be 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 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 without notice. In addition, the County reserves the right to prohibit or limit certain vendors from participating in the Farmers Market and to prohibit participation by an individual vendor, at any time in order to further the goals of the Farmers market or to protect public safety and welfare.

