

# VILLAGE OF LOVINGSTON FARMERS MARKET 2024

## Mission & Goals

The Village of Lovington Farmers Market is a nonstock organization governed by a volunteer board of directors, focused on educating the community on the benefits of locally grown and sustainably produced food, providing development and business support on behalf of vendors, providing effective market management, and fostering a vibrant local economy and community gathering place in the Village of Lovington.

### Our Goals

1. To support and promote vendor opportunity, retention, and financial viability.
2. To promote public health by increasing knowledge about the value and enjoyment of locally produced and sustainably grown food.
3. To assist people with limited income to access affordable, healthy food.
4. To implement effective strategies for internal market management and communication.
5. To contribute to the vitality of the Village of Lovington.

The following rules, regulations and guidelines are intended to make it as easy as possible for local farmers to sell their products directly and legally to the general public. The success of VLFM depends on the active participation and cooperation of our vendors. The Village of Lovington Farmers Market welcomes local producers to apply to become part of our market.

The Board of Directors of the Village of Lovington Farmers Market oversee the business operations of the market on a volunteer basis. The Market is run by and for our vendors with no support from the county or state. Nonprofit entities and organizations are not allowed as vendors. All vendors are encouraged to participate. Fees collected by the VLFM are for the express purpose of promoting and operating the Village of Lovington Farmers Market. This includes normal administrative expenses such as rent, insurance, advertising, and operating fees.

## Rules, Regulations, and Guidelines

### SELLING SEASON

- The 2024 Market will be open for retail sales between the hours of 3:00PM and 6:00PM on each Wednesday from April 17th through October 30th.

### FEES AND REGISTRATION

- DAILY SPACE FEE is \$15.00 per vendor
- Applications for Vendors shall be submitted on a rolling basis.
- Each vendor space shall not exceed 10x10 feet. Displays shall be confined to the area within the allocated 10x10 space, shall not be more than 10 feet wide and shall not impede pedestrian traffic.

- Vendors shall supply their own tent if vending in the outdoor courtyard space.
- Each vendor shall be responsible for the collection and remittance to the Commonwealth of Virginia of sales tax due on taxable sales. The VLFM is not liable for collection or payment of sales taxes.
- A VENDOR'S APPLICATION AND AGREEMENT must be completed in full, signed by the applicant, approved by the Board of Directors and signed by the Market Manager before a vendor can sell at the market. By completing and signing the certificate, a vendor agrees to follow these rules, regulations, and guidelines. Incomplete applications will not be considered.

The agreement states that all products offered for sale are grown, raised or made by the vendor, their immediate family, and/or employee(s) or partner(s). The Board of Directors retains the original agreement, which is valid for one season. When a current Producer sells his/her business, a new application must be submitted by the new owners(s).

#### SPACE ASSIGNMENTS

- Vendors must be in their assigned space by 3:30 PM. Please contact the Market Manager when running late. Late arrivals will be assigned a space where setup will make the least impact on the operation of the Market and the safety of the customers. If you notify the Market Manager that you will be late, your space will not be reassigned. If you know you will be absent from the Market, notify the Market Manager as soon as possible, so another vendor may be contacted to fill your space. Please notify the Market Manager if you will be absent by 9AM Tuesday.
- Vendors must occupy only one space as assigned by the Market Manager.
- The Market Manager designates the vending location for all Producers, and if the Market Manager deems it necessary, may request a Producer to relocate.
- After unloading, please consider parking vehicles away from the building to keep the parking lot and street parking in front of the building open for customers.

#### RULES AND REGULATIONS

1. Only vendors within a 50 miles radius of Lovingston may sell at the market.
2. Producers are defined as follows:
  - Farmer - must grow and/or raise the produce offered for sale, i.e., fruits, vegetables, meats, eggs, honey, herbs, and flowers
  - Producer - must make the food products offered for sale, i.e., baked goods, jams, jellies, vinegars, beverages, sausage, and acidified foods, and processed dairy products.
  - Artisan/Craftperson - must create the products offered for sale. i.e., soaps, candles, art, jewelry
3. All goods sold at the market must be grown, raised or made within a 50 mile radius of the Village of Lovingston
4. Complaint(s) by a Producer of known or suspected violations of these Rules and Regulations must be submitted to the Market Manager. All complaints will be investigated by the Market Manager and/or Board of Directors.
5. Wholesalers are not allowed.

6. Products described in any manner as “organic” must meet federal and state regulations for such labeling. Producers are required to provide a copy of the relevant certificates with the Market Manager.
7. Vendors must be packed up by 6:45PM. All debris, boxes, containers, etc. must be loaded for removal within one hour of Market closing time. All vendors must bring their own trash cans and nothing can be left inside the building or courtyard.
8. The following items are potentially subject to Department of Agriculture approval: cider, jams, jellies, relishes, honey, canned goods, baked goods, frozen meats and dairy products. Any vendor selling these products must contact the local health department and/or the VA Dept. of Agriculture and Consumer Services (804-276-1550) for inspections and permits.
9. Any questionable items shall be subject to the approval of the Board of Directors.
10. Beverages containing alcohol are prohibited.
11. It is the responsibility of each producer to abide by all state and federal regulations that govern the production, harvest, preparation, preservation, labeling or safety of the product the vendor offers for sale at the VLFM. This includes scales that are certified legal for trade.
12. Vendors are liable for their own products. The Market Manager, the VLFM Board of Directors, market managements and the property owners shall not be liable for the products offered by vendors. Product liability insurance is the sole responsibility of the producer. The Village of Lovingston Farmers Market recommends each vendor obtain product liability insurance.
13. The sale of cooked meats, game, poultry or fish is allowed at the market if the food comes from a Dept. of Agriculture inspected and approved kitchen and is held at proper temperature at the market.
14. In order to sell raw, fresh or frozen meats, game or poultry, each item must be raised by the Producer, must meet all government requirements for retail sale and must be maintained at an approved temperature at the market. Unpasteurized products are not allowed to be sold or offered for sample or gift at the market. The item may also be required to carry a USDA label.
15. EGGS sold at the market may not require a USDA sticker, but shall always be held at proper temperature.
16. The sale of live animals is not allowed at the VLFM or any of the grounds.
17. No poultry, game or livestock will be slaughtered or dressed within the VLFM area.
18. Vendors may sell produce by piece or by weight and shall be in compliance with VDACS guidelines.
19. Fraudulent, dishonest or deceptive merchandising or collusion to set prices between or among vendors will be grounds for forfeiture of the right to do business of any kind in the VLFM for a length of time to be determined by the Board of Directors.
20. Generators are not allowed at the market. Batteries are allowed to run equipment, as long as they do not produce noise.
21. Solicitation, canvassing or petitioning for products, services, causes, organizations or charitable contributions not specifically addressed as a market commodity by any persons present at market is not permitted without written permission of the current season’s Board of Directors.
22. Children under the age of fourteen may not be vendors. However, younger children are welcome and encouraged to participate when directly supervised by an adult responsible for the child’s conduct and safety.

23. No cooking within the Market area is permitted without prior written approval of the Board of Directors.
24. Commercial enterprises such as area restaurants, bed & breakfasts and bakeries may sell baked goods if they make/bake them and have a current health inspection certificate. Nurseries may sell beddings plants and houseplants if they grow them from seed to sale. Other agricultural items that may be processed by commercial enterprises (flour mills, coffee roasters, peanut roasters, etc.) may be sold at the VLFM only after approval by the Board of Directors.
25. Wildflowers or native plants sold at the Market must not be on the state's list of rare wild plants, which is published by the Division of Natural Heritage. No plants may be sold that were removed from public lands. ALL PLANTS AND FLOWERS FOR SALE MUST BE GROWN BY THE VENDOR.
26. All displays, including umbrellas and canopies, must be securely anchored, and must not extend beyond the limits of the assigned space. It is required that all vendors use safe displays and be aware of tripping hazards.
27. Vendors are not allowed to bring pets.
28. Private restrooms are available. Water is available.
29. The sale and/or use of alcohol and/or drugs is prohibited on the Market site/grounds/fields.
30. If a violation of any of the rules, regulations and/or guidelines occur, the Vendor shall be notified of the violation via written warning from the Market Manager. Participation in the VLFM is conditional on adherence to the rules and regulations being followed and at the discretion of the Board of Directors.
31. Disruptive, unprofessional or abusive exhibited behavior will not be tolerated. The VLFM's Board of Directors reserves the right to enforce the dismissal of any producer, vendor, exhibitor, employee or guest whose actions are deemed to be detrimental to the operation of the Market.
32. The Market Manager will have the full power to enforce all rules, regulations and guidelines on the day of the market. For that day, the Market Manager's decision is final. Appeals may be brought before the Board of Directors. All complaints concerning other vendors must be given to the Market Manager in written form – signed and dated. Failure to comply with any of these rules, regulations and/or guidelines may result in the forfeiture of the right to do business of any kind in the market for a length of time determined by the Board of Directors, at its discretion.

Contact Information:

Village of Lovington Farmers Market

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Email: [lovingstonfarmersmarket@gmail.com](mailto:lovingstonfarmersmarket@gmail.com)

VDACS Bureau of Food Inspection (540) 562-3641

Department of Weights and Measures (804) 786-2476

Organic Certification – Kent Lewis (804) 371-6098

VA Dept. of Taxation (ST-9 form) [www.tax.virginia.gov](http://www.tax.virginia.gov)