

GLASGOW FARMERS' MARKET  
Glasgow, Virginia  
2023 Market Season Guidelines

**First weekend of the 2023 Season will be CRAFT SHOW on Saturday, May 6. The regular market season will begin May 12/13.**

**Market Days : Fridays 9am—1pm and Saturdays 9am—1pm**  
*(subject to change)*

Thank you for being part of the 2023 season of the Glasgow Farmers' Market. We pride ourselves on our small family atmosphere and look forward to a successful market where we can provide fresh, nutritious, locally produced agricultural goods and crafts of the highest quality for those in our community. We know you understand the importance of having policies to make sure everyone is in compliance with state regulations in order to have an enjoyable, safe market for everyone.

### **APPLICATION PROCESS**

We ask that you fill out a form ( as in the past with your name, contact info, what you will be selling (see section on what is and is not allowed). The manager has the option to refuse vendors if they don't meet certain requirements.

### **FEES**

Our market was originally set up as a 'no fee' for vendors. Established vendors a few years ago suggested they pay \$10 per season to reserve a certain spot, with the understanding that if they can't be present, then someone else can use your space at no charge. This has worked well in the past and we will continue with that, giving established vendors first choice. Only vendors who can commit to being present on a regular basis (either on Friday or Saturday, or both) will be given that option. Reasons for being absent: on vacation, unforeseen emergencies, doctor appointments, etc. ***(Management will work with you.)*** **The \$10 fee is due by first weekend of the market—May 12/13, 2023.** If you can only set up on occasion (*once or twice a season, etc*), then you will be assigned an available space on the day of the market.

### **MARKET ATTENDANCE**

As stated above, regular and committed attendance during our entire market season is encouraged. You are expected to be set up and ready to sell by the opening time and we ask that you bring enough products to be able to remain set up for the entire time period. If you do sell out, it is recommended you stay around, talk to customers, explaining you have sold out, and ask if there is anything they would like to order for the following week. (As always, there are exceptions and management will work with you.) If you must be late, or leave early due to circumstances beyond your control, please communicate that to the manager. Please also **inform your manager if you will be absent on any given day.** Email, text, or call. You may also send a message through the market Facebook site. (See manager contact info at the end. ) Occasional vendors are asked to notify the manager when you plan to attend to give us a heads-up on where you can set up. Once the spaces under roof are full, vendors will be able to set up on the outer edge of the lot.

### **MARKET CLOSINGS**

In like manner, the market manager will communicate to vendors if the market will not open on certain days. Info can also be found on the market Facebook site. This site is monitored daily during market season. In case of acts of nature—thunderstorms for example. The market may need to shut down early and this will be posted on the site as well.

## **LIABILITY INSURANCE**

The Town of Glasgow carries liability insurance on the market property in case of accidents, etc. We leave it up to the vendor to obtain this insurance on an individual basis as you feel the need to protect yourself .

## **SALES TAX**

Vendors who operate as a business do collect sales tax, included in their prices, and they take care of that matter. For the local gardeners and hobby crafters, continue as you have in the past, unless I hear otherwise.

## **MARKET CONDUCT**

The success of our market is dependent upon the integrity of the product, maintaining an atmosphere of congeniality and demonstrated respect among vendors, customers, and market management. The means specifically:

1– Person and cultural differences will be respected

2– Any issue or concern with a fellow vendor, customer or management should be dealt with by talking directly to the other party in an honest and respectful manner. Management is available for help and support if it is too uncomfortable to go directly to the other party.

3-Complaints will not be discussed with other vendors or customers.

4– Vendors and management will behave in a professional manner. Any difficult, upsetting or potentially conflictive conversations are to be conducted outside of market hours.

5—If any incident is threatening, either physically or verbally, to management, another vendor, or a customer, the offending party or parties will be asked to leave the market immediately. Failure to adhere to proper market conduct could result in a vendor losing the privilege of being part of the market.

## **PRODUCT GUIDELINES—What can , and cannot be sold at the market**

Vendors may sell the following products including, but not limited to fresh FRUITS, VEGETABLES, CUT FLOWERS, PLANTS , and HONEY, JAMS, JELLIES, BAKED GOODS. Meats are to be kept frozen, other products, such as cheese and eggs that need to be kept cool can be done so with use of ice packs that can be cleaned and sanitized. Electrical hookup is available for small refrigerators, etc.

**No live animals are to be sold at the market.**

**No HEMP products, nor CBD oils**

**No alcohol nor tobacco products will be sold at the market.**

**No flea market , garage or yard sale items are to be sold at the Farmers' Market, or next to the market building during regular market hours.** There are some exceptions on other days – see management for info.

**EXAMPLES OF POTENTIALLY HAZARDOUS FOODS:** These foods SHALL NOT be sold at a Farmers' Market unless prepared at an approved Food Handling Establishment and conform to all other applicable regulations:

Cabbage Rolls  
Chocolate (unless used as an ingredient that has undergone a cooking process above 71°C (160° F) e.g. fudge, chocolate chip cookies etc.)  
Cole Slaw  
Cream-filled or custard filled pastries  
Dairy Products (cheese, yogurt, ice cream, etc.)  
Fish and Shellfish  
Garlic Spreads  
Homemade Soups  
Hummus  
Perogies  
Pickles Eggs  
Pies with Meringue (egg product)  
Pumpkin Pie  
Salsa  
Sauerkraut  
Sundried Tomatoes in Oil  
Unpasteurized Apple Cider  
Whipped Butter  
Wild Mushrooms (not allowed to be sold under any circumstances)

**EXAMPLES OF FOODS WHICH MAY BE PREPARED AT HOME AND SOLD ONLY AT A FARMERS' MARKET:**

Bread  
Brownies  
Buns  
Butter Tarts  
Cakes e.g. – carrot cake, etc. with sugar icing (no whipping cream, synthetic cream or whipped topping products)  
Cinnamon Buns  
Cookies  
Dried Fruit  
Flaked Pastry with Fruit Filings  
Fruit Rollups  
Fruit-filled Pies and Fruit-filled Tarts  
Fudge  
Hard Candy  
Honey Hot Cross Buns  
Jams and Jellies  
Muffins  
Peanut Brittle  
Pickles (vegetable and Fruit in vinegar based brines, with a finished pH of 4.6 or lower)  
Popcorn and pork skins  
Preserves (fruit soaked with sugar)  
Pumpkin Seeds  
Relish – with a pH of 4.6 or lower (vinegar-based)  
Rice Crispie Cake  
Spices  
Sunflower Seeds

**Products sold should be raised by the vendor.** Exceptions: veggies and plants can be purchased from local hothouses until local gardens start to produce. The customer must be made aware of where the products come from.

**Growers are responsible for maintaining safe growing practices** like keeping your gardens free from animals who could contaminate, and using safe watering methods, like not using creek water where animals may frequent and contaminate. Best watering method is on the ground, as opposed to overhead.

**Transporting and displaying vegetables and fruits** should be in containers that can be cleaned and sanitized. Use ONLY NEW cardboard boxes and ONLY ONCE because they cannot be cleaned and sanitized. If using wooden crates or baskets, line with clean cloths that can be washed and sanitized. The vehicles (truck beds) you use to deliver your products to the market should be cleaned, and sanitized as much as possible.

**Virginia state laws requires labels** listing all ingredients on baked goods, or prepared food items. (See last page for examples of prepared foods.) No prepared food item will be sold at the market without proper labeling. Baked goods and other prepared food, from **kitchens that are not inspected on a regular basis, must have labels that state “not from state inspected kitchen”**. Also include your name (farm name) and phone number. *(Someone may want to call and reorder in the future)* For more info go to <http://www.vdacs.virginia.gov/pdf/va-food-handbook.pdf> for the VDACS Handbook for Small Food Manufacturers. (Virginia Dept of Agricultural and Consumer Services) (see amendments at the end)

**No cooking may be done at the market, with exception of authorized food vendors.**

**Meat vendors are required to raise their own products.** Animals must spend at least half of their lives on the vendor's farm before being processed and sold at the market. Meat should be kept frozen. Fresh meat needs to be maintained at a temperature of 41-degrees or lower. An instant read thermometer should be kept available to check cooler temperatures.

**Eggs must come from the hens kept by the vendor.** Eggs must be clean, held at a temperature of 45-degrees or lower and labeled according to VDACS instructions.

**Honey must come from bees kept by the vendor.**

**At this time our market is a CASH ONLY market.** We do not qualify for SNAP. Vendors who wish, can purchase a card reader for their smart phone to be able to accept debit or credit cards. Food vendors may be able to accept cards at this time.

**Products may not be represented as organic unless** the producer /farm can provide certification papers. Terms such as “minimal chemicals”, “no pesticide or herbicide” or “free-range” may be used as long as they accurately reflect farming practices.

The use of used plastic grocery bags for food products is prohibited, due to contamination or toxin in the plastic. Use only new plastic bags.

The Market will provide some reusable shopping bags from VIRGINIA GROWN.

## **ARTISTANS**

Glasgow Farmers' Market supports artisans and crafters that produce original pieces of art. They must be the vendor's own creation. The use of pre-printed fabric cut outs, kits or pre-assembled parts are not acceptable. Vendors are to create products that are uniquely theirs and represent the term 'handcrafted' in every way.

## **APPEARANCE AT THE MARKET**

1- Use tables (vendors provide their own) with a table cloth that can be washed, disposable plastic table coverings, or Vinyl cloths that can be cleaned and sanitized. Provide hand sanitizer on your table. Set up should be in an attractive manner., with prices clearly displayed.

2-Space around tables will remain free from clutter or obstruction, keeping boxes and supplies stored out of sight. Clean and sanitize often during the day.

3-Proper language for a family atmosphere is also expected.

4-Our market is also smoke-free, tobacco –free environment. The use of smoking, vaping, smokeless tobacco, and tobacco products is prohibited. Barred products include, but not limited to cigarette, cigars, pipes, smokeless tobacco, vaporizing/vapor producing devices, and e-cigarettes. We are also alcohol free.

5-Vendors are not allowed to bring pets to the market. Service animals only are welcome.

6-Vendors are responsible for removal of trash, boxes, crates and unsold produce leaving their space in a clean condition upon departure.

7-Vendors should be neat and clean in appearance as well.

**PRE-ORDERS, ON-LINE ORDERS, ETC** Vendors are encouraged to seek pre-orders by phone, or on line, that can be picked up at the market. I believe some all ready doing this.

## **SCALES**

Scales used at the market are subject to inspection by the Bureau of Weights and Measures and must be legal for commercial use. For more info contact the Bureau at 804-786-2476 or [felicia.shelton@vdacs.virginia.gov](mailto:felicia.shelton@vdacs.virginia.gov).

## **SITE VISITS**

Management may wish to visit the site where producers grow their products. With permission photos may be taken and posted on the Market Facebook site.

## **CANOPY WEIGHTS**

If you need to use a canopy during the season, you are required to anchor it down on all four corners with at least 30 lb. weights, on or near the ground.

## **ELECTRICAL HOOK UP**

Electricity at the market is for scales, calculators, and other direct selling aids. Electric space heaters are prohibited. Exceptions due to health issues / special needs will be considered on an individual , case-by-case basis.

**SOLICITATIONS AT THE MARKET** Given that we have a broad range of vendors and customers, it is critical that the market be a place where everyone feels welcome, safe and not judged. Therefore, solicitations of any sort including but not limited to political, religious, or other potentially divisive issues is prohibited.

Our market had never had a set of guidelines before 2021. These guidelines are drawn up using state regulations, info derived from THE FOOD SAFETY course , The Manager Training course, and using other market guidelines. These are subject to change as needed.

**AMENDMENTS—3-28-21**

Product labeling : STANDARD FOOD LABELING REQUIRED

Name, phone number, date of food production, ALL ingredients, and if from non-state inspected kitchens, the statement “NOT FOR RESALE—PROCESSED AND PREPARED WITHOUT STATE INSPECTION” must be included on the product label. Foods made in NON-STATE INSPECTED kitchens and sold from the home, or at farmers markets cannot be sold in other businesses, on the internet, or across state lines.

*Carolyn N. Bradley*

Carolyn Nicely Bradley, Market Manager

Contact me at 540-570-0919 (text or call) or, 540-258-2720 (home phone) leave message if no one answers, I will get back to you

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