



Botetourt Farmers Market Handbook

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2024 Botetourt Farmers Market (BFM) Vendor Handbook and Policies

1. Information-

Mailing Address: Botetourt Farmers Market
PO Box 464
Daleville, VA 24083

Website: www.botetourtfarmersmarket.com

Market Manager: botetourtvafarmersmarket@gmail.com

BFM Board: Jared Frye, President
Sarah Sowers, Vice President
Jill Albers, Treasurer
Kelsey Bryant, Secretary
Sarah Melendy, Vendor Rep
Brandy Underwood, Community Rep
Sydney Smith, Parliamentarian

Location: The Botetourt Farmers Market is located at the Daleville Town Center. Festivals may be held at an alternate location depending on projected vendor and guest attendance. Vendors will be notified at least 30 days in advance of a decision to set up the market in an alternate location.

Hours of Operation: The Botetourt Farmers Market will hold the weekly Saturday market starting the first Saturday in May through the last Saturday in October. The market will be open from 8:30 am - 12 pm. Festivals and Holiday Market times may be subject to change and vendors will be notified in advance of such changes.

Mission Statement

The mission of the Botetourt Farmers Market is to offer locally produced food and goods to the community, promote agritourism, and provide other farm-related educational and charitable activities to Botetourt County.

2. Definitions-

- A. *Craft/Artisan Vendor*: Anyone who offers art, books, crafts, jewelry, paintings, personal care items, photographs, stationery and woodworking items.
- B. *Ag Vendor*: Anyone who offers farm derived products.
- C. *Food Vendor*: Anyone selling food directly to the public.
- D. *Mobile Prepared Food Vendor*: Anyone selling food that is prepared onsite.
- E. *Vendor*: Any person or entity who is approved by the BFM board to sell at the Botetourt Farmers Market.
- F. *Market Manager*: The person designated by the BFM Board to supervise and oversee the weekly operation and enforce all rules, regulations and procedures of the Botetourt Farmers Market.
- G. *Homegrown*: Product grown or raised on the farmer's property.
- H. *Locally Grown*: Product grown or raised by another grower within 75 miles of the Botetourt Farmers Market location.

3. Application Process-

- Vendors will apply online through our website, or by requesting a paper application from the market manager. All applications will then be reviewed by the market's board. The board will assess each application based on criteria such as product, market guidelines and availability of space. The market strives to ensure that no product category becomes oversaturated and reserves the right to limit vendors in direct competition. Upon review, vendors will be notified of the status of their application.
- Accepted vendors will receive an electronic invoice. Payment can be made via online invoice or by mailing a check payable to Botetourt Farmers Market to PO Box 464 Daleville, VA 24083. Invoices are to be paid by the due date discussed in section 5 "Vendor Fees". No cash or check payments will be accepted on the day of the event.
- Items allowed to be sold at the market:
 - Agriculture and Horticultural Products- produce, animal products, baked goods, prepared foods, canned goods, flowers and plants.
 - Artisan/Craft Items- Handmade arts, crafts and personal care items.
 - The BFM requires all products to be homegrown, locally grown or produced by the vendor.
 - **PRIORITY WILL ALWAYS BE GIVEN TO AG AND FOOD VENDORS**
- If a vendor would like to add any item(s) to be sold throughout the season, outside of what was listed on the initial application, it must be approved ahead of time by the Market Manager.

4. Vendor Responsibilities-

Attendance-

- If a vendor is unable to attend the market on an assigned day, the Market Manager must be notified the Wednesday before by 12pm. Repeated failure (three consecutive times) of not notifying the Market Manager of an absence, by the deadline, will result in suspension from the BFM. No fees will be refunded for absences.

Communication-

- It is the vendors responsibility to let the Market Manager know their preferred method of communication. Important information will be sent via email and social media only, unless other communication arrangements are made.
- Vendor spaces are assigned on a weekly basis by the Market Manager. Each Thursday the Market Manager will communicate, by email (unless otherwise noted), any pertinent information for vendors and a map detailing space assignment.
- Vendors should confirm the correct mailing address is listed on their application. Market Token reimbursement checks will be sent to this address unless otherwise noted.

Day of Market-

- Vendors may begin setting up as early at 7:30am and must be packed up by 1:00 pm.
- Vendors are expected to be set up and ready to sell at least 15 minutes prior to the market's designated opening time.
- Vehicular traffic in the market area will be closed off 15 minutes before the start of each business day. At the close of the market, the area will be opened up for vendors to load their vehicles.
- Vendors must have their booth staffed by a mature person who is listed on their application, is knowledgeable of what is being sold and the vendors growing/making practices.
- Each vendor space is approximately 10x10 feet. Vendors will need to provide their own tent, tent weights, tables, table covering and signage. It is encouraged that vendors have clear signage including their business name, product and pricing.
- Tent weights of at least 25 pounds per tent leg are **REQUIRED** for your safety and that of our guests. Tent stakes are not a substitute. Weights are the sole responsibility of the vendor and failure to abide by this rule will result in suspension from the BFM.
- Vendors must provide their own tables. Vendors are **NOT** allowed to use market tables.
- Vendors must maintain a tidy site. All trash must be removed from the site by the vendor.
- Vendors are responsible for complying with all State, Local and Health Department guidelines regarding food safety and required labeling.
- Vendors are responsible for collecting and remitting all sales taxes.
- Vendors must pay the required fees before they can sell at the BFM.
- Vendors are responsible for providing their own change for transactions conducted at their booth. The Market Manager will not have access to change or be able to provide it to vendors. It is recommended that vendors come with an adequate amount of small bills and coins to conduct smooth transactions with their customers.

- The BFM is pet friendly. Pets must be controlled or on a leash at all times. Any waste is required to be picked up and properly disposed of by the pet owner. Pets may be restricted for festivals and holiday markets at the discretion of the BFM board.
- The sale of any kind of animal is prohibited at the BFM.
- Products may be labeled “organic”; however, gross sales of products labeled “organic” may not exceed \$5,000.00 annually unless the vendor is USDA certified organic. The vendor is responsible for meeting the same standards required for the certification and must maintain all of the same record certified entity. Products may be labeled “grown naturally” or “grown without pesticides”. Vendors are encouraged to discuss their growing/producing methods with their customers.
- At the conclusion of each market, vendors must provide the Market Manager with a sum of their total sales for the day. Individual vendor sales will remain confidential to the BFM board and will only be used for the purposes of accruing overall sales volume for the community, business planning, grant writing etc. The BFM will not be reporting this to any taxing authorities.
- Vendors should also turn in any market tokens at the conclusion of each market day. See section 7 “Market Tokens” for more details.
- Vendors who sell out early are required to remain set up until 11:30 am and display a “Sold Out” sign for guests. This will help maintain a desirable market appearance and also advertise for your business.
- All vendors must set up in the spot as shown on the map issued by the Market Manager each week. Upon arrival at the market, if for any reason you cannot set up in the location as shown on the map, you must speak with the market manager prior to setting up. The Market Manager will address the discrepancy in map location and either help you to find a new spot for the week or get you into your assigned location. Any vendor who sets up in the incorrect location without speaking to the market manager and does not move to the correct location, will receive one written warning from the market board. A second offense will result in suspension from the market for 6 weeks.
- Vendors shall individually be liable for their own actions and that of any of their representatives, as any liabilities arising from the sale, use or consumption of their products. The vendors further agree and acknowledge that they shall hold harmless and indemnify The Botetourt Farmers Market, The Botetourt Farmers Market Board Members, Daleville Town Center, The Daleville Institute and Jiana, Inc from any perceived liabilities or injury. Vendors are encouraged to obtain liability insurance to cover their participation at the BFM.
- Mobile prepared food vendors are required to obtain liability insurance and provide a certificate of insurance (COI) prior to vending with the following statement : Fralin & Waldron Inc, The Daleville Institute Inc, The Daleville Town Center Business Association, Inc. their officers, agents, employees and volunteers are hereby named as additional insured on a primary and noncontributory basis including a waiver of subrogation in regard to Botetourt Farmers Market events held each Saturday May through October and specialty markets in April, November and December.

- Vendors are required to comply with all market policies and directions provided by the market manager. Violations and failure to comply with the market policies herein may result in the suspension of the vendor to sell at the Botetourt Farmers Market.

5. Vendor Fees-

- Full Season Vendor (includes all festivals & holiday markets):
 - Early Registration Discount (all vendors)- \$175 due by April 8th
 - Craft/Artisan Vendors after April 8th- \$225 due by May 31st
 - Agriculture Vendors after April 8th- \$225 due by June 30th
- Single Day Fee: \$30 (must notify and pay invoice by noon on Wednesday for the following Saturday)
- Festivals:
 - Tomato Festival (July 27th)- \$100 due by June 29th
 - Honey Festival (August 17th)- \$100 due by June 29th
- Holiday Markets:
 - Thanksgiving (November 23rd)- \$100 due by October 26th
 - Christmas (December 21st)- \$100 due by October 26th

*Additional optional agriculture fees are outlined in section 6 “Optional Agriculture Double Tent Fees”

6. Optional Agriculture Double Tent Fees-

- There will be five (5) double tent spots available to ag vendors ONLY, on a first come, first served basis. Additional fees will apply as outlined below.
 - a. 20x10 Regular Season Ag Vendor Fee (includes 20x10 spot at all regular markets and 10x10 spot at festivals & holiday markets):
 - ❖ Early Registration Discount (ag only)- \$350 due by April 8th
 - ❖ After April 8th- \$450 due by June 30th
 - b. 20x10 Ag Vendor Spot for Festivals (this is in addition to the Regular Season Ag Vendor Fee):
 - ❖ Tomato Festival (July 27th)- \$100 due by June 29th
 - ❖ Honey Festival (August 17th)- \$100 due by June 29th
 - c. 20x10 Ag Vendor Spot for Holiday Markets (this is in addition to the Regular Season Ag Vendor Fee):
 - ❖ Thanksgiving (November 23rd)- \$100 due by October 26th
 - ❖ Christmas (December 21st)- \$100 due by October 26th
- It is expected that if you claim one of these spots it will be filled each week. If the vendor doesn't plan to be present, the Market Manager will fill the spot(s) with an approved alternate. This option will be subject to change based on space allowance at the Market Managers discretion.

7. Market Tokens-

- The Botetourt Farmers Market will have tokens in increments of \$5 that customers may purchase at the BFM tent. Vendors should treat these tokens as cash.
- At the end of each market the Market Manager will gather and document the quantity of tokens received from individual vendors. These tokens will then be logged and vendor reimbursement checks will be mailed out by the 10th of the following month.

8. Insurance-

- All vendors selling food items are **required** to obtain liability insurance. It is suggested, but not required, that craft/artisan vendors obtain liability insurance.

9. Inclement Weather Policy-

- In the event of inclement weather, the safety of our vendors and customers are our top priority. The decision to close the market due to weather conditions will be made by the BFM board.
- The BFM board will assess forecasted weather conditions and determine whether it is safe to operate the market.
- Once the board has reached a determination it will be promptly communicated with the vendors and the public. Upon receiving instruction from the board, the market manager will communicate the decision to the vendors via email. The social media manager will post the decision on all social media platforms. We encourage vendors who have an email list/newsletter to also communicate the closure with their customers.
- Once a closure has been announced, under NO circumstances should anyone set up as a vendor or represent the BFM in ANY WAY. Vendors are required to adhere to this policy, and failure to do so will result in disciplinary action.

10. Food Safety Guidelines-

- Food items are acceptable provided they meet all local, state and federal government regulations for retail sale and are maintained at an approved temperature until sold.
- Vendors are responsible for providing proper labeling of all products. Each food item has state regulated labeling requirements.
- Compliance with all Virginia Department of Health and Department of Agriculture & Consumer Services guidelines, regulations and restrictions are the sole responsibility of the vendor.
- Please visit and review the information in the links below
 - a. [Virginia's Home Kitchen and Food Processing Exemption](#)
 - b. [VDACS Basic Labeling Requirements](#)
 - c. [VDACS Poultry Exemption](#)
 - d. [VDACS Farmers Market Vendor Guide](#)

For more information contact:

Virginia Department of Agriculture Regional Office, Southwest Virginia
2943 Peters Creek Rd.
Roanoke, VA 24019
Phone: (540) 562-3641

11. Small Business Resource-

Greater Roanoke & NRV SBDC
<https://www.roanokesmallbusiness.org/contact>

I have read and understand the 2024 Botetourt Farmers Market Vendor Handbook and Policies. I agree to follow the policies as set forth within and ensure anyone representing my business will do the same. I understand failure to do so may result in my suspension as a market vendor.

Printed Name

Business Name

Signature

Date