



CCA is a non-profit, all-volunteer organization, founded in 2003, that produces over 100 arts events each year, including:

- **Chincoteague Island Farmers & Artisans Market**
- **Second Saturday Artful Flea**
- **Holly Day Market and Wildlife Art Gallery**

### LOCATION

- The Markets location is CCA's Community Center for the Arts, 6309 Church Street, Chincoteague Island, VA.
- Wildlife Art Gallery (November 30) is located at the Donald Amrien Activities Center adjacent to CCA.

### DATES & TIMES

- Farmers & Artisans Market—**Saturdays** from April 27 to Oct 26. **Wednesdays**—June 12 to August 28 (except during Pony Week, when it is on Tuesday, July 23), **9 AM-1 PM** (may be extended for special events). Set-up time is 7:45-8:45 AM.
- Artful Flea is the **Second Saturday of the month**—May through October, **9 AM-2 PM**. Set-up time is 7:45-8:45 am. Early set-up of canopies and fixtures allowed on Friday, 4-5 PM.
- Holly Day Market and Wildlife Art Gallery is on the **Saturday after Thanksgiving**, November 30, 2019, **9 AM-3 PM**. Set-up time for CCA sites is 7:45-8:45 am. Early set-up of canopies and fixtures allowed on Friday 4-5 PM. Set-up for Wildlife Art Gallery is Friday, 1-5 PM.
- All markets are **RAIN OR SHINE**.

### SITE ASSIGNMENTS

- Farmers & Artisans Market vendors are assigned sites by the daily Crew Chief. There are no permanent sites or "holds" on particular sites.
- Based on availability, Artful Flea and Holly Day sites are on "first paid/first choice" basis. There are no "holds" without pre-payment.
- Wildlife Art Gallery vendors will be assigned sites based on your previous year's attendance unless changes are requested.

### REGISTRATION & PAYMENT

- Preregistration is required for all Markets.
- Payment is by check or money order payable to CCA. No cash please.
- Payments can be left in the vendor drop box on the front porch of CCA or mailed to Alex Hubb, 3015 Ridge Road, Chincoteague, VA 23336.
- Registration payments are non-refundable. Remember, **MARKETS ARE RAIN OR SHINE**. Credit is only issued when the Markets Manager cancels an event. No date swaps are premitted.
- Discounts are available. See Forms A, B and C.

### ELIGIBILITY

- Vendors at all CCA Markets are required to sell products they grow, raise, catch, or make.
- Farm vendors are allowed to sell products from other sources, but at least 50% of your entire booth's products must be direct from your farm at all times. Additional products can be from farms within 100 miles.
- Art and artisanal crafts and products made by the vendor may be made from manufactured materials provided that a substantial part of its value is from the crafting of the vendor or the vendor's family.
- Vendors may also sell antiques, collectibles, and used household items and business goods.
- Not permitted: 1) sales representatives for products or services not vendor created or finished, and 2) purchased wholesale goods.
- Because we want to have diverse and full Markets, CCA reserves the right to turn down new applicants if the products they propose to sell are already in abundant supply at the Market. The applicant will be put on a waiting list for possible openings.

### REQUIREMENTS

- CCA Market vendors are NOT required to have a Chincoteague business license.
- Virginia state law requires vendors to collect Retail Sales and Use Tax. For information visit: [www.tax.virginia.gov/retail-sales-and-use-tax](http://www.tax.virginia.gov/retail-sales-and-use-tax).

*(See other side)*



**MARKET POLICIES**

**CCA Responsibilities**

- CCA will have a Market Manager or Assistant on site at all times.
- CCA will provide a portable restroom and free parking for vendors in a designated area.
- CCA will utilize print, radio, social media and local signage to promote the Markets.

**Vendor Responsibilities**

- Please label your items with some form of contact info. for patrons (e.g. your email, phone #, social media).
- Vendors will handle their own sales transactions.
- Artful Flea and Holly Day vendors, please display your pre-printed assigned vendor number cards: #1 on site and #2 in vehicle.
- Tables, chairs, canopies are not provided. Tables are available for rent from CCA. Canopies are available for rent locally. Rented tables will be set up and picked up by CCA volunteers, canopies by rental agency.
- Canopies and tents must be well anchored.
- Banners should be mounted on front or rear of booth only. Side mounting restricts ventilation and obstructs visibility.
- Keep your display within your assigned site. Keep your booth area clean and organized. Pick up trash around your area.
- We recommend no sales before 9 AM.
- NO CLOSING UP before scheduled closing times unless closing is announced by the Market Manager (e.g. for a NOAA-declared weather emergency). Note: On Artful Flea days and Holly Day, farm vendors with perishable items ONLY may close at 1 pm.
- CCA market area is a smoke-free environment. Smoking is permitted only in the parking lot.
- Vendors should be considerate of other vendors and customers who indicate that they have allergies or sensitivities to fragrances, fumes, etc. coming from your site.
- No vendors' pets on site. Exceptions: Certified service dogs are permitted when approved. ESA (Emotional Support Animals) require a letter from a mental health professional or medical doctor on their letterhead stating the animal is important to your psycho-

logical well being. Caution patrons that pet leashes cannot exceed 6'.

- No animals, tobacco, alcohol, firearms or any illegal product or service can be sold.
- CCA reserves the right to evict anyone, cancel future paid reservations or restrict future event registration for any rules violations. "No shows" are also considered a rules violation.

**Important Notes for Food Vendors  
(Farmers Market & Food Trucks)**

- Vendors are responsible for all appropriate labeling, licenses, product inspections, weights, measures and pesticide rules. Accuracy of scales/weights is the responsibility of the vendor.
- At all times, items sold in the 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. Accomack County and the State of Virginia will make inspections of the Market
- Food and edible products vendors should contact Virginia Department of Agriculture, Consumer Services, for guidelines, certification and inspection details (757-363-3840).
- Vendors who will be serving food, beverages, or samples at the Market MUST obtain an annual license from the Accomack Co. Health Department and a Chincoteague meals tax permit.
- Clean up before you clear out. You are responsible for taking your "leftovers" with you. No ice dumping.

**Please refer all questions and concerns to:**  
Markets Manager, Alex Hubb  
717-495-7155 (call or text)  
alexhubb@icloud.com

# FORM D

## Food Truck Application Form



Name \_\_\_\_\_ Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Best phone number(s) to reach you \_\_\_\_\_

E-Mail \_\_\_\_\_ Website \_\_\_\_\_

Who will be staffing your Food Truck? Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

What food items will you be selling? **PLEASE ATTACH MENU WITH PRICES.**

**IMPORTANT NOTES:** CCA reserves the right to review your menu and restrict items or make suggestions to enhance the variety of what our Markets offer. The Food Court has limited space. Please discuss this business opportunity with the Markets Manager prior to submitting an application.

2019 Market Dates - <b>CIRCLE EACH DAY YOU ARE APPLYING FOR</b>									
APRIL	MAY	JUNE		JULY		AUG		SEPT	OCT
SAT	SAT	SAT	WED	SAT	WED	SAT	WED	SAT	SAT
27	4	1			3	3	7	7	5
	11 (AF)	8 (AF)	12	6	10	10 (AF)	14	14 (AF)	12 (AF)
	18	15	19	13 (AF)	17	17	21	21	19
	25	22	26	20	Tues 23	24	28	28	26
		29		27	31	31			
									<b>NOV</b>
									<b>SAT</b>
									30

**NOTE:** (AF) is Second Saturday Artful Flea. Nov. 30 is Holly Day Market.

- **CCA MARKETS ARE RAIN OR SHINE EVENTS.**
- If you are scheduled to attend, but cannot due to illness, emergencies, etc, please call or text Markets Manager before 8AM at 717-495-7155.
- Generators can be used provided they are in good working order, low decibel and approved by management.
- Food vendors are permitted to deliver menus, solicit orders and deliver food to vendor sites.
- The Markets Manager will assign your location at the time of application. The Crew Chief may temporarily relocate you on days with flooded conditions.
- Deliver this form to Vendor drop box on front porch of CCA, 6309 Church Street, bring to CCA tent during a market event, or mail to: Alex Hubb, 3015 Ridge Road, Chincoteague, VA 23336.

**I have read, understand and will abide by all of the policies, requirements and responsibilities as stated in the 2019 Chincoteague Cultural Alliance Markets Fact Sheet, including the Hold Harmless Agreement below.**

Signature of applicant: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**CCA Chincoteague Cultural Alliance Markets Hold Harmless Agreement**

I, \_\_\_\_\_ (print please) as individual or owner of business (name) \_\_\_\_\_ agree that the Chincoteague Cultural Alliance and its respective officers, volunteers, agents, and consultants are not liable for any bodily injury, death, theft, or damage to either the buyer or seller, or their property, arising out of or pertaining to preparation for, or participation in the CCA Markets whether such injury, theft or damage occurred prior, during, or after the Market. The above named (person/business) further agrees to indemnify, defend and hold harmless the Chincoteague Cultural Alliance and its respective officers, volunteers, agents and consultants for and against any claims which include bodily injury, death, theft, or damage, including attorney fees. I understand that it is recommended that I carry my own general liability and product liability insurance. Liability insurance is not provided by this event sponsor. Participation in the CCA Markets by the above named (person/business) without adequate or proper insurance is at the person/business's own risk. I have attached a certificate of insurance to this application if applicable.

For admin use