



2019 CHINCOTEAGUE CULTURAL ALLIANCE MARKETS FACT SHEET

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 permitted.
- 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.

MARKET POLICIES

CCA Responsibilities

- CCA will have a Market Manager or Assistant on site at all times.

(See other side)



- 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 psychological 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



2019 MARKETS MASTER APPLICATION FORM

To be a vendor at a CCA market:

- 1) Complete this **master application form** once a year. Submit it with your first market payment
- 2) Select the appropriate **payment form** for the market(s) and date(s) of your choice and submit with payment
 - Second Saturday Artful Flea—FORM A
 - Farmers and Artisans Market—FORM B
 - Holly Day Market & Wildlife Art Gallery—FORM C
- 3) You can submit payment forms throughout the market season but **paying for multiple dates at once or paying early can save you money.** See FORMS A, B & C for details.

NOTE: For FOOD TRUCKS ONLY, this Master Application is not required. Complete **Form D** instead.

PLEASE PRINT CLEARLY

Name _____ Business Name _____

Mailing Address _____

Best phone number(s) to reach you _____

E-Mail _____ Website _____

Who will be staffing your Market site? Name _____ Phone _____

Name _____ Phone _____

WHAT WILL YOU BE SELLING? CHECK ALL THAT APPLY

PLEASE INCLUDE SAMPLE PHOTOS/IMAGES OF YOUR VENDOR-MADE PRODUCTS WITH THIS APPLICATION OR INDICATE ONLINE SOURCE WHERE PRODUCTS CAN BE SEEN

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Produce | <input type="checkbox"/> Plants, garden items | <input type="checkbox"/> Paintings/prints/2-D art | <input type="checkbox"/> Jewelry |
| <input type="checkbox"/> Seafood | <input type="checkbox"/> Skincare, soaps, etc | <input type="checkbox"/> Photos | <input type="checkbox"/> Sculpture/3-D art |
| <input type="checkbox"/> Meat/Eggs/Dairy | <input type="checkbox"/> Fabric items | <input type="checkbox"/> Carved birds/boats, etc. | <input type="checkbox"/> Antiques/vintage |
| <input type="checkbox"/> Honey/jam/pickles/etc. | <input type="checkbox"/> Clothing | <input type="checkbox"/> Metalwork | <input type="checkbox"/> Seasonal items |
| <input type="checkbox"/> Baked goods/candy | <input type="checkbox"/> Pottery | <input type="checkbox"/> Woodwork | <input type="checkbox"/> Yard sale items |
| <input type="checkbox"/> Non-profit org. display | <input type="checkbox"/> Other (describe) _____ | | |

NOTE: If you sell food products, you must follow guidelines published by Virginia Cooperative Extension (pp 13-14 of this packet)

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.

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.

Signature: _____ **Date:** _____

FOR ADMIN USE

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The **Holly Day Market** on **November 30, the Saturday of Thanksgiving weekend**, features arts, crafts, antiques and holiday decor, plus the last Farmers Market of the year at the CCA's Community Center for the Arts.

The **Wildlife Art Gallery** next door in the Amrien Center is reserved for carvers and fine arts.

- **Include Markets Master Application Form** if this is your first market event in 2019.
- **Payment by check or money order ONLY.** No cash. Make payable to "CCA".
- **Payments are NOT refundable** unless the event is cancelled due to extreme weather. **THIS IS A RAIN OR SHINE EVENT.**
- Deliver 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 Rd., Chincoteague, VA 23336.
- **Payment is due by Nov 20.** Allow time for mail delivery.
- This form is an extension of your master application form and all signed agreements. Keep a copy of this document for your records.

Pricing Chart SIGN UP EARLY AND SAVE!		
HOLLY DAY	By April 1	After April 1
Field or Front Yard (A-H)	\$34	\$38
Porch (P1-4)	\$52	\$58
Indoor 6x8 (HQ)	SOLD OUT	SOLD OUT
Indoor 8x10 (HQ)	SOLD OUT	SOLD OUT
Farmers Market	\$34	\$38
WILDLIFE GALLERY	By April 1	After April 1
6x8	\$49	\$54
10x10	\$86	\$96

Name *please print* _____ Best phone # to reach me _____

Enclosed is my payment for the **Holly Day Market**

Check the type of site you want (see market layout on reverse for site types and locations)

- Field Site 10x10 (A-F)
 Front Yard Site 10x10 (G-H)
 Porch Site 5x15 (P1-4)
 Indoor Site 6x8 (HQ)
 Indoor Site 8x10 (HQ)
 Farmers Market Line

NOTE: Farmers Market Line is limited to 15 sites. Past vendors with farm products or seafood are given priority. Indoor sites are also very limited. If your first preference is not available, Markets Manager will contact you.

Preferred Site # if available _____ NOTE: Your site assignment will be verified the **week of the event**. Please watch for an email with that information.

For the selected site type, (see pricing chart above) I am enclosing \$ _____

I would also like # _____ 6' long rectangular tables @ \$6 = \$ _____

_____ 4' round tables @ \$6 = \$ _____

TOTAL ENCLOSED \$ _____

NOTE: Wildlife Art Gallery is reserved for carvers and fine arts. If you have not been a vendor in the Gallery previously, please contact Markets Manager for approval before submitting this form. Text or call 717-495-7155.

Name *please print* _____ Best phone # to reach me _____

Enclosed is my payment for the **Wildlife Art Gallery** (INSIDE the Amrien Center)

- 6'x8'site
 10'x10' site

Do you request electricity? Yes No Do you request one free 6' long table? Yes No

For the selected site type, (see pricing chart above) I am enclosing \$ _____

I would also like # _____ 6' long rectangular tables @ \$6 = \$ _____

_____ 4' round tables @ \$6 = \$ _____

TOTAL ENCLOSED \$ _____

HOLLY DAY MARKET LAYOUT

SCHOOL ST

Farmers Market Line

A5	B5	C5	D5	E5	F5
A4	B4	C4	D4	E4	F4
A3	B3	C3	D3	E3	F3
A2	B2	C2	D2	E2	F2
A1	B1	C1	D1	E1	F1

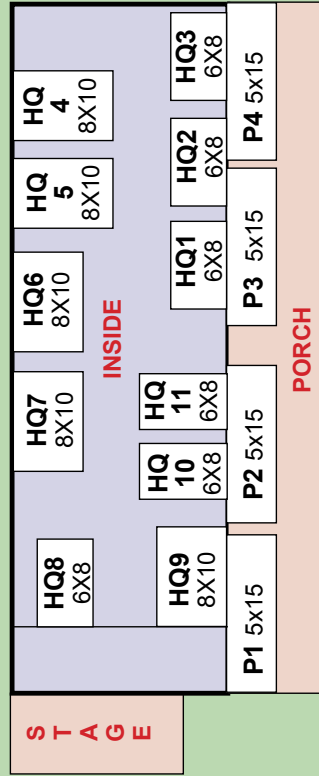
Field Sites A-F
10x10

CHURCH ST

AMRIEN
ACTIVITIES CENTER

Wildlife Art
Gallery

CCA BUILDING - 6309 Church St.



ENTRANCE

G3	G4	H3	H4
G1	G2	H1	H2

Front Yard Sites
G-H
10x10

PARKING

VENDOR
CHECK-IN