



2020 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 28) is located at the Dr. Donald Amrien Activities Center adjacent to CCA.

DATES & TIMES

- Farmers & Artisans Market—**Saturdays** from May 2 to October 31. **Wednesdays**—May 27 to September 16 (except during Pony Week, when it is on Tuesday, July 28), **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**—April through October, **9 AM-1 PM**. Set-up time is 7:45-8:45 AM. Early set-up of canopies and fixtures allowed on Friday, 4-5 PM.
- The Holly Day Market and Wildlife Art Gallery is on the **Saturday after Thanksgiving, November 28, 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 assigned 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, if possible, unless changes are requested.

REGISTRATION & PAYMENT

- Preregistration is required for all Markets.
- Payment is by check or money order payable to CCA, or by credit card. No cash please.
- Payment must be received no later than five days before an event; that is, by Monday morning for an upcoming

Saturday market and by Friday morning for an upcoming Wednesday market. Allow time for mail delivery. (Consider priority or overnight mail if needed.)

- Late payments incur an additional \$10 fee, and vendors will not be able to register for additional market dates until the late fee is paid.
- Payments can be: 1) left in the vendor drop box on the front porch of CCA, 2) dropped off at the CCA tent on market days or 3) mailed to Alex Hubb, 3015 Ridge Road, Chincoteague, VA 23336. Consider Priority or Express mail.
- Registration payments are non-refundable. Remember, **MARKETS ARE RAIN OR SHINE**. Credit is only issued when the Markets Manager cancels the event prior to opening. No date swaps are permitted.
- Discounts are available. See Forms A and B.

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.
- 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, such as direct sales; 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.

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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 a variety of 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 from Chincoteague Island Outfitters (757-336-5129). Rented tables will be set up and picked up by CCA volunteers, canopies by rental agency.
- Canopies and tents must be well anchored for safety.
- Banners should be mounted on front or rear of booth only. Side mounting restricts ventilation and obstructs visibility.
- All of your products, equipment, and fixtures must be kept within the perimeter of your assigned site. Keep your area clean and organized.
- Clean up before you clear out. You are responsible for taking your “leftovers” with you.
- 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).
- Be prepared to protect your products from the weather.
- If a family emergency requires you to leave early, notify the Markets Manager.
- CCA market area is a smoke-free environment. Smoking, including vaping, 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.

- Generators can be used provided they are in good working order, low decibel and approved by management.
- 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 Responsibilities for Food Vendors

- You must meet all applicable local, state and federal agricultural requirements plus health and sanitation codes.
- See the Cooperative Extension “Going to Market” publication included in this CCA Markets Application package for state guidelines.
- Complete product labeling as directed in the Virginia Cooperative Extension “Going to Market” publication.
- Scales, weights and measures must be accurate and in compliance.
- We are subject to inspection by USDA and County Health Department. Be ready.
- No ice dumping.

Vendors offering food or beverages from truck, trailer or cart must obtain:

- Annual license from Accomack County Health Department
- Chincoteague Meals Tax Permit

Please refer all questions and concerns to:

Markets Manager, Alex Hubb
717-495-7155 (call or text)
marketsmgr@gmail.com