



Where & When

- **Outdoors** at Chincoteague Cultural Alliance, **6309 Church Street, Chincoteague**
- **9 AM-1 PM, Saturdays** from May 28 to October 28 & **Wednesdays** from June 8 to September 28 (except Pony Penning Week when the Market will be on **Tuesday, July 26**).
- Market is **RAIN OR SHINE**. However, a spike in local COVID cases or extreme weather could cause the event to be cancelled by CCA, in which case vendor site fees would be refunded.
- **Site sizes and set-up times:** 10'x10' Interior Field Sites set up at 7-8 AM; 10' x up to 28' Perimeter Field Sites set up at 7:30-8:30 AM

Vendor Eligibility

- Farm vendors are required to sell products they grow, raise, catch, or make with ingredients/materials from their farm. They may sell products from other sources, but at least 50% must be direct from their farm.
- Art and crafts may be made from manufactured materials provided that a substantial part of their value is from work of the vendor or vendor's family/staff.
- Vendors may also sell antiques, collectibles, and used household or business goods.
- Sales representatives for products or services not vendor created or finished, such as direct sales and purchased wholesale goods, are not permitted.

CCA Responsibilities

- CCA will have a Market Manager 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 Market.

Vendor Responsibilities

- 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.
- Vendors are required to keep all inventory and equipment within your assigned site.
- Vendors handle their own sales transactions.

Health & Safety Requirements Due to COVID-19

To help keep everyone safe and healthy, the Market will adhere to all state and local COVID prevention recommendations in effect throughout the season. Because these are subject to change, CCA will keep vendors informed of the procedures they must follow.

Food samples are allowed ONLY if individually pre-packaged before bringing to the market.

- Please label your items with contact info (e.g. email, phone #, social media) so customers can reach you.
- Canopies and tents must be well anchored with weights for safety.
- Banners should be mounted on front or rear of booth only. Side mounting restricts ventilation and obstructs visibility.
- 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).
- If a family emergency or circumstance requires you to leave early, notify the Markets Manager BEFORE packing up.
- Be prepared to protect your products from the weather.
- CCA Market area is a smoke-free environment. Smoking, including vaping, is permitted only in the parking lot.
- 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 if they are in good working order, low decibel and approved by management.
- No vendor pets onsite except certified service dogs. Emotional Support Animals require a letter from a medical professional on their letterhead stating the animal is important to your psychological well being.
- No animals, tobacco, alcohol, firearms, or any illegal product or service can be sold.

Continued



- Market vendors are expected to behave in a professional and civil manner to customers, other vendors and CCA volunteers. Unprofessional behavior, such as public arguments, harassment, physical violence, bullying or targeted aggression, will not be tolerated or condoned. Violations of this policy could result in being banned from the markets.
- CCA reserves the right to evict any vendor for any rules violations.

SITE ASSIGNMENTS

- Farmers & Artisans Market vendors are assigned sites by the daily Crew Chief. There are no permanent sites or “holds” on particular sites.

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.**
- Payments can be: 1) left in the vendor drop box on the front porch of CCA, 2) dropped off at the CCA Information Booth on market days or 3) mailed to Alex Hubb, 3015 Ridge Road, Chincoteague, VA 23336.
- For credit card payment, use Credit Card Authorization Form included in the CCA Markets Application package.
- Payment must be received no later than seven days before an event; that is, by the previous Saturday for an upcoming Saturday Market and by the previous Wednesday for an upcoming Wednesday Market. Allow at least four business days for mail delivery.
- 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.
- 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 Market Payment Form.
- Incomplete or unsigned forms will not be processed.

Important Responsibilities for All 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 with the 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 prepared foods 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



2022 FARMERS & ARTISANS MARKET APPLICATION FORM

To be a vendor at the CCA Market:

- 1) Complete this **master application form** once a year. Submit it with your first market payment.
- 2) Complete the **payment form** for the date(s) of your choice and submit with payment.
- 3) You can submit payment forms throughout the market season but **paying for multiple dates at once will save you money.**

PLEASE PRINT CLEARLY

Name _____ Business Name _____

Address _____ City _____ State _____ Zip _____

Best phone number(s) to reach you _____

E-Mail _____ Website _____

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

Name _____ Phone _____

A) WHAT WILL YOU BE SELLING? CHECK ALL THAT APPLY

Please include sample photos/images of your vendor-made products

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

Complete this agreement & keep a copy of this form for your records

I have read, understand and will abide by all of the policies, requirements and responsibilities as stated in the 2022 Chincoteague Cultural Alliance Markets Fact Sheet, including requirements because of COVID-19 and 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:** _____

PLEASE NOTE: INCOMPLETE OR UNSIGNED FORMS WILL NOT BE PROCESSED.

BE SURE TO COMPLETE NEXT PAGE OF THIS FORM

2022 Chincoteague Island Farmers & Artisans Market Payment Form



Include Markets Application Form if this is your first Market event in 2022

After initial application, this page is all you need to register and pay for more market dates.

Prices	Interior	Perimeter
1 Date	\$25	\$35
2-9 Dates	\$20	\$25
10 or More Dates	\$15	\$20

SITE TYPES AVAILABLE . . . ALL ARE OUTDOORS

Interior field site (10'x10') does not allow parking at your tent/canopy. You may drive in to drop off tent/merchandise.

Perimeter field site (10' x up to 28') includes space for your vehicle plus tent/canopy.

. . . CIRCLE EACH DATE YOU ARE PAYING FOR WITH THIS FORM . . .

MAY	JUNE		JULY		AUG		SEPT		OCT	NOV
SAT	WED	SAT	WED	SAT	WED	SAT	WED	SAT	SAT	SAT
28	1	4		2	3	6		3	1	26
MEMORIAL DAY WEEKEND	8	11	6	9	10	13	7	10	8	HOLIDAY MARKET THANKSGIVING WEEKEND
	15	18	13	16	17	20	14	17	15	
	22	25	20	23	24	27	21	24	22	
	29		TUES 26	30	31		28		29	

- **Pay by check, money order or credit card ONLY. No cash.** Make checks payable to "CCA".
- **For credit card payment,** use CCA Markets Credit Card Authorization Form.
- **Payments are NOT refundable. THIS IS A RAIN OR SHINE EVENT.** Swapping dates is not permitted. Credits will be issued only when CCA cancels an event, not early closing.
- **Delivery options:** 1) Vendor drop box on front porch of CCA, 6309 Church Street, 2) bring to CCA Information Booth during a Market event, or 3) mail to: Markets Manager Alex Hubb, 3015 Ridge Road, Chincoteague, VA 23336.
- This form is an extension of your master application form and all signed agreements. **Keep a copy** for your records.

Name please print _____ Best phone # to reach me _____

Enclosed is my payment for:

Interior Field Site: 1 Date—Circle date above.....\$25..... = \$ _____
does not include room for vehicle 2 to 9 Dates—Circle dates above.....\$20 each x # _____ of dates = \$ _____
 10 or more Dates—Circle dates above.....\$15 each x # _____ of dates = \$ _____

Perimeter Field Site: 1 Date—Circle date above.....\$35..... = \$ _____
includes room for vehicle 2 to 9 Dates—Circle dates above.....\$25 each x # _____ of dates = \$ _____
 10 or more Dates—Circle dates above.....\$20 each x # _____ of dates = \$ _____

LATE FEE: Payment must be received no later than 7 days before an event or you must pay a \$10 late fee; that is, payment is due by Saturday for the following Saturday Market and by Wednesday for the following Wednesday Market. Allow at least four business days for mail delivery.

Because my payment is late I am adding the \$10 late fee \$ _____

TOTAL \$ _____

Incorrect calculations or incomplete forms will be returned for correction before processing

- I'm enclosing Check or Money Order # _____
- I'm filling out the CCA Credit Card Authorization Form. The last 4 digits of my credit card # are _____

NOTE: Table rental is no longer available from Chincoteague Cultural Alliance. For table or tent rental, please contact Chincoteague Island Outfitters, 757-336-5129.



2022 Markets One-Time Credit Card Authorization Form

Please sign and complete this form to authorize the Chincoteague Cultural Alliance (CCA) to make a one-time charge to your credit card listed below. Each credit card transaction requires a new Credit Card Authorization Form completed by you.

Return this Form with your Chincoteague Island Farmers & Artisans Market Payment Form

- Total registration fees.....\$ _____
- Plus Convenience fee for using a credit card.....\$ 2.00

AMOUNT FOR CREDIT CARD AUTHORIZATION.....TOTAL \$ _____

Payment Authorization:

I _____ **please print name** authorize the Chincoteague Cultural Alliance to charge my credit card account for a one-time payment of \$ _____.

Phone _____ Email _____

Account Type: Visa MasterCard Discover AMEX

Cardholder Name: _____

Account Number: _____

Expiration Date: _____ CVV Code*: _____

Billing Address Zip Code: _____

**CVV Code is the 3-digit number on back of Visa, MC and Discover or 4-digit number on AMEX*

Signature _____ Date _____

I authorize the Chincoteague Cultural Alliance to charge the credit card indicated in this authorization form according to the terms agreed to above only. I certify that I am an authorized user of the credit card and that I will not dispute it with my credit card company, so long as the transaction corresponds to the terms indicated in this form.

PLEASE NOTE: INCOMPLETE OR UNSIGNED FORMS WILL NOT BE PROCESSED.

Questions? Contact CCA Markets Manager by phone or text at 717-495-7155 or email at marketsmgr@gmail.com