



2023 Chincoteague Island Farmers & Artisans Market Fact Sheet

Where & When

- **Outdoors** at Chincoteague Cultural Alliance, **6309 Church Street, Chincoteague**
- **9 AM-1 PM, Saturdays** from May 13 to October 28 & **Wednesdays** from June 14 to September 27 (except Pony Penning Week when the Market will be on **Tuesday, July 25**).
- Market is **RAIN OR SHINE**. However, 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 7-7:30 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, 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.
- Please label your items with contact info (e.g. email, phone #, social media) so customers can reach you.
- We suggest that you visibly price all merchandise.

- 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 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 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.
- 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

- Vendors who register for the whole Season may be assigned permanent sites, however the Vendor Crew Chiefs have the right to change a site if necessary on any given Market date. All other vendors are assigned sites upon arrival by the Market Crew Chief.

Continued on Side 2

Please refer all questions and concerns to:
marketsmgr@gmail.com or 757-990-2321



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 and this form can be: 1) mailed to CCA, 6309 Church Street, Chincoteague, VA 23336, 2) left in the vendor drop box on the front porch of CCA, 3) dropped off at the CCA Information Booth on market days.
- For credit card payment, use Credit Card Authorization Form in the CCA Markets Application package.
- Payment must be received no later than seven days before an event; that is, payment is due by Sat. for the following Sat. and by Wed. for the following Wed. 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.
- A vendor unable to show up on a date you've registered for must call or text 757-990-2321 by 9 pm the night before. A \$50 penalty will be billed after a second no-show/no-call.
- 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 Market Vendor Packet 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.
- The Market is subject to inspection by USDA and County Health Department. Be ready.
- All food samples must be individually wrapped.
- 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

Health & Safety Requirements

To help keep everyone safe and healthy, the Market will adhere to any and all federal, state and local health agencies' recommendations in effect regarding communicable diseases, and require all vendors to do the same.

Be sure to send/deliver a copy of this to CCA with your 2023 Application. Keep this copy for your records.

I have read, understand and will abide by all of the policies, requirements and responsibilities as stated in the 2023 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' 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.



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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' 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.

2023 Chincoteague Island Farmers & Artisans Market Payment Form



Include Markets Application Form if this is your first Market event in 2023

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

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. Arrival **MUST** be no later than 7:30 AM

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

Prices	Interior	Perimeter
1 Date	\$45	\$50
2-13 Dates	\$25	\$30
14 or More Dates	\$15	\$20
Season (All 42 Market Dates)*	\$630	\$840

NOTE: Perimeter sites are sold out for the season. If you have a question about site availability email: marketsmgr@gmail.com

NOTE: Vendors who register for the Season can be assigned permanent sites however, the Vendor Crew Chiefs have the right to change a site if necessary on any given Market date.

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	
13		3		1	2	5		2	7	25	
20		10	5	8	9	12	6	9	14	HOLIDAY MARKET Thanksgiving Weekend	
27	14	17	12	15	16	19	13	16	21		
	21	24	19	22	23	26	20	23	28		
	28		TUES 25	29	30		27	30			

Name please print _____ Phone _____ E-Mail _____

Which is the best way to contact you? **Please check one** Phone call Text Email

Enclosed is my payment for:

Interior Field Site: 1 Date—Circle date above.....\$45..... = \$ _____
 does not include 2 to 13 Dates—Circle dates above.....\$25 each x # _____ of dates = \$ _____
 room for vehicle 14 or more Dates—Circle dates above.....\$15 each x # _____ of dates = \$ _____
 Season—all 42 Market Dates.....\$ 630

INTERIOR SITES \$ _____ TOTAL

~~**Perimeter Field Site:** 1 Date—Circle date above.....\$50..... = \$ _____
 includes room 2 to 13 Dates—Circle dates above.....\$30 each x # _____ of dates = \$ _____
 for vehicle 14 or more Dates—Circle dates above.....\$20 each x # _____ of dates = \$ _____
 Season—all 42 Market Dates.....\$ 840~~

NOTE: Perimeter sites are sold out for the season.

~~**PERIMETER SITES \$ _____ TOTAL**~~

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 Sat. for the following Sat. and by Wed. for the following Wed. Allow at least four business days for mail delivery. **Because my payment is late I am adding the late fee..... \$ 10**

s\$ _____ GRAND 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 _____

- **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: CCA, 6309 Church Street, Chincoteague, VA 23336.
- This form is an extension of your master application form and all signed agreements. **Keep a copy** for your records.



2023 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.....\$ _____

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 _____

<p>Account Type: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> AMEX</p> <p>Cardholder Name: _____</p> <p>Account Number: _____</p> <p>Expiration Date: _____ CVV Code*: _____</p> <p>Billing Address Zip Code: _____</p> <p><i>*CVV Code is the 3-digit number on back of Visa, MC and Discover or 4-digit number on AMEX</i></p>
--

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 757-990-2321 or email at marketsmgr@gmail.com



FOOD SERVICE VENDORS

Those who prepare food on site at a Farmer's Market

Food Service Vendors, except those offering for sale primarily packaged food products or samples of such products not subject to Virginia Department of Health (VDH) inspection, must obtain a VDH food establishment permit. The local health department issues these permits and inspects food service vendors. Vendors who do not hold a food establishment or mobile food establishment permit need to apply to the local health department for a temporary food establishment permit and submit the applicable fee at least 10 days prior to operation.

Food Service Vendors must have:

- 1) An on-site warewashing set up that includes three basins: one each for washing, rinsing, and sanitizing. The appropriate strength of sanitizing solution should be used and confirmed with the appropriate sanitizer test strips. Wares should be cleaned and sanitized after use with raw animal foods and before use with ready-to-eat foods, including raw fruits and vegetables, or if they have been contaminated.
- 2) An on-site handwashing station is also required. Hands must be washed frequently including before beginning food preparation or putting on gloves; and after eating, drinking, smoking, using the restroom, handling raw animal foods, or whenever the hands may have been contaminated. Avoid bare-hand contact with ready-to-eat foods by using gloves, tongs, deli paper, etc. Don't work if you are sick.
- 3) Overhead protection for vendor operation is required (tent, canopy, awning, table umbrella, permanent structure, etc.). Food preparation must occur on smooth cleanable surfaces such as tables. Slicing must be done on cutting boards. Use wrapping or other effective barriers to protect from customer handling. Stored food should be in a clean, dry location, at least 6 inches off the ground.

TCS foods ** must be kept hot, at 135°F or higher, or cold, at 41°F or lower. Use a calibrated metal stem thermometer to ensure you are meeting the required temperatures. Ice should be drained frequently at an approved dump site.

**Time and Temperature Controlled for Safety (TCS) Foods: Please see important note in bottom right of previous page.

VDH, VDACS & VCE CONTACTS FOR MORE INFORMATION

Your local agency contact	Name	Address	Phone number	e-mail
Virginia Cooperative Extension				
Virginia Department of Health Inspector				
Virginia Department of Agriculture and Consumer Services Inspector	Kim Barnes		757-363-3840	kimberly.barnes@vdacs.virginia.gov

Virginia Tech Food Innovations Program*:
Food Product Testing Services

Farmers' Market Resources:
Virginia Growin:
[www.vdacs.virginia.gov/vagrowin/firmsmkt-farmvend.shtml](http://www.vafma.org)

Website:
<http://ext.vt.edu/food-health/food-innovations.html>
Virginia Farmers' Market Association:
<http://www.vafma.org>

*please fill out the "Ask a Question" or "Request an evaluation form" for the quickest response!

GOING TO MARKET



A Guide to Selling Raw, Processed and Prepared Food Products from Your Home, at Farmers' Markets, Stores & Roadside Stands

Do I need to get inspected? By whom?

On the following pages Farm Market & Food Service Vendors will find the answers to these questions, which vary depending on the type of food product and preparation process used. The contact information for permitting and/or inspection requirements is on the back page.

By: Renee Boyer, Associate Professor, Extension Specialist & Joell Eifert, Director of Food Innovations Center, Food Science & Technology Department, Virginia Tech

*Acknowledgements go to Cathryn Kloetzli, Former Horticulture Extension agent & Rachel Wallace, Summer Intern 2012 for originally creating this publication

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Virginia Cooperative Extension programs and employment are open to all, regardless of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, veteran status, or any other basis protected by law. An equal opportunity/affirmative action employer. Issued in furtherance of Cooperative Extension work, Virginia Polytechnic Institute and State University, Virginia State University, and the U.S. Department of Agriculture cooperating. Edwin J. Jones, Director, Virginia Cooperative Extension, Virginia Tech, Blacksburg; M. Ray McKinnis, Administrator, 1890 Extension Program, Virginia State University, Petersburg.

FARM MARKET VENDORS : Inspected by VDACS unless vendor prepared food and samples at the market (see food service vendor)

VDACS INSPECTION REQUIRED		VDACS INSPECTION REQUIRED: UNLESS EXEMPTION CONDITIONS BELOW ARE MET		VDACS LICENSE REQUIRED	
MEAT 	All meat that is to be sold must be slaughtered at a USDA/state-inspected facility. The VDACS Office of Meat and Poultry Services (OMPS) provides free inspections for amenable species (cattle, hogs, sheep, goats, chickens, turkeys, ducks, geese, guineas, rarities and squabs).	DAIRY 	All dairy products to be sold must be inspected. Sale of raw milk is prohibited. Sale of cheese made from raw milk must be aged at least sixty days above 35 degrees. Contact the VDACS Office of Dairy & Foods.	ACIDIFIED CANNED FOODS * 	Acidified low-acid foods (pickled products, salsa, pumpkin/sweet potato butter, barbecue sauces, chow-chow, relishes, hot pepper jelly, hot sauces, garlic in oil, etc.) must achieve a pH of 4.6 or lower (verified by an electronic pH meter you purchase). Low-acid canned foods are not permitted to be made in the home.
EXEMPTIONS	<ul style="list-style-type: none"> 1,000 Bird Exemption >20,000 Bird Exemption Custom Exemption: with permit from OMPS, allows businesses to slaughter animals, only for their owners consumption, without an inspector present. 	LABELING	<ul style="list-style-type: none"> Product Name Net Weight Ingredient Statement Name & Address of Manufacturer/ Distributor Sell-by date 	BAKED GOODS, JAMS AND ... * 	Includes jams and jellies (no low-acid ingredients), candies, dried fruits/herbs/seasonings/mixes (uncoated nuts, flavored) vinegars, popcorn (balls), cotton candy, dried pasta, roasted coffee, dried tea, cereals, trail mixes and granola and baked goods that don't require time or temperature control.
LABELING	<ul style="list-style-type: none"> Product Name Net Weight List of Ingredients Name/address of Responsible Party Inspection Legend (plant number that did the work) Safe Handling Statement <p>For Custom Exemption: "NOT FOR SALE"; 20,000 Bird Poultry Exemption Label, if applicable.</p>	AT MARKET	<ul style="list-style-type: none"> Keep frozen products frozen and other products at 41°F or lower. If storing products on ice, drain often. Products offered as samples should be prepped on-site or in your VDACS approved facility. Un-refrigerated samples may be left out for tasting no more than 4 hours (any leftovers then cannot be re-cooled or used again, they must be thrown away). 	HONEY 	Those who process & prepare honey in their private residence from hives they own, who sell less than 250 gallons of honey a year, & who do not process or sell other food products (except as noted here) are exempt from inspection.
AT MARKET	Keep products at 41°F or lower.	LABELING	<ul style="list-style-type: none"> Completion of "Better Process Control School" course and process approval by a processing authority strongly advised (Virginia Tech Food Innovations Program, Food Testing Services). Must not exceed \$3,000 in total annual gross sales for all acidified products produced. 	EGGS 	Exempt from Virginia Egg Law and do not need inspection if selling less than 150 dozen of your own eggs per week or less than 60 dozen of another producer's eggs per week.
		LABELING	<ul style="list-style-type: none"> Control School' course and process approval by a processing authority strongly advised (Virginia Tech Food Innovations Program, Food Testing Services). Must not exceed \$3,000 in total annual gross sales for all acidified products produced. 	PRODUCE 	If you grow and sell fresh produce, and make <\$25,000 in annual sales (3 yr. avg), you are not covered under the Produce Safety Rule and do not need to be inspected. Growers that make >\$25,000 may fall under the PSR and may need to be inspected. Sprouts, hydroponic operations and farm raised mushrooms are considered produce regulated by the PSR (not covered if <\$25K).
		AT MARKET	<ul style="list-style-type: none"> The standard label must contain: <ul style="list-style-type: none"> Product name Net weight Ingredient statement Name & address of manufacturer/distributor/packer Nutritional labeling (exemptions apply) List of allergens NOT FOR RESALE – PROCESSED AND PREPARED WITHOUT STATE INSPECTION You must also have a label displaying the name, physical address and telephone number of the person preparing the food product and the date the food product was processed. 	PET TREATS 	Home/facility inspection by VDACS not required, but it is suggested to contact your local health department for any local inspection requirements. You must obtain licensing and permitting through VDACS. Product registration may also be required.
		LABELING	<ul style="list-style-type: none"> The standard label must contain: <ul style="list-style-type: none"> Product name Net weight Ingredient statement Name & address of manufacturer/distributor/packer Nutritional labeling (exemptions apply) NOT FOR RESALE – PROCESSED AND PREPARED WITHOUT STATE INSPECTION You must also have a label displaying the name, physical address and telephone number of the person preparing the food product and the date the food product was processed. 		
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		AT MARKET	<ul style="list-style-type: none"> Cover baked goods to protect them from environmental contaminants, such as flies and dirt. If providing samples, prepare them at your VDACS approved and inspected facility prior to arriving at the market. Cut baked goods into pieces at your inspected facility, place them on a tray, insert a toothpick into each piece, and keep the tray covered in food safe wrapping, such as plastic wrap. 		
		AT MARKET	<ul style="list-style-type: none"> Most fruits and vegetables only require basic coverage for protection from outside contamination, but since, for example, cut melon, cut leafy greens and cut tomatoes are a TCS Food** (see note below), they must be held at 41F or lower. This applies to samples as well. 		
		AT MARKET	<ul style="list-style-type: none"> Can be sold either pre-packaged or in a bulk, self-serve style. 		
		AT MARKET	<ul style="list-style-type: none"> Name and Address of Manufacturer/Distributor 		
		AT MARKET	<ul style="list-style-type: none"> 1. Product Name 2. Intended Species 3. Quantity Statement 4. Guaranteed Analysis 5. Ingredient Statement 		
		AT MARKET	<ul style="list-style-type: none"> * Exemptions: Apply to ACIDIFIED CANNED FOODS and BAKED GOODS, JAMS AND ...;. Must be produced in a private home. Must be sold at farmers' markets, from the private home where product is manufactured or to an individual for their own consumption. These products cannot be sold to other businesses (i.e. grocery stores), for resale, on the internet or across state lines. You do not have to pay the \$40 annual fee to VDACS, although you are still required to comply with all applicable laws and regulations (outlined here). 		
		AT MARKET	<ul style="list-style-type: none"> **Time and Temperature Controlled for Safety (TCS) Foods require temperature control because they are capable of supporting the growth of various infectious microorganisms or toxins. These foods include meats, dairy products, eggs, mushrooms, cut melons, cut tomatoes, cut leafy greens, and heat-treated plant food such as cooked rice, beans, and vegetables. 		
		AT MARKET	<ul style="list-style-type: none"> All acidified foods must have a unique identifying code visible to the naked eye. 		
		AT MARKET	<ul style="list-style-type: none"> Please keep your most recent VDACS inspection reports on hand with you at the market. 		