



2025 Chincoteague Island Farmers & Artisans Market Fact Sheet

Where & When

- **Outdoors** on the Alex Hubb Field at Chincoteague Cultural Alliance, **6309 Church Street, Chincoteague**
- **9 AM-1 PM, Saturdays** from May 10 to October 25 & **Wednesdays** from June 11 to September 24 (except Pony Penning Week when the Market will be on **Tuesday, July 22**).
- Market is **RAIN OR SHINE**. However, extreme weather could cause the event to be cancelled by Market Staff, in which case vendor site fees can be refunded or other arrangements made.
- **Site sizes and set-up times:** 10'x10' Infield Sites set up at 7-7:30 AM; 10' x up to 28' Perimeter Field Sites set up at 7:30-8:30 AM

Product 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 their family/staff.
- Sales representatives for products or services not vendor created or finished, such as direct sales and purchased wholesale goods, are not permitted.
- CCA does not guarantee exclusivity of products.

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 10' x 10' site.
- Vendors handle their own sales transactions.
- You are required to display the prices of your products. Individual pricing is not required.
- We strongly suggest that you either label your items with contact info (e.g. email, phone #, social media) or give business cards 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 visibility.
- Clean up before you clear out. You are responsible for taking your "leftovers" with you.
- 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/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.
- Sounds from your site must not be loud enough to disturb other vendors, customers or market musicians.
- 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.
- 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, or bullying will not be tolerated or condoned. Violations of this policy can result in being banned from the markets.
- CCA reserves the right to evict any vendor for any rules violations.
- Vendors are responsible for remembering and adhering to the policies and procedures of this application throughout the entire season

Site Assignments

- Site assignments will be determined based on product necessity, vendor special needs, and what is best for the market in terms of variety of products.
- Sites are no longer assigned on a first come, first served basis.

Continued on Side 2



REGISTRATION & PAYMENT

- Preregistration is required for all Markets.
- Payment is by check or money order payable to CCA, or by credit card. **Cash is not accepted.**
- 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.
- Once your application is received, an invoice will be sent to you for payment.
- 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.
- Cancellations due to weather will be determined by 8 pm the night before a Market.
- 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.

Important Responsibilities for All Food Vendors

- You must meet all applicable local, state and federal agricultural requirements plus health and sanitation codes.
- Virginia regulations are firm. If you are a vendor from another state, you must adhere to Virginia's laws for labeling.
- Market Managers reserve the right to tell food vendors to properly label each product or remove them from display.
- See the Cooperative Extension "Going to Market" publication included with the CCA Market Vendor Packet for state guidelines and product labeling instructions.
- 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, cart or canopy must obtain:

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

Questions about selling food? Contact Accomack County Health Dept. at 757-787-5880.

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

Be sure to include a signed copy of this page when you send/deliver your 2025 Application to CCA.

I have read, understand and will abide by all of the policies, requirements and responsibilities as stated in the 2025 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.



2025 FARMERS & ARTISANS MARKET APPLICATION FORM

To be a vendor at the CCA Market:

- 1) Complete **this master application form**.
- 2) Complete the **payment form** for the date(s) of your choice.
- 3) Mail or deliver your forms and an invoice will be sent to you via email or mail.

PLEASE PRINT CLEARLY

Name _____ Business Name _____

Mailing Address _____ City _____ State _____ Zip _____

Website _____ Phone _____ E-Mail _____

Check which is the best way to contact you: Phone call Text Email

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

Name _____ Phone _____

WHAT WILL YOU BE SELLING? CHECK ALL THAT APPLY BELOW.

- List ALL products you intend to bring.
- If during the season, you want to bring items that were not originally listed on your application, contact a market manager before bringing anything new.
- Market Managers reserve the right to decline a particular product to avoid over-saturation and strive for diversity.

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"/> Seasonal items |
| <input type="checkbox"/> Seafood | <input type="checkbox"/> Fabric items | <input type="checkbox"/> Metalwork | <input type="checkbox"/> Non-profit org. display |
| <input type="checkbox"/> Meat/eggs/dairy | <input type="checkbox"/> Clothing | <input type="checkbox"/> Woodwork | |
| <input type="checkbox"/> Honey/jam/pickles/etc. | <input type="checkbox"/> Pottery | <input type="checkbox"/> Jewelry | |
| <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) _____ | |

OTHER INFORMATION NEEDED

1. Placement of vendors is determined based upon product sensitivity and vendor physical health needs. Do you have any special needs that would be important to your location on the field? Yes No

If yes, please describe your needs _____

2. What type of vehicle will you bring? _____

Will you also have a trailer? Yes No

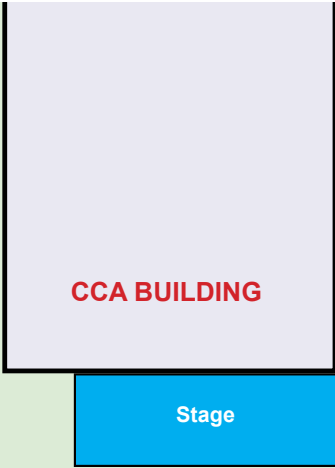
NOTE: Perimeter Sites are assigned primarily based on product needs and secondarily the needs of vendors. All sites are no longer assigned on a first come, first served basis.

If Perimeter is unavailable on particular Market days, will you accept a site on the Infield? Yes No

If Infield is unavailable, will you take a site in the Front Yard of the CCA building? Yes No

SEE PAGE 6 for a map of the Market showing Perimeter, Infield and Front Yard sites

**Chincotague Island
FARMERS & ARTISANS
MARKET
6309 Church St.**



10' x up to 28' PERIMETER SITES - Vehicle or trailer remains on site

10' x up to 28' PERIMETER SITES - Vehicle or trailer remains on site

10' x 10' INFIELD SITES - Drive in to drop off tent and merchandise, then **move vehicle to parking area**

10' x 10' INTERIOR SITES - Drive in to drop off tent and merchandise, then **move vehicle to parking area**

Parking

SCHOOL ST

CHURCH ST

2025 Chincoteague Island Farmers & Artisans Market Payment Form



Include Markets Application Form if this is your first Market event in 2025

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

SEE PAGE 6 for a map of the Market showing Perimeter & Infield sites. ALL ARE OUTDOORS

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

Circle each date you want to attend the Market

MAY		JUNE		JULY		AUG		SEPT		OCT	NOV
SAT	WED	SAT	WED	SAT	WED	SAT	WED	SAT	SAT	SAT	
10		7	2	5		2	3	6	4	29 HOLIDAY MARKET Thanks-giving Weekend	
17		14	9	12	6	9	10	13	11		
24	11	21	16	19	13	16	17	20	18		
31	18	28	23	26	20	23	24	27	25		
	25		TUES 29		27	30					

Name please print _____ Phone _____ E-Mail _____

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

Calculate your payment for:

Perimeter Field Site: 1-6 Dates—Circle dates above.....\$50 each x # _____ of dates = \$ _____
includes room for vehicle 7-21 Dates—Circle dates above.....\$35 each x # _____ of dates = \$ _____
 22-31 Dates—Circle dates above.....\$30 each x # _____ of dates = \$ _____
 32+ Dates—Circle dates above.....\$25 each x # _____ of dates = \$ _____
Perimeter Sites TOTAL \$ _____

Infield Site: 1-6 Dates—Circle dates above.....\$45 each x # _____ of dates = \$ _____
does not include room for vehicle 7-21 Dates—Circle dates above.....\$25 each x # _____ of dates = \$ _____
 22-31 Dates—Circle dates above.....\$20 each x # _____ of dates = \$ _____
 32+ Dates—Circle dates above.....\$15 each x # _____ of dates = \$ _____
Infield Sites TOTAL \$ _____

GRAND TOTAL \$ _____

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

PAYMENT PLANS

- Vendors who register for all 42 Market days are invited to participate in a 3-installment payment plan. If you would like that, check here and we will contact you:
- Vendors who register for fewer Market days will be considered for a 3-installment payment plan on a case by case basis. If you would like that, check here and we will contact you:

PAYMENT OPTIONS

- **Cash is not accepted for payment.**
- **For payment by check or money order**, submit this payment form and an invoice will be sent to you by email or, if requested, by USPS. Return the invoice with your payment.
- **For credit or debit card payment**, submit this payment form and an invoice that you can pay online will be sent to you by email or, if requested, by USPS.
- **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.
- Payments are NOT refundable. Credits will be issued only when CCA cancels a Market day, not early closing.
- **Keep a record** of the days you are requesting. Your invoice will confirm the dates for which you are registered.

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FOOD SERVICE VENDORS

For those who prepare food & prepare samples at a Farmer's Market

Food Service Vendors must undergo inspection at the market. VDACS inspects vendors at government run markets & the local Virginia Department of Health (VDH) inspects vendors at privately sponsored markets.

Food Service Vendors must have an on-site utensil and equipment washing set up that includes three basins: one each for washing, rinsing, and sanitization (using the appropriate strength of chlorine or quaternary ammonium - confirmed with sanitizer test strips). Utensils should be cleaned when you are changing between raw and ready to eat foods, between raw fruits and vegetables and TCS foods*, or if they have been contaminated.

Practice general good hygiene. Hands must be washed frequently at an on-site hand washing station. Avoid bare-hand contact with ready to eat foods by using gloves, tongs, deli paper, etc.

Food Protection: Overhead protection for vendor is required (tent, canopy, awning, table umbrella, permanent structure, etc.) 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.

For TCS foods *: Hot Holding is 135°F or higher and Cold Holding is 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 corner of previous page.

VDACS & VCE CONTACTS FOR MORE INFORMATION ...

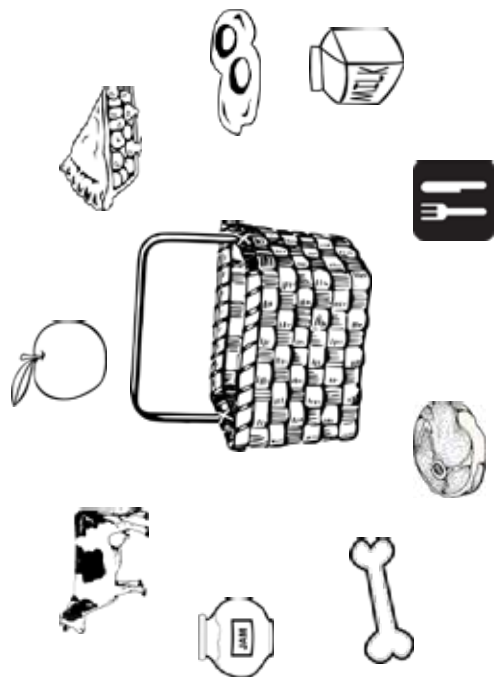
<p>Farmers' Market Resources: www.vdacs.virginia.gov/vagrown/frmsmkt-farmvend.shtml</p>	
<p>Pam Miles, Program Supervisor Food Safety & Security Program Richmond, VA - 804-786-3520 pamela.miles@vdacs.virginia.gov</p>	<p>Connie White, Compliance Officer Office of Plant Industry Services Feed Licensing and Registrations Richmond, VA - 804-371-2667 connie.white@vdacs.virginia.gov</p>
<p>Barry Jones, Inspection Manager Office of Meat and Poultry Services Lynchburg, VA - 434-200-9975 barry.jones@vdacs.virginia.gov</p>	<p>Carolyn Peterson, Program Manager Bob Trimmer, Regional Manager Office of Dairy and Foods Richmond, VA - 804-786-1452 carolyn.peterson@vdacs.virginia.gov robert.trimmer@vdacs.virginia.gov</p>

Virginia Tech Food Innovations Program: Food Testing Services
540-231-6806 - fsimfb@vt.edu - <http://www.fcs.ext.vt.edu/fnh/food-innovations/sample/index.html>

Starting a Food Business, Regulations, Food Labels, Acidified Foods Publications http://pubs.ext.vt.edu/author/b/bacon_karleigh-res.html

For more information, please contact:
Cathryn Kloetzli, Extension Agent, Agriculture & Natural Resources - cathryn@vt.edu
Christine Kastan, Extension Agent, Family & Consumer Sciences - cakastan@vt.edu
Virginia Cooperative Extension: Albemarle Office - 460 Stagecoach Road Charlottesville, VA (434) 872-4580

GOING TO MARKET



A Guide to Selling Raw, Processed and Prepared Food Products 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 Cathryn Kloetzli, Horticulture Extension Agent & Rachel Wallace, Summer Intern 2012,
Virginia Cooperative Extension-Albemarle County & Charlottesville
Edited by Dr. Karleigh Bacon, Director, Virginia Tech Food Innovations Program

Extension is a joint program of Virginia Tech, Virginia State University, the U.S. Department of Agriculture, and state and local governments. Virginia Cooperative Extension programs and employment are open to all, regardless of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, or marital or family status. 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; Jewel E. Hairston, Administrator, 1890 Extension Program, Virginia State, Petersburg.

FARM MARKET VENDORS

VDACS INSPECTION REQUIRED*		VDACS INSPECTION REQUIRED*		VDACS INSPECTION REQUIRED*		VDACS INSPECTION REQUIRED*		VDACS INSPECTION REQUIRED*		VDACS INSPECTION REQUIRED*		VDACS INSPECTION REQUIRED*		VDACS INSPECTION REQUIRED*		VDACS INSPECTION REQUIRED*		VDACS INSPECTION REQUIRED*	
ACIDIFIED FOODS/HONEY		DAIRY		MEAT		LICENSING		NO INSPECTION NEEDED - WITH CONDITIONS		NO INSPECTION NEEDED - WITH CONDITIONS		NO INSPECTION NEEDED - WITH CONDITIONS		NO INSPECTION NEEDED - WITH CONDITIONS		NO INSPECTION NEEDED - WITH CONDITIONS		NO INSPECTION NEEDED - WITH CONDITIONS	
	Low acid and 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 be inspected by VDACS and approved by a processing authority. Contact VDACS' Food Safety & Security Program and the Virginia Tech Food Innovations Program: Food Testing Services.		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.		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, rattles and squabs).		Home/facility inspection not required, but it is suggested to contact your local health department for any local inspection requirements. You must obtain local licensing and permitting. Product registration may also be required.		Home-based food operations can process, prepare and sell candies, jams and jellies (no low-acid ingredients), and baked goods that don't require temperature control, if they are sold to an individual for that person's own consumption.		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.		If you only grow and sell fresh fruits and vegetables, you do not need to be inspected. However, if you grow sprouts for distribution to restaurants or retail stores, you are classified as a food manufacturer and are required to be under inspection. Also note that only cultivated mushrooms can be offered for distribution to restaurants and retail stores.						
EXEMPTIONS Honey Exemption: 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 foods are exempt from inspection.		AT MARKET 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).		EXEMPTIONS • 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.		AT MARKET Can be sold either pre-packaged or in a bulk, self-serve style.		EXEMPTIONS Label must contain: 1. Product name 2. Net weight 3. Ingredient statement 4. Name and address of manufacturer, distributor, or packer 5. Nutritional labeling (exemptions apply) 6. List of allergens		AT MARKET Eggs must be clean and held at 41°F or lower at all times. Note that reusing egg cartons runs the risk of contamination; consider asking patrons to bring their own.		AT MARKET 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 41°F or lower. This applies to samples as well.		AT MARKET *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.					
LABELLING Label must contain: 1. Product name & Net weight 2. Ingredient statement 3. Name & address of manufacturer/distributor/packer 4. Nutritional labeling (exemptions apply) 5. List of allergens		LABELLING 1. Product Name 2. Net Weight 3. Ingredient Statement 4. Name and Address of Manufacturer/Distributor 5. Sell-by date		LABELLING 1. Product Name 2. List of Ingredients 3. Net Weight 4. Name/address of Responsible Party 5. Inspection Legend (plant number that did the work) 6. Safe Handling Statement For Custom Exemption: "NOT FOR SALE"; 20,000 Bird Poultry Exemption Label, if applicable.		LABELLING 1. Product Name 2. Intended Species 3. Quantity Statement 4. Guaranteed Analysis 5. Ingredient Statement 6. Nutritional Adequacy Statement 7. Feeding Directions 8. Name and Address of Manufacturer/Distributor		LABELLING 1. Product Name 2. Net weight 3. Ingredient statement 4. Name and address of manufacturer, distributor, or packer 5. Nutritional labeling (exemptions apply) 6. List of allergens		LABELLING 1. Product Name (term "fresh eggs" can only be used if product meets requirement for Grade A or higher) 2. Safe Handling Instructions 3. Name & Address of Packer 4. Grade (AA, A, B) or "Ungraded" if not inspected		AT MARKET If under the above exemption, product must be labeled with the following: NOT FOR RESALE—PROCESSED AND PREPARED WITHOUT STATE INSPECTION		AT MARKET 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.					
*Please keep your most recent VDACS inspection reports on hand with you at market.																			