

# **Farmer's Market at New Highland Baptist Church Ministry**

## **Rules for 2017**

The market's ministry goals are:

- NHBC seeks to share the Good News by helping to build community within our local neighborhoods specifically by providing a healthy way for neighbors to gather and connect with each other and with NHBC on a regular basis;
- connecting God's call to environmental stewardship to the foods we eat, stewardship of resources, and reducing the carbon footprint of what we eat;
- educating patrons with practical ways to maintain the connection with the sources of their food; and
- helping to fill the growing demand for fresh, locally grown and prepared foods.

### **1. Hours and Days of Operation:**

The Farmer's Market at New Highland Baptist Church will be open, rain or shine, on Wednesdays from 4:00 p.m. to 7:00 p.m. starting Mid-May and running through Mid-September based on an agreed to schedule to meet vendor's needs.

Vendors are required to set up at least 30 minutes before opening and are encouraged to stay until closing. Any vendor planning to leave early should notify the Market Manager ahead of time. Parking is limited and assigned by the Market Manager. Storm closing decisions will be made by the Market Manager.

### **2. Location:**

The Market is located at New Highland Baptist Church 9200 New Ashcake Road, Mechanicsville, Virginia. The Market is located on a graveled area directly adjacent to the Church parking lot beside the Picnic Pavilion. There is a centrally located vehicular entrance, for vendors, into the area from Wychwood Drive. The church parking lot is available for market visitors.

### **3. Market Ministry Team**

The Market Ministry Team has Church and Vendor representation. The Ministry team is lead by a Church member. In addition to the Team Leader the Church will provide two other representatives. At least two representatives from the participating vendors will be part of the team. The vendor representatives may be volunteers or maybe selected by the vendors at the first vendor meeting of the year.

The Market Ministry Team will hold meetings at least annually with the vendors to discuss rules, changes to operations, and coordination of other market matters. The team will, with the Market Manager, plan activities, advertising, and will coordinate with the New Highland Baptist Church, committees and other teams as needed.

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### **4. Market Manager:**

The Market Ministry Team will assign a Market Manager to be present at the market while it is open. If questions or problems arise on market day, they will be resolved by the Market Manager, or at the Manager's discretion, referred to the Market Ministry Team.

### **5. Who May Sell at the Market:**

Participation is open to local growers and their employees within a 35-mile radius (straight line) of the Market. The only exception to this is for not readily available items, and this must be approved by the Market Manager and the Market Ministry Team. Vendors may designate an agent to sell products on their behalf for a temporary period not to exceed two contiguous weeks. Applications to participate in **2017** markets will be accepted until the Friday 4 weeks before the last planned market day.

Public Safety, Civic, and Youth organizations such as Girl Scouts, Boy Scouts, 4H, Sheriff, EMS, and Master Gardeners will be provided a space to demonstrate and educate patrons on their activities. Youth organizations with prior permission of the Market Ministry Team may sell items that are part of an approved fund raising activity such as Girl Scout Cookies and Boy Scout Popcorn. No other type of resale is permitted.

### **6. What May or May Not Be Sold at the Market:**

The NHBC Farmer's Market is a producers/maker-only market. No reselling of purchased items is permitted (see Youth organization fund raising exception above). All vendors must participate in growing the produce they sell.

Items permitted for sale are Virginia grown fresh fruits and berries, vegetables, mushrooms, herbs, landscaping plants and vegetable plants, cut flowers, eggs, cheese, honey, and meats in accordance with Virginia Department of Agriculture and Consumer Services (VDACS) guidelines.

Baked goods and value-added products (such as jellies, jams, preserves and pickles) prepared by the vendor according to VDACS standards may also be sold. The vendor is responsible for all required licenses and certifications.

Onsite food service vendor operations must be approved by the Virginia Department of Health. The vendor is responsible for all licenses and certificates.

Crafts and non-food items (including soaps, cosmetics, woodcraft, art, and some herbal products) made by the vendor may be sold as long as they are locally produced by the vendor. There is a market cap of 30% craft vendors to produce vendors. Stated another way a maximum of only 3 of 10 vendors can be craft vendors. Produce vendors may also sell crafts but these products will be limited to 30% of the items a produce vendor offers for sale.

Live animals are not permitted for sale.

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Inspections of farms and businesses may be conducted during normal business hours (8:00 a.m. to 6:00 p.m.) upon request of the Market Manager, or at the Manager's discretion after a complaint by members of the Market Ministry Team that a vendor has violated the producers-only rule.

### **7. Fees for Selling:**

There will be an annual one-time application fee to register for the New Highland Baptist Church Farmer's Market. The application fee for the **2017** season is **\$40**. This fee is due with the application. Make checks payable to New Highland Baptist Church.

### **8. Sales Tax:**

All vendors are required to have Virginia State Sales and Use Tax Certification and must collect these taxes at the market. Sales tax is the responsibility of each vendor. A copy of this certificate must be included with your application.

### **9. Display Policy:**

Growers will clearly display prices of all items and are encouraged to post their farm name and location. All tents, canopies, and display items must meet Market Team approval. Generally, vehicles in the market area will be **no** larger than a large pickup truck. Exceptions may be permitted, but must be cleared with the Market Manger or Market Team Leader. Electricity is provided to meat vendors with freezers (prior coordination is required).

### **10. Cleanup Requirements:**

Growers are responsible for all trash and garbage generated by their respective businesses. The market area must be left clean and free of all produce and debris.

### **11. Regulations:**

Vendors are totally responsible for all appropriate labeling, licenses, product inspections, weights, measures, and pesticide rules. Scales/weights are the responsibility of the vendor.

At all times, items sold in the New Highland Baptist Church Farmer's 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.

### **12. Accident/Injury:**

Any accident or injury must be immediately reported to the Market Manager. Anyone who comes to participate in the market, whether vendor, customer, or otherwise, comes at his or her own risk.

Vendors will operate at their own risk and assume liability from the customers for the products they sell. Proof of liability insurance must be provided with the vendor application **or the Liability waiver we will provide, if needed, must be signed for the current market year.**

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### **13. Prohibited Activities:**

Sales of manufactured, used, or imported goods are prohibited. No sale, use, or possession of alcoholic beverages is allowed. Music or other broadcasts from radios, stereos, etc. must be kept within the limits of the Hanover Noise Ordinance.

The activities at the market reflect on both the Church and Vendors. It is in the best interest of all to create a family friendly environment; therefore, behavior, musical lyrics, and the sale of items that do not support such an environment are prohibited. If there are questions about whether something is permissible, see the Market Manager or the Market Ministry Team Leader.

### **14. Violations:**

The Market Ministry Team will consider violations of these regulations. Any grower or producer found not in compliance will be given a verbal warning, followed by a written notice. Willful violation of the market rules may subject a vendor to exclusion from further participation in the market.

### **15. List of Participants:**

Vendors must submit their name, address, phone number, and products produced to the Market Manager on an application form provided. (*Special customer requests may be referred to you.*) The applications will be held in confidence at the NHBC office for use in this farmers market only.