



Town of West Point Farmers Market Vendor Application 2024 Season

The West Point Farmers Market is for growers, home-processed, low risk food products only.

PRODUCER'S NAME	
MAILING ADDRESS	
CITY/COUNTY	
STATE, ZIP	
PHONE NUMBER	
EMAIL	

List products you intend to sell:

PRODUCE	OTHER PRODUCTS

Please put a check mark beside the weeks you plan on attending.

___ May 18th

___ May 25th

___ June 1st

___ June 8th

___ June 15th

___ June 22nd

*(A Fresher, Healthier Way of Living
Children's Day - Fruit and Veggie Bingo)*

___ June 29th

___ July 6th

_____ July 13th
*(A Fresher Healthier Way of Living
Children's Day – Fruit and Veggie Scavenger Hunt)*

_____ July 20th

_____ July 27th

_____ August 3rd

_____ August 10th

_____ August 17th
(Children's Day - National Honeybee Day)

_____ August 24th

_____ August 31st

_____ September 7th

_____ September 14th
(Children's Day - TBA)

_____ September 21st

_____ September 28th

I hereby certify that I have read, understand, and agree to abide by the Operational Rules of the Town of West Point Farmers Market.

The Town of West Point, the West Point Farmers Market, and Virginia Cooperative Extension will incur no liability for accidents or damages to any person or property belonging to the vendor or buyer.

Applicant Signature

Date



Town of West Point Farmers Market Operational Rules 2024 Season

*The West Point Farmers Market is open Saturday mornings from 8am to Noon at
The Pavilion at Riverwalk Park, 1000 Chelsea Road, West Point, VA 23181.*

The mission of the West Point Farmers Market is to promote locally grown agricultural products to support the farm economy and preserve our agricultural base. The market also provides an opportunity for citizens to enjoy fresh products directly from local farms. For these reasons, **participation at the West Point Farmers Market is for growers, home-processed low risk food products only.** To participate in the West Point Farmers Market, you **must submit a vendor application.** Once your application is reviewed and approved, you may start selling at the market. Any attempt to manipulate or to violate the spirit of the operational rules may be considered as grounds for refusal.

1. Vendors are **required** to submit a **Vendor Application** for review by the Town. The application needs to be approved before participating in the market. Applications can be faxed to (804) 843-4364, emailed to kmbarrow@west-point.va.us, or delivered to Town Hall at 802 Main Street.
2. Vendors should arrive at or before 8:00 a.m. for set-up on Saturday. Pop-up tents and trailers are allowed. There will be no overnight parking or day-before setups allowed.
3. Each vendor will be responsible for setting up, displaying, and packaging his or her products. Each vendor must leave his or her selling area in a clean and orderly condition. All refuse and unsold goods must be removed from the market area by the vendor on the day of the sale. No refuse is to be left in the trash containers.
4. At least 60% of marketed items offered for sale **must** be self-grown. These items include vegetables, fruits, melons, bedding plants, potted plants, flowers, herbs, honey, cider, jams, jellies, molasses, and fresh eggs. **A Virginia Department of Agriculture and Consumer Services (VDACS) inspection is required for perishable value-added products.** Please contact the VDACS Food Safety Program by phone: (804) 786-3520 or by email: foodsafety@vdacs.virginia.gov for questions.
5. No live animals, fresh or processed meat or fish, clothes, housewares, tools, etc. will be sold.
6. Vendors are responsible for all appropriate labeling, licenses, product inspections, weights, measures, and pesticide rules.
7. Vendor signage is encouraged, including signage that details prices of products.

SIGNS ARE NOT TO BE POSTED ON THE PAVILION STRUCTURE WITH THE USE OF NAILS, SCREWS, STAPLES OR DUCT TAPE. BANNERS NEED TO BE PRE-APPROVED BY THE TOWN OF WEST POINT PRIOR TO USE.

8. Prices should be at fair market value, negotiated by the vendors and the customers. Neither the Town of West Point nor Virginia Cooperative Extension is responsible for arrangements made between customers and vendors. Neither the Town of West Point nor Virginia Cooperative Extension make warranty of any sort, expressed or implied.
9. Any accident or injury must be reported to the Market Manger or to the Town of West Point, Town Hall (804) 843-3330. Anyone who participates in the market, whether vendor, customer, or otherwise, participates at his or her own risk. The Town of West Point and Virginia Cooperative Extension will incur no liability for accidents or damage to any person or property belonging to the vendor or buyer.
10. The Town of West Point may amend, change, or alter these Operational Rules to the extent it deems necessary. A new copy will be provided to vendors should there be a revision.
11. Quality and freshness are the two major benefits of the West Point Farmers Market. No spoiled produce will be offered for sale. Virginia law requires all produce to be kept off the ground. Each grower/vendor will provide appropriate containers or plastic bags for the consumer goods.
12. Sales tax is the responsibility of each vendor. The Virginia Department of Revenue requires each vendor to collect sales tax for food sold at Farmers Markets intended for home consumption. You can contact the Virginia Department of Taxation by visiting their website at www.tax.virginia.gov.
13. All vendors are expected to be courteous and to avoid the use of outcry or electronic devices to attract buyers. There shall be no alcoholic beverages allowed.
14. Willful violation of the market rules may subject a vendor to exclusion from further participation in the market.
15. All Vendors need to abide by the [Virginia Home Kitchen Food Processing Code. Section §3.2-5130 of the Code of Virginia](#).

The Town of West Point
802 Main Street
West Point, VA 23181
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Fax: (804) 843-4364
Email: kmbarrow@west-point.va.us