

Town of West Point
Farmers' Market Operational Rules
Open on Saturday morning - 8:00 a.m. to 12:00 noon

The mission of the Town of West Point Farmer's Market is to promote locally grown agricultural products to stimulate 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 Farmer's Market is for growers only!** Persons seeking to only buy and resell produce should apply for a business license through the Treasurer's Office (843-4362) at Town Hall. Those persons must sell elsewhere. The privilege of selling at the West Point Farmers' Market is not an entitlement. You **must register** with the Town of West Point, Town Hall before selling at the market. Any attempt to manipulate or to violate the spirit of the guidelines and rules may be considered as grounds for refusal.

1. Vendors are **required** to complete and submit a *Vendor Application Form* before participating at the market. New Vendors must also complete a *Certification Form*.
2. Vendors should arrive at or before 8:00 a.m. for set-up on Saturday s and 2:00 p.m. on Thursdays. Pop-up tents and trailers are allowed. There will be no overnight 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.
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. Value added products, such as jams, jellies, and soaps, are allowed and encouraged, as long as they are derived from self-grown products. **A Virginia Department of Agriculture and Consumer Services (VDACS) inspection is required for perishable value added products such as jams, jellies, baked goods, etc., for food safety, (804)786-3520, foodsafety@vdacs.virginia.gov**
5. No live animals, fresh or processed meat or fish, clothes, housewares, tools, etc. will be sold. The local Extension Agent will verify that the vendor is a producer and meets these requirements.
6. Vendors are totally responsible for all appropriate labeling, licenses, product inspections, weights, measures, and pesticide rules. It is recommended items be sold by number or volume. Electronic scales must be VDACS inspected and powered by battery.

7. Vendor signage is encouraged, as well as price cards detailing prices of products. Free VA Grown banners and price cards are available for order online by the vendors. Your Extension Agent can give you those order forms upon request.
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 comes to participate in the market, whether vendor, customer, or otherwise, comes 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 Rules and Regulations to the extent it deems necessary.
11. Quality and freshness are the two major benefits of the Farmers' Market. No spoiled produce will be offered for sale. Virginia law requires all produce must 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 and remit 2.5 percent sales tax for food sold at Farmers' Markets intended for home consumption. The Extension Office has a Sales Tax publication for Direct Marketers that can explain what farmers need to do to remit state sales tax. Or 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.