



Western Branch Farmers Market

Vendor Application

Prospective Vendor Information

(please retain a copy of this page for your reference)

Vendor Information

Business Name _____ Distance in Miles From Market _____

Owner (s) Name _____

Principal Products _____

Please attach detailed list of products. This is necessary to allow other us to inform other vendors (bakers, salsa makers, etc.) which products may be available for sale to use in their products as well as to help the market determine the best variety of products as new vendors are considered.

Business Address

Street Address:	
P.O. Box (if applicable)	
City, State, Zip	
Business Phone:	

Mailing Address:

Street Address:	
P.O. Box (if applicable)	
City, State, Zip	
Business Phone:	

Contact Information for Day-to-Day Market Purposes

Business Phone _____ Cell Phone _____ Home Phone _____

Email _____ Name _____

Contact Information for Billing

Name _____

Business Phone _____

Cell Phone _____

Email _____

Contact Information for Emergency

Name _____ Cell Phone _____ Email _____



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Vendor Application (page 2)

Prospective Vendor Information

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Vendor Business Marketing Information

Website _____

Twitter _____

Facebook _____

Instagram _____

Do You Utilize the Following?

VA Finest

Local Harvest

Self-Produced Paper Newsletter

Self-Produced Digital Newsletter

Blog

Buy Fresh Buy Local

Direct Mail

Email Marketing

Other: _____

May we use your business name and/or photos in promotional campaigns? If you check no, none of your business products, services or information will be listed or used in any market promotions, announcements or advertising.

Yes No

Market vendors are expected to help maximize our reach by sharing/posting market information, including checking in at market events, announcing upcoming attendance at the market, etc. using your current methods (i.e. email, social media, etc). Do you agree to cross-promote the WBFM in this manner?

Yes No

Where else is your business represented? (other farm markets, CSAs, brick and mortar locations, stands, events, gift shops, online, etc.)



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Vendor Application (page 3)

Prospective Vendor Information

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Vendor Market Information

Business Tax Identification Number _____

If not a Chesapeake business, additional Chesapeake Business License Number _____

Booth Size (circle one) 10x10 10x20 20x20 Combination Multiple Booths: _____

Beginning Date _____

Special Needs (must be able to maneuver trailer, uses generator, uses propane, etc.)

Type of Vendor Commitment

New-vendor special pricing of \$15 per week, per 10x10 space. No commitment necessary--1st season only

Annual

Quarterly: Circle Quarter: May/June/July Aug/Sept/Oct Nov/Dec/Jan FebMar/Apr

Monthly: List Months: _____

Daily Rotational: (upon availability) Please provide requested dates and consult with market manager:

Daily Infrequent: (upon availability) Please Provide Requested Dates: _____

	20x20	20x20	10x20	10x20	10x10	10x10
Annual	\$1,500.00	\$28.85 per day avg.	\$1,000.00	\$19.23 per day avg.	\$500.00	\$9.62 per day avg.
Quarterly May/June/July	\$600	\$46.31 per day avg.	\$400	\$30.77 per day avg.	\$200	\$15.53 per day avg.
Quarterly Aug/Sept/Oct	\$525	\$40.38 per day avg.	\$350	\$27.08 per day avg.	\$175	\$13.46 per day avg.
Quarterly Nov/Dec/Jan	\$525	\$40.38 per day avg.	\$350	\$27.08 per day avg.	\$175	\$13.46 per day avg.
Quarterly Feb/Mar/Apr	\$450	\$34.62 per day avg.	\$300	23.08 per day avg.	\$150	\$11.58 per day avg.
Monthly	\$300	\$75 per day avg.	\$200	\$50 per day avg.	\$100	\$25 per day avg.
Daily Rotational	\$90	\$90 per day	\$60	\$60 per day	\$30	\$30 per day
Daily Infrequent	\$105	\$105 per day	\$35	\$70 per day	\$35	\$35 per day



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Vendor Market Information

All vendors are required to have the following items on file with the market manager.

City of Chesapeake business license for operation at market address (if business doesn't have a Chesapeake license currently). No license required for vendors (or their employees) selling wood, charcoal, meats, milk, butter, eggs, poultry, fish, oysters, game, vegetables, fruits and other family supplies of a perishable nature or farm products grown or produced by them and not purchased by them for sale. A license (\$50) is required for all vendors who sell or offer for sale food items (baked goods, muffins, pastries, fudge, bread, candies, etc.) or plants or flowers.

Current Application

All current and required certificates for each vendor's overseeing agencies (food safety inspections, etc.)

All vendors are required to have the following items at **EVERY** market.

Tent(s) Tents may be removed if wind speed and direction are deemed unsafe.

Signage

Weight (20 lbs. minimum per tent leg)

Any items required by vendor's overseeing agency(s), (fire extinguisher, hand-washing stations, etc.)

Guidelines

Vendors sign a yearly agreement and agree to adhere to Western Branch Farmers Market rules.

Vendors will be invoiced at the end of each month. Missed Sundays beyond advanced notified or scheduled dates will be charged. Vendors beginning in the middle of a dated period will be pro-rated. Payment is expected within two weeks of the invoice date.

Western Branch Farmers Market opens every Sunday, year-round, rain or shine. Vendors are expected to attend every Sunday of their agreement. If attendance becomes an issue, the market will suggest a change in status for future season. The market will close during weather constituting a natural disaster or state of emergency that would make operation a safety hazard to vendors and customers. Depending upon the circumstances, this may include cancellation, delayed opening, early closure or immediate evacuation until further notice. Notice will go out in email, social media and by phone when possible in advance. Otherwise, the market manager will make announcements onsite. The Market takes into consideration that many vendors have perishable product and market cancellations are not considered lightly. Regular vendor participation is critical to the habitual attendance of our customers and will ultimately benefit all the vendors. In the event of less-than-desirable weather, vendors should prepare their displays appropriately. Vendors must notify the market manager as soon as possible in the event of absence due to extenuating circumstances. Continued absences will result in the Market and vendor revisiting their contract. The Market reserves the right to add similar alternative vendors during absences to eliminate empty stalls.

Vendors are required to be in place, open for business, at the start of the market and must remain set up for business until the end of the market. Vendors who sell out of product can use this opportunity to market and educate consumers who may return to purchase product at the next market.



Western Branch Farmers Market

Vendor Application (page 5)

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Vendor Market Information

Vendors supply their own tents, tables and other equipment. Vendors of on-site food and drink must provide trash receptacles for general public use and remove trash from the area at the end of the day. There is no on-site trash for the market.

All vendors agree to abide by all requirements of pertinent overseeing agencies (i.e. health department for licensed food distributors). The Market reserves the right to request copies of permits and licenses. Vendors will also agree to abide by rules and regulations as determined by the City of Chesapeake entities for market operation (i.e. fire codes). Additionally, vendors agree to abide by all safety requirements presented by the farm market.

Loading/Unloading

Vendors may load/unload their products and tents next to their sites, but may not block other vendors from doing so. Immediately upon unloading, Vendors must move their vehicles to a designated vendor parking space within close proximity allowing vendors to restock/retrieve necessary items. Vendors are required to unload their vehicles quickly and move them to parking areas prior to setting up their spaces. Set up and break down times are one hour prior to and one hour past market times unless granted advanced permission.

Appearance

All vendor associates attending the market should represent their companies and the market in a professional manner. Appropriate attire should be worn (for instance clothing—not undergarments). Appropriate language should be used at all times.

Noise such as yelling, music, etc. can interfere with adjoining vendors' ability to promote their product and is prohibited without advanced permission.

The use of regulated or illegal substance will not be allowed on site. Additionally, the smell of smoke from legal sources (cigarette, cigar, pipe) interferes with the ability to market certain products with scent. We ask that vendors remove themselves from the immediate market area to partake in smoking breaks.

Arguing and/or other disturbances between vendors and other vendors or vendors and customers detracts from the general market impression and will not be tolerated. Booths must be orderly and tent legs must sit on or within the marked parameters. All product and signage must fit within the designated booth footprint and may not be placed outside the designated area or into other vendor areas unless by permission.

Pricing and other product information (USDA Organic, etc.) must be clearly displayed at all times. Pertinent licenses and permits must be available on-site.

Products

For products not made, grown or harvested by the vendor themselves, the vendor must acquire approval. Sale of products (such as baked goods) using product grown, harvested or processed by another party, documentation of local or regional authenticity may be required.



Western Branch Farmers Market

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Products represented will meet the requirements determined by the City of Chesapeake as allowable for farmers markets (see attached). Should a vendor product lineup change without notification to the market manager, the market reserves the right to withdraw the market vendor agreement. Vendors will notify the market of changes in product offerings.

Market Operations

Vendor booth placement will be determined by parameters that benefit the market as a whole. Vendor requests will be taken into consideration.

Vendors will be chosen based on a variety of factors, including zoning requirements, product variety, availability and the need of the market to create an enjoyable and valuable experience for the customers. The overall health and stability of the market benefits all the vendors.

All vendors are required to collect appropriate taxes and are responsible for paying all taxes.

Booth payments will be invoiced and due within 10 days of receipt.

Vendors will provide their own tables, tents, weights, chairs, inspected scales, money for change, credit card processing equipment, etc. for their own use at the market.

There are restrooms available within the mall for vendor and customer use, however the market has no running water or electricity. Generators are permitted but must be approved. Only quiet generators (up to 75 decibels) will be permitted within the immediate selling area. Vendors with louder generators will be placed at the discretion of the Market.

Scales must be registered as legal for trade and meet local and/or state regulations for commercial scales. They must be visible to the customer at all times.

Injuries or accidents must be reported immediately to the market manager. Vendors and customers of the market attend at their own risk.

Both the market and the vendor agree to abide by the terms and conditions of this application.

Vendor Name: _____ Vendor Company: _____

Vendor Signature: _____ Date: _____

Market Representative Signature: _____ Date: _____

City of Chesapeake Zoning Requirements for Market Vendors

Farmer's Market: A building, structure or place used by a group of farmers or producers to conduct and open air sale of locally or regionally produced agricultural, horticultural or aquacultural produce, such as vegetables, fruit, herbs, grains, mushrooms, flowers, potted or bedding plants, honey, meat dairy, egg, fish, shrimp, oysters or clams, directly to the public on a regular basis. Handcrafted products (such as wooden furniture or textiles), value added products (such as jam, beeswax candle) or other handmade food products (such as baked goods) may be sold, but the total sum of vendors of these goods may not comprise the majority of the vendors. All products offered for sale are to be grown, raised or produced, at least in part, by the vendors: the resale of products is not permitted. For purposes of this definition, locally or regionally produced shall include any agricultural, horticultural or aquacultural produce that is grown, raised or produced either (1) within four hundred (400) miles of the city; or (2) in the Commonwealth of Virginia or the State of North Carolina. No produce or products shall be labeled or otherwise identified as "local" unless grown, raised or produced within one hundred (100) miles of the city. For purposes of this definition, value added items shall include items that are derived from or contain a main ingredient from the agricultural or horticultural produce on sale at the farmers market.

Food Trucks and Foods Prepared on Site: Food trucks or restaurants wishing to apply must adhere to the City of Chesapeake zoning requirements that the majority and the main ingredients in the dishes must be from local or regional produce or other ag products.

Baked Goods and Prepared/Packaged Foods: wishing to apply must adhere to the City of Chesapeake zoning requirements that the majority and the main ingredients in the dishes must be from local or regional produce or other ag products.

Preserves, Jams, Fruit Butters, Sauces and Salsas: Preference will be given to vendors growing these items themselves, Documentation of local or regional ingredients may be requested.

Handmade or Crafted Products: Crafters and artisans wishing to apply must adhere to the City of Chesapeake zoning requirements that the majority and the main ingredients in the dishes must be from local or regional products.

Herbs, Flowers, Mushrooms, Bedding Plants: These items must be grown locally by the vendor. Resale is not permitted.

