

**The Market @ Second Stage
Application 2021**

VENDOR or BUSINESS NAME: _____

CONTACT PERSON: _____

STREET ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____

EMAIL: _____

What type of produce/products would you like to sell at the market?

I produce processed foods (canned, baked, etc.) and operate under

___ Virginia's Inspected Kitchen regulations

___ Virginia's Cottage Food Laws

I am applying as a:

___ **Online Vendor Only:** I understand the requirements for online vendors and will report any changes to items in a timely manner. I understand I will be paid monthly by Second Stage for orders and that the 10% fee will be withheld from the checks.

___ **Table Vendor Only:** I understand the requirements for table set-up and will notify market manager no later than Tuesday of each week if NOT planning to attend on Thursday. I understand there is a fee of 10% of sales which must be provided to the market manager at check-out.

___ **Both Online/Table:** I understand the requirements for both seasons.

I DO/DO NOT (select one) give permission for any photos, videos, audio or other recordings or images in which I appear to be used by Second Stage or Amherst County for promotional purposes.

I have read, understand, and agree to comply with the Market Policies. I further certify that all products offered for sale are grown or produced by myself and that I will not offer items purchased for resale.

SIGNATURE: _____

PRINTED NAME: _____ **DATE:** _____

Questions/Concerns: contact Mary Hurst; SecondStageMarket@gmail.com; 757-268-2299

The Market @ Second Stage Policies 2021

MISSION: Second Street Farmers Market is a dynamic producer-only marketplace that promotes the sale of agricultural and specialty products, and encourages better nutrition through healthy food preparation and eating habits. The market offers a lively community gathering place featuring local farmers, artisans, musicians, and other entertainments to enhance the consumer experience.

LOCATION: The Market is located on the grounds of Second Stage at 194 2nd St., the corner of Washington and Second Streets, in downtown Amherst, VA 24521.

ELIGIBLE VENDORS LIVE IN AMHERST AND SURROUNDING COUNTIES:

This Market is a producer only market. A **Producer** is defined as a person(s) who grows, produces, or makes a product. Producers may sell farm and kitchen products as well as arts and crafts however, live animal sales are not permitted. No purchased items are permitted for resale at the market. All items are subject to pre-approval by the market manager.

Vendors must be willing to answer questions about their products and possible verification, including a site visit. Failure to participate in a site visit, verification requests, or providing inaccurate information will result in restriction of products or dismissal from the market.

Vendors are expected to comply with all applicable regulations for food products (for more information, please refer to <https://www.vdacs.virginia.gov/dairy-kitchen-food-services-businesses.shtml>). Vendors are solely liable for their own products. Vendors are responsible for reporting weekly sales and paying the 10% fee prior to leaving the site. Payment of applicable sales tax is the responsibility of the vendor.

The market serves a wide community of shoppers and as such vendors are expected to refrain from politically-focused activities, outreach booths, or other activities not specifically related to the market.

MARKET DATES AND HOURS: The winter online Market is held from the first Thursday in November through the last Thursday in April from 4:00 – 5:00. Customers submit a preorder and prepay using a shopping list published no later than Monday 8 am. Vendors are to submit any updates by 8 pm Saturday and are limited to a total of 24 items. Orders are accepted until 8 pm on Tuesday for pickup that Thursday. Vendors receive their orders by 8:30 pm on Tuesdays. Vendors will also receive an email Wednesday morning confirming the total dollar amount of orders for that week. It is the responsibility of the vendor to balance the totals and notify the market manager on Wednesday of any discrepancies. Vendors are paid by Second Stage the first Thursday of each month for the previous month. The 10% market fee is withheld from the checks.

The summer market includes online as well as in person sales, and runs from the first Thursday of May through the last Thursday of October. Table set-up and delivery of online orders runs from 2:30 -3:15. The summer market is open for customers and pickups from 3:30 – 5:30. Vendors may begin preliminary take down prior to 5:30 as long as it does not impact customers or other vendors. Vehicles will not be allowed in the market area until 5:30. Accurate sales information must be reported and fees paid to the market manager before leaving the market. Envelopes can be provided if you are not able to check out in person.

Vendors should make every attempt to contact the manager by phone (757-268-2299) prior to 2:30 on Thursday if unable to attend on any given week. Should a vendor not arrive by 3:00, their regular space may be assigned to another vendor. Short-term vendors must check in with the market manager upon arrival and will be assigned a temporary space.

Second Helping is a program which runs on grants and private donations. Under this program, produce and other farm items are purchased at the end of each market and delivered to organizations to meet community food needs. Any processed foods must be labeled with ingredients. The Second Helping manager establishes the weekly budget and makes purchases from the vendors. These sales are considered part of the market sales and are to be reported during the check-out process. The 10% market fee applies to these sales as well.

SPACES: The market spaces are set up to allow vendors to pull into a space and sell from the back of their vehicle. The spaces are generally 10' to 12' wide. A maximum of two spaces may be assigned to a single vendor. Displays and tents must not extend beyond the assigned space. The market manager determines the location of each vendor and, if necessary, may request that a vendor relocate. Vendors may bring additional workers as needed, but only one vehicle per vendor is permitted within the market area. Each vendor is responsible for setting up a stand in an attractive manner. All equipment and furnishings are the responsibility of the vendor.

OTHER:

- Prices for items must be clearly displayed.
- Foods must have ingredient and preparation labeling that follow state regulations.
- DO NOT use words or other marketing terms that require specific certification.
- Remove all trash, debris, boxes, etc. at the conclusion of each market to avoid a cleanup charge.

Vendors who engage in any of the following are subject to suspension or expulsion:

- Careless or willful destruction of Market property.
- Smoking or the use of any tobacco products while on the premises.
- Possessing or being under the influence of alcohol or illegal drugs while at the market
- Threatening or assaulting a fellow vendor, market management, or the public.
- Using obscene language toward fellow vendors, market management, or the public.
- Using racist, sexist, or ethnic slurs.
- Harassing fellow vendors, market management, or customers.
- Bringing a gun, knife, or other weapon, concealed or displayed, onto Second Stage premises.
- Engaging in rude or unprofessional behavior or disorderly conduct, even if the behavior is not expressly forbidden by regulation or laws.

Vendors shall hold the Market at Second Stage, Second Stage Management, Amherst County, and the Town of Amherst harmless from any liability whatsoever that results from their activities at the Second Street Market.

Please retain the Farmers Market Policy for future reference.

Questions/Comments: SecondStageMarket@gmail.com