

HARRISONBURG FARMERS' MARKET

P.O. Box 669
Harrisonburg, VA 22803

2008 INFORMATION AND GUIDELINES

LOCATION: The Municipal Parking Lot in Harrisonburg on South Liberty Street, across from the Daily News Record.

TIMES: Tuesday and Saturday from 7:00 AM until 1:00 PM. starting Saturday, March 22 and running through the end of December. Specific winter market days will be chosen at a later date.

WHAT CAN BE SOLD: The Harrisonburg Farmers' Market was founded on the Producer-only principle: Vendors agree to sell only products that they have raised or produced (as mandated by City Ordinance). Selling of items purchased from, or provided by, another producer, wholesaler, or market is not permitted. Producers found in violation of this rule will be asked to remove the item(s) in question and/or relinquish their space and forfeit any fees paid to the Farmers' Market. Complaints of suspected violations must be formally submitted to the Market Manager. Complaints will be kept confidential and a site visit may be scheduled. All producers agree to random unannounced site visits. Prepared food items generally are also subject to Virginia Department of Agriculture and Consumer Services (VDACS) and/or Health Department regulations. It is the responsibility of each producer to be knowledgeable of, and abide by, all regulations pertinent to their individual operation. Cooking is permitted at the market, based on specific Board policy and with prior approval. The sale of cooked meats, game, poultry or fish is allowed if the food comes from a VDACS inspected and approved kitchen and is maintained at proper temperature until sold. In order to sell raw, fresh or frozen meat, game, fish, or poultry, each item must be raised by the producer, meet all governmental regulations for retail sale and must be maintained at an approved temperature until sold. In some cases the item may also be required to carry a USDA label. Eggs, poultry and rabbit are examples of farm products that do not require a USDA label, but they do need to be labeled properly and held at proper temperature. Products may not be represented as organic unless the producer/farm conforms to the standards established by the appropriate governmental agency. Terms such as "minimal spray", "no spray" or "free-range" may be used as long as they accurately reflect farming practices. **Vendors wishing to sell handcrafted items must submit all items for review and approval.**

SALES TAX: State Law requires market participants to register with the Virginia Department of Taxation, and to collect and report sales taxes. Information and applications can be obtained from the Virginia Department of Taxation, phone (804) 440-2541. PO Box 1114. Richmond, VA 23218-1114. www.tax.virginia.gov

FEES: The HFMA requires the application below and a \$70.00 yearly fee for each vendor space, due on or before the first day a producer starts selling. In an effort to build the Tuesday market, the yearly fee will drop to \$50.00 for Tuesday only vendors. A daily sales fee of 5% of gross daily sales is charged for each day of the Market. Sales fees are due monthly, on or before the 20th of the month following, and will be collected by the market manager. Monthly calculation sheets and envelopes will be provided to each vendor by the Market Manager.

PERMITS: In addition to the HFMA application, Sellers must obtain a Producer's Permit from the Commissioner of Revenue's Office on the first floor of the Municipal Building, located at 345 South Main St., Harrisonburg. There is no charge for this permit. Producers of hand-crafted non-produce items must also obtain a Retail Merchants License from the Commissioner of Revenue. All permits, including your sales tax permit, must be displayed by the seller. Vendors selling prepared foods **must** also have a VDACS inspected kitchen.

PARKING AND SPACE ASSIGNMENTS: Vendor Spaces will be determined by the Market Manager and/or Assistant Manager. Vehicles should be parked at right angles to the curb. Vendors may make specific location requests however; the overall smooth operation of the Market will be the primary consideration. Vendors hours, days and months of operation as well consistency of attendance will be included in the overall decision.

ADVERTISING: We now have a website which includes a listing of individual vendors. Vendors are responsible for getting their information to The Market Manager so it can be added to the website. We receive radio publicity from Linda Kelley of Market News (VA Department of Agriculture). Linda can be reached at 434-0779. We advertise regularly in the DNR during the Market Season. Specific advertising may be requested and will be honored whenever possible.

SCALES: Scales used at the market are subject to inspection by the Bureau of Weights and Measures and must be legal for commercial use. Virginia Weights and Measures Association 804.786.2476 dale.saunders@vdacs.virginia.gov

INSURANCE: Sellers are personally responsible for any liability arising from the display or sale of their products at the Harrisonburg Farmers' Market. To protect yourself and your customers please be sure you have suitable insurance coverage.

MARKET ELIGIBILITY: Membership is limited to producers living in the Counties of Rockingham, Augusta, Shenandoah and any cities existing within the boundaries of these counties. Producers from other adjoining areas with products that would broaden or enhance the diversity of the Market will be permitted upon approval of three members of the Board of Directors.

GOVERNMENT: The Harrisonburg Farmers Market Association (HFMA) was incorporated in 1994. Membership is automatic upon approval of the attached application to sell and receipt of the \$70.00 annual fee. The Association is operated by a Board of Directors elected yearly for staggered two year terms. An annual business meeting is held the first Tuesday in December. A potluck dinner is followed by the yearly reports, an open forum for discussion and the election of new board members. Officers are selected by the Board at the first meeting of the New Year. The Market Manager is responsible for day to day details and answers directly to the Board. Your input is desired and welcome. Please feel free to contact any Board Member or the Market Manager with any thoughts, questions or concerns you might have and put December 2nd, 2008, on your calendar now!

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