



Olde Towne Curb Market

Located in historic downtown Smithfield, Virginia

www.VisitSmithfieldIsleofWight.com

2011 VENDOR APPLICATION

Seasonal Vendor: \$50.00 registration fee

One-Market-Only Vendor: \$25.00 registration fee

Please return pages 1, 2, and 3 of this application with your registration fee made payable to:

ISLE OF WIGHT COUNTY

Mail to: Kristin Wilda

Olde Towne Curb Market

Smithfield/IOW CVB

319 Main St Smithfield, VA 23430

(Office) 757.357.5182 (Cell) 757.375.3031 (Fax) 757.365.4360

Business/Farm name _____

Business/Farm owner(s): _____

Address: _____

City: _____ State: _____ Zip: _____

Farm Location: _____ City/County: _____

Phone: _____ (Home) _____ (Work) _____ (Cell)

Email Address: _____ Website: _____

Please check and specify the type of items **you grow or make**:

_____ Organic Produce or Products

_____ Soaps and Scents

_____ Produce

_____ Cheese and Cheese products

_____ Baked Goods and Prepared Foods

_____ Meat, Eggs

_____ Potted Flowers, Plants, Shrubs

_____ Livestock (please explain)

_____ Cut flowers and bouquets

_____ Other (please explain)

_____ Pickles, Honey, Jellies, Preserves
and Sauces

Please give a **detailed description** of your products. Important: We will be using descriptions of market goods in our advertising, so be specific. **Do not leave this section blank.**

If you are a new vendor, we require samples and/or photos of your products. A committee will be examining your application to decide if we can offer you a space in the market, so be as specific as possible in your description. If we receive your application and registration fee and make a decision that we cannot offer you space, we will return your registration fee to you.

Please list any items you plan to purchase from local farms for resale. Give the name and address of your farm contacts. Also list any co-ops or individuals that you plan to represent along with their contact information.

2011 Market Dates
All Markets operate from 9am until 12 noon

Place a next to the date of every Market you in which you plan to participate.

- | | |
|--|--|
| <input type="checkbox"/> March 26 "Spring has Sprung" Market | <input type="checkbox"/> August 6 |
| <input type="checkbox"/> April 16 Easter Market | <input type="checkbox"/> August 13 |
| <input type="checkbox"/> May 7 | <input type="checkbox"/> August 20 |
| <input type="checkbox"/> May 14 | <input type="checkbox"/> August 27 |
| <input type="checkbox"/> May 21 | <input type="checkbox"/> September 3 |
| <input type="checkbox"/> May 28 | <input type="checkbox"/> September 10 |
| <input type="checkbox"/> June 4 | <input type="checkbox"/> September 17 |
| <input type="checkbox"/> June 11 | <input type="checkbox"/> September 24 |
| <input type="checkbox"/> June 18 | <input type="checkbox"/> October 1 |
| <input type="checkbox"/> June 25 Olden Days Market | <input type="checkbox"/> October 8 |
| <input type="checkbox"/> July 2 | <input type="checkbox"/> October 15 |
| <input type="checkbox"/> July 9 | <input type="checkbox"/> October 22 |
| <input type="checkbox"/> July 16 | <input type="checkbox"/> October 29 |
| <input type="checkbox"/> July 23 | <input type="checkbox"/> Nov 19 Thanksgiving Market |
| <input type="checkbox"/> July 30 | <input type="checkbox"/> Dec 3 "Deck the Halls" Market |
| | <input type="checkbox"/> Dec 17 "Jingle Bells" Market |

CAREFULLY REVIEW PAGES 4-6 BEFORE SIGNING THE AGREEMENT AND RELEASE BELOW

By signing below, I certify that I have read and do agree to abide by the rules and regulations of the Olde Towne Curb Market as outlined on pages 4-6 of this document. Further, I also agree to hold the Market Manager, Olde Towne Curb Market Management, Isle of Wight – Smithfield Tourism, Town of Smithfield, County of Isle of Wight or Virginia Cooperative Extension, and Bank of Southside Virginia (BSV) harmless from all liability or responsibility whatsoever for personal injury, property damage or wrongful death however caused, including, but not limited to, the negligence of the above referenced parties, whether passive or active, that results from my activities at the Olde Towne Curb Market.

Signature_____

Date_____

Return pages 1, 2, and 3
with your registration fee payable to “Isle of Wight County” to:

Kristin Wilda
Olde Towne Curb Market
Smithfield/IOW CVB
319 Main Street
Smithfield, VA 23430

KEEP PAGES 4, 5, AND 6 FOR YOUR INFORMATION

MARKET REGULATIONS AND INFORMATION

*Welcome to the 9th season of the
Smithfield & Isle of Wight Olde Towne Curb Market!*

MARKET OBJECTIVES:

- To provide a venue for area growers/producers to sell their products directly to the public
- To provide consumers with a variety of fresh regional products
- To create an attractive atmosphere promoting agri-tourism and trade with local merchants

MARKET DATES AND SITE

The Old Towne Curb Market will be open on Saturdays, rain or shine, as long as the safety of the vendors and customers is not at risk. Market selling hours are 9am until noon.

2011 Market dates: March 26; April 16; May 7, 14, 21, and 28; June 4, 11, 18, and 25; July 2, 9, 16, 23, and 30; August 6, 13, 20, and 27; September 3, 10, 17, and 24; October 1, 8, 15, 22, and 29; November 19; December 3 and 17.

Location: The market operates in an open, paved parking lot behind the Bank of Southside Virginia, 115 Main Street, Smithfield. There are no non-paved areas and VERY limited electricity. Garbage must be removed from the site and not placed in any town trash bin or nearby private trash bin.

Tents and Supplies: All vendors must furnish their own umbrellas or shade tents, tables, chairs, ice, scales, and anything else required to sell their products. Rental tents are available through Skip Sharpley at S & B Tent Rentals: (757) 448-7327. The tent will be set up and taken down for you for \$20; tables are \$5.00. You must contact Skip by 5:00 pm the Friday before the market to place your order.

Signage: To promote a professional and consistent look to the market, each vendor is required to have a hanging sign (no smaller than 11"x17") to identify his/her business. You may provide your own signage or if desired, the market has available a full-color 12"x24" vinyl banner (hemmed and with grommets for hanging) at a cost of only \$10.00 if ordered before April 1, 2011. After April 1st the cost will be \$15.00. Your banner will be personalized with your business name and may be used at our market as well as any events you attend.

MARKET OPENING, CLOSING AND ATTENDANCE

The site will be available for set-up starting at 7:30 a.m. every Saturday. Vendors must be in attendance when scheduled, set up by 8:30 am, ready to sell by 9:00 am, and available for business until closing of market. The market operates 9:00 a.m. – 12:00 noon. Leaving early is prohibited.

SPECIAL NOTE: NO vehicles may be operated on the market lot after 8:45 am. Make sure you are unloaded and your vehicle removed by that time. NO EXCEPTIONS.

Early sales: As this is an open air market, shoppers will be wandering in from about 8:30 a.m. on. Vendors are encouraged to be set up and ready to sell in case early shoppers arrive.

Attendance: A vendor is expected to attend all markets s/he has indicated on the application. If unable to attend a market, s/he is expected to inform the Market manager before 5:00 pm on the Friday before the market. (In case of an emergency, please see or call the manager as soon as possible.) If the vendor does not fulfill his/her contractual obligation two (2) times to inform the market manager of absences, the market manager reserves the right to re-assign the vendor's space or replace the vendor.

The Following are Prohibited During Market Hours

- Selling during a lightning storm
- Electrical generators (without approval of market manager)
- Damage to the asphalt
- Selling of any items bought from a wholesaler, retailer or processed outside a 100-mile radius without permission of the Market (exceptions made for seasonal produce)
- Processed foods not in compliance with health department and Virginia Department of Agriculture regulations
- The slaughtering of any animals on site
- Cooking within the market area without prior approval by the Market manager
- Distribution of political campaign (or religious) materials without approval of market manager

FEEES

Vendor Deposits: The registration fee accompanying the application is non-refundable and is needed to secure your space. No application will be processed without the fee.

Market fees: Vendors will remit either 5% of their gross daily sales or \$5.00 (whichever amount is greater) along with a sales report form provided by the Market Manager by the end of the closing market or by close of business the Tuesday following the Market. Checks should be made payable to Isle of Wight County and should be given directly to the Market Manager or brought/mailed to the Tourism office at 319 Main Street.

SPACE ASSIGNMENTS

Each vendor space is approximately 15' X 15.' The market manager will map out the vendor spaces before each market. Those vendors who participated in the market last season will be given preference in space assignments. However, no vendor's space assignment is guaranteed from week to week, so vendors are expected to be flexible and cooperative, especially when larger markets are held.

ELIGIBILITY

Participation is open to regional growers/producers within a 100-mile radius of Smithfield. The Market is a producer/processor-only market. **There is no reselling of items bought from a wholesaler or retailer.** Note: Exceptions may be made at the discretion of the Market for those selling produce available only in areas outside the 100-mile radius. Vendors are required to prominently post the origin/location of each/any product(s) if they are grown outside a 100-mile radius. The market manager reserves the right to re-assign the vendor's space should the vendor refuse compliance.

The market manager has the right to request documentation of the product(s) in question from the vendor and inspect items prior to, or on the day of sale to confirm their eligibility. Items for sale should fall into one of the following categories:

Grown or landed locally

1. Edible – any food item grown or raised (from weaning) locally by the vendor or fish or seafood caught or landed locally, including live animals commonly used as food. Examples include eggs, meat, fowl, nuts, herbs, and all fresh fruits and vegetables.
2. Non-edible – all decorative or immature plant material. Examples include potted herbs and flowers, potted fruit-bearing plants and shrubs, and cut flowers.

Processed or Value-added

The market assumes that the items offered for sale will be distinctly different from their raw ingredients. Items may expressly **NOT** be purchased and re-packaged to be sold at the market. The market manager has the authority to make allowances for products processed outside the 100-mile radius if necessary.

1. Edible – foods processed by the vendor. Examples include dried fruits or vegetables, baked goods, pasta, granola, jam/jelly, cider, vinegar, relishes, milk and milk products, cheese, and honey (must be from local hives). All processed foods must be certified by the Virginia Department of Agriculture. Any

vendor selling processed pickles, salsa, canned fruits and vegetables, baked goods or any other prepared food item must have their kitchen inspected and approved by the **VA Department of Agriculture inspector, Joe Ferguson, (757-357-3416)**.

2. Non-edible nature related products: examples include wreaths, dried flowers, soap, scents, baskets, wool and other fiber products.

REQUIREMENTS

All vendors must complete an application, sign a hold harmless agreement, and read and sign the rules and regulations before being allowed to sell any product.

Many items are subject to USDA, Virginia Department of Agriculture and Consumer Services and/or Health Department regulations. It is the sole responsibility of the producer to understand & abide by these regulations. Vendors must contact these agencies for inspection and approval.

Vendors are liable for their own products and responsible for adhering to the Department of Agriculture’s policies & procedures when dealing with prepared foods, selling prepared foods or offering samples at the Olde Towne Curb Market. A copy of all required licenses should be filed with the vendor’s application if applicable. Please provide a copy of current inspection report from the Virginia Department of Agriculture.

Collection of Virginia sales tax and compliance with the Virginia Department of Taxation is the responsibility of the vendor. See <http://www.tax.virginia.gov/site.cfm?alias=SalesUseTax> or call (804) 367-8037.

Market management, the Town of Smithfield, the County of Isle of Wight, and/or the Bank of Southside Virginia (BSV) will not be held liable for the products offered by vendors. Product liability insurance is the sole responsibility of the vendor.

The market manager reserves the right to, with reasonable notification, visit and inspect the vendor’s growing area or processing facility, and request documentation of the products in question.

**Food Safety and Inspection
(757) 363-3909**

Call this number with questions about all food products sold at retail, including but not limited to processed, canned fruits and vegetables; pickled products; vinegar products; meat and poultry; fish and seafood; and baked goods.

CONTACTS	
Local VDACS Inspector Joe Ferguson	(757) 357-3416
Dairy & Foods	(804) 786-8899
Meat & Poultry	(804) 786-4569
Organic Certification	www.virginiagrown.com
VA Tech Food Process Institute	(540) 231-8697
Weights & Measures	(804) 786-2476
General Information	www.vdacs.virginia.gov/vagrown

READ AND SIGN THE AGREEMENT AND RELEASE ON PAGE 3 OF THIS APPLICATION AND RETURN IT ALONG WITH PAGES 1-2. YOUR SIGNATURE ON PAGE 3 IS REQUIRED FOR THE APPLICATION TO BE CONSIDERED COMPLETE. KEEP PAGES 4, 5, AND 6 FOR YOUR OWN INFORMATION.

Contact information: Kristin Wilda, Market Manager
 Email: kwilda@isleofwightus.net Telephone: (757) 375-3031