

Clarke County Farmers' Market 2024 Vendors Manual

Who We Are

The Clarke County Farmers' Market Association – a non-profit 501-C6 – manages a venue from May through October in downtown Berryville, Va., that offers fresh, local products; showcases local artisans and businesses; provides a community gathering place; and supports the Clarke County economy.

Contact Information

CCFMA

P.O. Box 1266

Berryville, VA 22611

manager@clarkecountyfarmersmarket.com

www.clarkecountyfarmersmarket.com

Rules and Regulations

- 1. Clarke County Farmers Market Association accepts vendors from Virginia, West Virginia, Maryland and Pennsylvania.** The executive committee will give preference to vendors that reside locally to the market, but all are encouraged to apply. The committee will also give preference to full time season long vendors as well as to local farmers, producers and artisans. Vendors must submit applications prior to the start of each market season using the website managemymarket.com. Paper applications can be submitted (attached to this manual). Please remit paper applications to P.O. Box listed above. Each vendor that will be selling anything that you or your authorized representative will grow will need to complete a producers' certificate (attached to this manual). Vendors that process food items from their own produce will need to have a Kitchen Inspection Report completed by VDACS or your appropriate state agency.

2. **Clarke County Farmers' Market operates at 317 West Main Street, Berryville, VA** (CCPS Administration Building) **8 a.m. to 12 noon every Saturday, May through October.** Vendors need to arrive in a timely manner in order to be ready for business by opening of the market. Participation during inclement weather is left to the discretion of the individual members. Vendor refunds cannot be made if a vendor decides not to participate due to inclement weather.

3. **Annual vendor fees-payable to CCFM on or before the first market day are:**
 - Single 10x10 \$500 (26 weeks; full season)
 - Double 10x20 \$700 (26 weeks; full season)
 - Single 10x10 \$300 (13 weeks)
 - Single 10x10 \$50 (daily; artist/crafter)
 - Single 10x10 \$50 (daily; retail sale of products made by others)
 - Single 10x10 \$25 (daily; non-profit organizations e.g. scouts, 4-H, etc.)Pricing for any other requested space allotments or changes during the season will be determined on a case-by-case basis by the Executive Committee. There are no guarantees for non-standard stall space requests. Fees are solely spent on advertising, market insurance, contract work and other needs appropriate for a non-profit organization.

4. **Clarke County Farmers' Market vendors sell the following:** fresh fruits, vegetables, fresh and dried herbs, bedding plants, cut flowers, dried flowers and wreaths, home-baked goods (without egg or cream base) , local honey, herb vinegars, sweet cider, fresh and/or frozen meats and poultry, eggs, cheeses, properly-labeled home-processed preserves, jams, jellies, pickles, relishes , chutneys, soups, dips, sauces, fermented foods, teas, salves, soap, herbal medicines and artisan craft objects. Vendors selling these items must produce 100% of the item they sell. Any deviations from this requirement are at the discretion of the Clarke County Farmers' Market Executive Committee.

5. **Non-producing local retail vendors may be permitted to sell at the Clarke County Farmers' Market with review and approval by the Clarke County Farmers' Market Executive Committee.** Non-producing local retail vendors may apply to the Clarke County Farmers' Market but will be

reviewed on a case by case basis by the Executive Committee.

6. **Each vendor is responsible for complying with all federal, state and local laws and regulations.**
7. **Vendors should be present with produce or products every scheduled Saturday, May through October.** Exceptions may be made for producers of specialized and/or seasonal produce that have a limited season such as blueberries. *No fees will be refunded.*
8. **Missed Market Policy :** If a vendor is unable to attend a scheduled Saturday, they are required to give appropriate notice by emailing/texting the market manager/on-site manager no later than 6am the day of. If a vendor does not provide adequate notice and fails to appear, a \$10 missed market fee will be incurred. Missing three or more markets, with no notice, will result in suspension/potential termination of contract, at the board's discretion. *No fees will be refunded.*
9. **Vendors must set up no later than 7:45 a.m.** Late arrival means space may be forfeited. *No fees will be refunded.*
10. **Vendors sell from their assigned spaces, determined at the beginning of the market season or the week prior to the market date by the Market Manager.** Tents, canopies, signage and display racks must fit within the assigned space and be securely anchored in case of unpredictable weather conditions.
11. **Vendors must obtain liability insurance (\$1M)** with an option of naming CCFM as an additional insured. Clarke County Farmers Market management is not responsible for any loss or damage incurred by vendors.
12. **Third-party substitute vendors may occasionally participate** in the market on behalf of absent principal vendors ONLY with advance approval of the Market Manager and/or an Executive Committee member. Subsequent season acceptance of vendors is determined in large part on the previous year's participation and reasonable communication regarding absences. No fees will be refunded.
13. **Children under age 17 may be market vendors** if accompanied by a parent

or legal guardian.

14. **CCFM vendors, their agents, employees and family members are to behave in a businesslike and professional manner.** CCFM reserves the right to remove unruly persons and/or to terminate their participation in future market days. *No fees will be refunded.*

15. **Busking (performing for voluntary donations) is allowed** at the Clarke County Farmers Market with advance approval by the Market Executive Committee. Contact the Market Manager regarding scheduling and location.

16. **Bake Sales or other fundraising requests** may be submitted but must be authorized by the Market Manager or CCFM Executive committee and are based on space availability and potential conflict of interest with other events/vendors at the market that week.

17. The CCFM Executive Committee reserves the right to amend this vendor manual at any time.

Agreement to abide by the Clarke County Farmers Market Associations Rules and Regulations:

This agreement is made between the undersigned Farmer and/or Producer and the Clarke County Farmers Market Association. This Agreement is for the 2024 season. By signing this agreement, the Farmer and/or Producer also agrees to have read and to follow the Rules and Regulations and Product Guidelines outlined in the 2024 Vendor Manual.

1. Insurance

I agree to furnish Clarke County Farmers Market with a certificate of insurance in force evidencing general liability and property damage, including products coverage, in an amount of not less than \$1,000,000.

2. Local, State and Federal Regulations

I agree to abide by all local, state and federal regulations as they apply to the products I sell at market including procurement, processing, storage, packaging, labeling and sale of final product. It is my responsibility to know and understand these regulations, obtain all necessary permits, and ensure that those permits are valid throughout the market season.

3. Admission, Suspension and Termination

I acknowledge that market space assignments are made at the discretion of the market management. Admission to the Clarke County Farmers Market does not constitute a guarantee to sell in the market during the market season. This agreement is a revocable license, and any misconduct or violation of this agreement may result in suspension or termination at the discretion of the market management. Missing three or more markets without reasonable notice will result in suspension and/or termination, at the board's discretion.

4. Indemnification

I acknowledge full responsibility for all activities conducted throughout the term of the market season and agree to indemnify and hold harmless Clarke County Farmers Market Association and the Town of Berryville VA, against any and all liability loss, damage, damage expense, suits, claims penalties or judgment arising in connection with the undersigned's operation at the market. I shall at my own cost and expense, defend any and all claims arising in connection with the undersigned's operation at market, which may be brought against the Clarke County Farmers Market Association.

I have read and understand the Clarke County Farmers Market Associations Rules and Regulations and Product Guidelines, and agree to abide by them. Any false statements I have made on this application will void this contract and be grounds for dismissal. I certify that the information I have provided Clarke County Farmers Market Association on my application is accurate and complete and that any additional information I may need to submit to verify claims made in my application will also be accurate and complete.

Signed: _____

Dated: _____

**Clarke County Farmers' Market
Vendor Application (updated for
2024)**

Application Due Mar 1, 2024. Please remit the application as soon as possible. There are limited stall spaces available at this market and they will be filled on a first come/first serve basis. Applications may be accepted after the due date, especially in a case where a vendor may fill a role not being met currently at the market.

Name: _____

Business Name: _____

Address: _____

Telephone: _____

Cell: _____

Email: _____

Description of all products sold:

Vehicle(s) used at the market: _____

- Check One: _____ \$700.00 Full Season (26 weeks) 10x20
_____ \$500.00 Full Season (26 weeks) 10x10
_____ \$300.00 Half Season (13 weeks) 10x10
_____ \$50.00 Daily Fee Artist/Crafter 10x10
_____ \$50.00 Daily Fee Retail 10x10
_____ \$25.00 Daily Fee Non-Profit 10x10

I have read the Clarke County Farmers' Market Vendor Manual Agreement and Application. I agree that the Clarke County Farmers' Market and its members, the Virginia Cooperative Extension and its employees, and any other entities with whom the market maintains a professional relationship, will not be held liable for any injuries or damages incurred by me at the Clarke County Farmers' Market. I agree to hold the aforementioned harmless against any and all losses, claims or actions arising from my participation in the Clarke County Farmers' Market

Vendor Signature:

Dated:

Make checks payable to: CCFMA

Remit application, payment and supporting documents to:

**CCFMA
P.O. Box 1266
Berryville, VA 22611.**

The Clarke County Farmers' Market Association Executive Committee reviews all applications and notifies applicants of acceptance as soon as possible. Checks are returned to anyone who is not accepted for any reason

Acres/Square feet/# of Hives

Herbs	
Plants	
Cut Flowers	
Honey	

Other: _____

County Extension Agent Certification

Applicant: _____

Local County Extension Agent: I hereby certify the above named person(s) is, to the best of my knowledge, growing/producing the above listed crops on the land described above. I agree, upon request, to investigate any questions raised about the authenticity of these crops by an authorized representative of the Clarke County Farmer's Market.

Printed Name of Extension Agent: _____

Signature of Extension Agent: _____

City or County and State: _____

Mailing Address: _____

Telephone: _____

Cell: _____

Email: _____

Clarke County Farmers Market

2024 Market Calendar

Please Check the Saturdays that you will be participating in the market, given your best estimate at this time.

May 4		August 3	
May 11		August 10	
May 18		August 17	
May 25		August 24	
June 1		August 31	
June 8		September 7	
June 15		September 14	
June 22		September 21	
June 29		September 28	
July 6		October 5	
July 13		October 12	
July 20		October 19	
July 27		October 26	