



**DOWNTOWN SOUTH BOSTON FARMERS MARKET  
APPLICATION FOR SEASONAL AND DAILY VENDOR PERMIT**



**PLEASE PRINT AND COMPLETE ALL INFORMATION**

<b>TODAY'S DATE</b>	
<b>VENDOR NAME</b>	
<b>BUSINESS NAME (IF DIFFERENT)</b>	
<b>PHYSICAL ADDRESS</b>	<b>STREET</b>
	<b>CITY</b> <b>STATE</b> <b>ZIP</b>
<b>MAILING ADDRESS (IF DIFFERENT)</b>	<b>STREET</b>
	<b>CITY</b> <b>STATE</b> <b>ZIP</b>
<b>EMAIL</b>	
<b>CELL PHONE</b>	(     )
<b>ALTERNATE PHONE</b>	(     )
<b>SOCIAL MEDIA (FACEBOOK, INSTAGRAM OR OTHER)</b>	
<b>WEBSITE (IF APPLICABLE)</b>	

**FULLY DESCRIBE TYPE OF BUSINESS. LIST ALL ITEMS THAT YOU PRODUCE AND PLAN TO SELL. USE BACK PAGE AND ADDITIONAL PAGES IF NECESSARY.**

**EMERGENCY CONTACT INFORMATION**

<b>FIRST CONTACT NAME</b>	
<b>RELATIONSHIP TO YOU</b>	
<b>PHONE NUMBER</b>	
<b>SECOND CONTACT NAME</b>	
<b>RELATIONSHIP TO YOU</b>	
<b>PHONE NUMBER</b>	

DO YOU HAVE ANY ALLERGIES? Yes  No

<b>If you answered yes to allergies, please explain: -</b>
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**Please read the following application in its entirety. By signing at the bottom of the application, you agree to adhere to the By-Laws and Guidelines of the Downtown South Boston Farmers Market listed below:**

- Dates and times of Operation:** Monday through Saturday, daylight hours The Market will officially operate from the first Saturday in March through the last Saturday in November. Seasonal sales or use of the Market outside of these dates will be considered by the Board of the Downtown South Boston Farmers Market.
- Membership Fees:** In order to sell at the market, all vendors must pay a \$45 seasonal fee or a \$15 daily fee. Fees will be collected by a member of the Board of Directors of the Downtown South Boston Farmers Market. Fees are not refundable; checks should be made payable to the Downtown South Boston Farmers Market.
- Space Availability:** Covered space under roof is limited. Space is available on a first-come, first-serve basis. The south side of the upper shelter we ask that you unload your vehicle and move it out from under the shelter.
- Items Allowed:** Locally grown fresh fruits, vegetables, and other items such as baked goods, fresh juices or cider, pickled items, sorghum molasses, dried vegetables and fruits, fresh eggs, honey, jams, jellies, and potted plants and fresh-cut flowers. When selling dairy, meat or poultry products as well as all perishables you are obligated and responsible for compliance with the Virginia Department of Health (VDH) and the Virginia Department of Agriculture & Consumer Services (VDACS).
- Pricing:** The Downtown South Boston Farmers Market Board will determine price guidelines no less than once per week during the growing season. You can sell produce you raise, at the price set, or higher. Produce bought from another local producer/vendor for resale must sell at the same price as the other vendors.
- Market Requirements.** If you do not raise produce, then you cannot be a producer/vendor and sell produce at the Downtown South Boston Farmers Market. Locally crafted items may be sold along with or associated with produce or baked goods. Labeling and inspection of all food items are the responsibility of the vendor.
- Inspection:** If you have questions/concerns regarding inspection of any items, you may contact the Virginia Cooperative Extension office or contact VDACS at 804-786- 2373; FAX: 804-371-6097.
- Items Prohibited:** Flea market items, perishable food items or acidic based canned goods that fail to meet DHS and VDACS food safety standards. No wild game, flavorings, and live animals are allowed.
- Vendor Responsibility and Liability:** Each vendor is individually responsible for his/her products and for customer complaints/injuries sustained from products sold. Vendors should check with their insurance agent about adding this protection to their homeowners’ policy. It is highly recommended that you carry appropriate liability coverage. Vendors are responsible for cleaning their table and area before they leave for the day. It is also asked that vendors help with events and with maintaining the market.
- Approved Scales:** In order to sell at the Market all vendors must use scales that have been checked and approved by the Virginia Bureau of Weights & Measures of the Virginia Department of Agriculture and Consumer Services (VDACS). Special checking sessions will be held at the Market site periodically. No vendor selling produce by weight may sell without the use of an approved scale. Hanging scales are acceptable, but common kitchen-type scales are not

**COMPLETE APPLICABLE FIELDS ONLY**

<b>YOUR NAME:</b>	
<b>FARM OR BUSINESS NAME:</b>	
<b>EMAIL ADDRESS:</b>	
<b>PHONE NUMBER:</b>	

1. Identify the primary type of product that you will sell at this market this year, based on greatest revenue (select one):

- Produce\* 
  Meat & seafood 
  Dairy 
  Eggs 
  Plants & flowers 
  Value-added\* 
  Prepared food\*  
 Crafts/art/services 
  Alcohol 
  Other

**\*Produce** refers to fresh foods that farmers plant, grow, and harvest (e.g., fruits, vegetables, nuts, beans, etc.) The farmers do not process or minimally process the products.

**\*Value-added\*** refers to products that have been processed through baking, cooking, canning, drying, fermenting, preserving, or spinning techniques (e.g., baked goods, jams, dried fruit, viticulture, pickles, wool yam, etc.). Value-added products can be produced by farm vendors with their own raw ingredients, or by non-farm vendors, with ingredients grown by an outside source.

**\*Prepared food\*** refers to products that agriculture or non-agriculture businesses make from ingredients that they primarily purchase. They make the food at the market for immediate consumption (e.g., sandwiches, brewed coffee, etc.).

2. Are you a farm vendor? Answer yes only if you grow the items you sell at the market. Yes  or No

3. Own or lease and how many acres does your farm business: Own?  Acres? \_\_\_\_\_ Lease?  Acres? \_\_\_\_\_  
Please check "N/A" if not a farm business: N/A

4. How many acres do you cultivate, or use for grazing? Enter "N/A" if not a farm business. \_\_\_\_\_

5. Including yourself, how many people worked for your business either seasonally or year-round? Please include family workers (paid and unpaid, hired production or office workers, people hired to sell at markets, contract or custom hire farm labor, and paid interns or apprentices. If zero, enter 0.

Seasonal (worked 149 days or less): \_\_\_\_\_ Year-round (worked 150 days or more): \_\_\_\_\_

6. Is your business a women-owned business? Ownership refers to the equity, interest, or stock of the business. Select "yes" if 51% or more of your business is women-owned.

- Yes  No

7. Which of the following best describes the primary owner of your business? Ownership refers to the equity, interest, or stock of the business. Circle all that apply:

- White (not Spanish, Hispanic, or Latino)  
 Spanish, Hispanic, or Latino  
 Black or African American  
 American Indian or Alaska Native  
 Asian or Asian American  
 Multi-Racial  
 Prefer not to answer

8. How many years has the primary owner/operator of your farm been farming? Please enter N/A if not a farm business. \_\_\_\_

9. Is the primary owner of your business younger than 35 years of age? Ownership refers to the equity, interest, or stock of the business. Select 'yes' if 51% or more of your business is owned by someone younger than 35 years of age.

Yes  No

10. Does your farm or business hold Organic Certification (or in the 3-year transition process)? Yes  No

11. Provide the physical address of your primary point of production. Please include street address, city, state, and zip code.

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

By my signature below, I hereby make application for use of the Downtown South Boston Farmers Market and to become a member and have a voice in the Downtown South Boston Farmers Market. I understand that approval of this application makes my business a vendor at the Downtown South Boston Farmers Market from January 1st to December 31st.

This is to further certify that I am an independent local vendor/producer. I further agree to pay the established fees and to abide by the regulations of the Vendor Manual as enforced by the Executive Board of the Downtown South Boston Farmer's Market, and as appropriate, the town of South Boston or Halifax County. **As the undersigned, I further agree to bear full responsibility and liability for any defects in the food products I sell or any sickness or injury caused by the aforementioned food. The undersigned vendor also agrees to release the Downtown South Boston Farmers Market, Town of South Boston, and its representatives from responsibility or liability for any claims for damage or injury incurred or caused by the vendor during the operation of the market. The undersigned affirms that the products presented for sale at the market were produced by the vendor or the undersigned is an agent for the producer, and that the goods have not been bought for the express resale at the Market.**

I further agree to conduct myself in a manner that will not cause harm or malice among my fellow vendors. I also agree to allow the Board of Directors to inspect my farm(s) to ensure that I am growing the produce listed above. I understand that items not listed will not be allowed without approval from the Market Manager or President. By signing below, I hereby acknowledge that I have completely read, fully understand, and agree to adhere to the Vendor Manual for the Downtown South Boston Farmers Market.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

Please Print VENDOR Name: \_\_\_\_\_

**PAYMENT INFORMATION - CHOOSE ONE OPTION FOR SEASONAL OR ONE DAY/DAILY.**

ONE DAY/DAILY - FEE (\$15)       SEASONAL (\$45)

**MAKE CHECK PAYABLE TO THE DOWNTOWN SOUTH BOSTON FARMERS MARKET.  
SUBMIT COMPLETED APPLICATION WITH PAYMENT TO:**



**DOWNTOWN SOUTH BOSTON FARMERS MARKET  
MARKET MANAGER  
432 MAIN STREET  
SOUTH BOSTON, VA 24592**