



### What do I need to apply to the Warrenton Farmers Market?

1. Application – Retrieve from our website or office.
2. Virginia Tax Certificate – Register online at <http://www.tax.virginia.gov/>.
3. Annual Liability Insurance Certificate – Call your insurance provider for details.

To learn more about the basics of being a farmer's market vendor, visit "Virginia Grown" website at the [Virginia Department of Agriculture and Consumer Services](#), which provides invaluable guidance on Business Management, Food Safety, Marketing, and acquiring Liability Insurance.

### Why do I need General Liability Insurance?

General liability is designed to cover risks that may include bodily injury or property damage caused by direct or indirect actions of the insured; for example, it would cover a market canopy falling over during a windstorm and injuring a customer. It does not protect you should a food you sell cause a foodborne illness. To read more and see why you may also consider Product Liability Insurance visit the [Food Safety Network](#).

### Who gets accepted?

Returning seasonal vendors who occupied their space at least 20 times and followed Market guidelines during the previous season are guaranteed a reserved spot. If they attend the Annual Meeting, they may keep their old spot. New vendors are selected according to the diversity their product will bring to the Market. Unreserved vendor spaces are available on a limited, first-come-first served basis for part-time vendors. Craft booths are limited to 10% of the Market and may only be assigned after spaces have been filled with vendors producing agriculture products.

### What is the fee?

Saturday Market Vendor fees are \$100 per space for seasonal vendors and \$10 per space/per sale day for part-time vendors. Wednesday Market Vendor fees are \$50 per seasonal vendors and \$5 per sale day for part-time vendors. Part-time vendor fees will be collected by the Head Vendor at the beginning of each market day.

### What can I sell?

Produce, fruits, and homemade goods sold must be grown and made at farms located within the Commonwealth of Virginia. 80% of your products must come from your farm and 20% may be supplemented from other Virginia farmers.

### What can I not sell?

Any product not produced by a vendor or his/her household or produce not grown or produced in Virginia cannot be sold. Commercial products, flea Market, or second hand items are strictly prohibited. Non-profit fundraising sales are prohibited unless written permission is granted in advance by the Market Manager. Crafts are incidental to the purpose of the market, which is primarily an

agricultural operation. Not more than 20% of the gross proceeds of any vendor can be gained from marketing of crafts at the market.

### Do I need a Kitchen Inspection?

Certain low risk foods and acidified vegetables sold at Farmers Markets do not require inspection. Please review Virginia's New Home Kitchen Food Processing Exemptions as amended on July 1, 2013 (§ 3.2-5130 of the Code of Virginia) to see if your prepared foods are exempt from inspection by the Virginia Department of Agriculture and Consumer Services (VDACS). [http://www.vdacs.virginia.gov/fdsa\\_fety/pdf/kitchenbillfaq.pdf](http://www.vdacs.virginia.gov/fdsa_fety/pdf/kitchenbillfaq.pdf)

### Are booths furnished?

Vendors are to furnish their own, tables, chairs, scales, and any other needed equipment and are to leave them as they found them at the end of each market day.

### Does the Market accept SNAP?

The Town is exploring opportunities to introduce SNAP.

### Can I walk my dog at the Market?

The Warrenton Farmers Market is a Pet Free Market.



## TOWN OF WARRENTON

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### What is the role of the Town's Market Manager?

The Market Manager is a Town staff person who collects applications, paperwork, and fees and manages the Market revenue. The Market Manager schedules an annual meeting, prior to the Market season, for all vendors from the previous season and prospective new vendors to review budget and guidelines, appoint new board members, and facilitate the election of a Head Vendor for the Wednesday and Saturday Markets. The Manager may expel any vendor for violating the rules, regulations, laws, etc.

### What is the role of the Head Vendor?

The Head Vendor is the liaison between the vendors and Town officials and oversees the general operation of the Market during operating hours each week. Duties include tracking vendor attendance, collecting daily market fees from part-time vendors, assigning spaces when required, contacting the Police Department if any vehicles are obstructing the Market site on market days, making daily procedural decisions at the market and referring any other concerns to the Market

Manager as necessary.

Enforcement requires local buying receipts that must be presented to the head vendor prior to be the resell of produce or fruit produced by another farm in Virginia. Receipts shall be available for review by the head vendor. If you will be absent notify the Head Vendor 72 hours in advance so that may assign substitutes or allow drop ins. If you are a part-time vendor check-in 24 hours in advance to see if a spot is available.

### What is the role of the Board?

Board Members assist the Market Manager to formulate Market policies and procedures, review vendor applications and vote on acceptance into the upcoming season, and assist Head Vendor(s) when needed.

### When is the Market open?

The Saturday Market runs from April through November, 7 am until 12 noon in the municipal parking lot at Lee and 5th Streets.

The Wednesday Market runs from May through October, 7 am until 1 pm at the entrance to the Hospital Bistro at 500 Hospital Drive.



## Frequently Asked Questions



Department of  
Planning &  
Community  
Development