WARRENTON FARMERS MARKET OPERATING GUIDELINES
2013 MARKET SEASON

The Farmers Market is sponsored by the Town of Warrenton to provide Virginia agriculturalists with a retail outlet for their products. The market provides the citizens of the area with an opportunity to purchase fresh quality products from the people who produce them.

1. RESPONSIBILITIES OF THE TOWN OF WARRENTON

1.1. The Town Manager has the authority on all matters pertaining to the Market.

1.2. The Town supports two Markets, a Wednesday Market and a Saturday Market. The Town will provide a suitable site on municipal property for the operation of the Saturday Market, will ensure clearance of parked vehicles from the Saturday Market site, and provide adequate security of the Market site on sale days.

1.3. The Wednesday Market will be located at Fauquier Hospital located at 500 Hospital Drive. The location of the Market will be at the Bistro Entrance.

1.4. The Town Manager will designate a Town staff person to act as Market Manager to oversee the management of the Market's operations, records, correspondence and revenues. The Market Manager has the authority to expel any vendor for violating the rules, regulations, laws, etc. of the Town of Warrenton, the Commonwealth of Virginia or the United States of America.

1.5. Vendor Fees are established by the Market membership at the Annual Membership meeting. The collection of fees from vendors for the rental of spaces; and the disbursement of these funds is at the discretion of the Market Manager to meet the economic and public goals of the Market and for other appropriate expenses.

1.6. The Warrenton Farmers Market is a Pet Free Market.

2. RESPONSIBILITIES OF THE VENDORS

2.1. Vendors shall abide by the Warrenton Farmer's Market Operating Guidelines.

2.2. All vendors are responsible for being aware of and abiding by any and all Federal, State and Local laws regulating market activities. It is the responsibility of each

vendor to investigate all governmental regulations applicable to their individual product lines and sales endeavors, and to abide by all such regulations.

2.3. Each vendor is required to provide the Market Manager with a copy of their Virginia Sales Tax Certificate and Certificate of Liability Insurance as well as any other appropriate licensing and inspection information before participate in the market.

2.4. It is the responsibility of each vendor to follow safe food handling procedures in order to assure the public's health, safety and welfare. Each vendor selling food that has been processed must have a Kitchen Inspection by the Virginia Department of Agriculture and Consumer Services (VDACS).

2.5. Vendors who sell fresh produce that is covered under the WIC Program must be certified by the Virginia Department of Agriculture and Consumer Services, Domestic Sales and Market Development Division in order to participate in the program.

2.6. It is the responsibility of each vendor to maintain any scales in use in the proper operating condition, and that they are accurate and used appropriately.

2.7. Vendors must clearly display prices of all items.

2.8. Vendors are to remain in their assigned space during market hours and should never leave their space unattended.

2.9. Vendors are not to interfere with the business of other vendors. **Profanity, threatening behavior, shouting, and other gross misconduct will result in an automatic expulsion from the Market.** This includes any form of communication, including but not limited to emails or phone communication, concerning activities of the Market.

2.10. If seasonal vendors are not planning to use their reserved space/spaces on a particular market day, the vendor should notify the Head Vendor a minimum of seventy-two (72) hours in advance.

2.11. Seasonal vendors who do not use their reserved space/spaces or fail to notify the Head Vendor for two (2) consecutive weeks may lose their reserved space for the remainder of the season. If a vendor loses their reserved space, they may continue to participate in the market, but only as a part-time vendor, if a vendor space is available, and if the vendor has otherwise adhered to the Market Operating

Guidelines. The vendor will not receive a credit or refund of the seasonal fees previously paid.

2.12. No vendors are to begin setting up their space until one (1) hour prior to the Market's opening time. All vendors are to be in their assigned space/spaces fifteen (15) minutes prior to the Market's opening time. Sales are only to be conducted during operating hours.

2.13. If a seasonal vendor is not in his/her reserved space fifteen (15) minutes prior to opening of the market and has not notified the Head Vendor that they will be late, the Head Vendor has the right to allow a part-time vendor to use that space for the day.

2.14. Part-time vendors must contact the Head Vendor a minimum of twenty-four (24) hours in advance of the sales day to learn if a vendor space is available and to inform the Head Vendor of the vendor's intended attendance at the Market. Vendors are to furnish their own, tables, chairs, scales any other needed equipment and are to arrange it in such a way as to not encroach on adjoining spaces. All vendor tents are to be properly weighted and/or tied down. Vendors are responsible for cleaning their space(s) and leaving them as they found them at the end of each market day.

2.15. Vendors are responsible for the removal and disposal of all refuse, waste materials, and empty containers that he/she may accumulate during the course of a market day. Such materials are not to be disposed of in municipal garbage cans located in the market areas. Vendors must leave their assigned area free of all trash and market debris.

2.16. If there are any concerns about market operations or the conduct of other vendors it should be reported to the Market Manager. All complaints shall be submitted in writing. Complaints submitted in email form shall not be accepted as a formal complaint.

3. VENDORS ALLOWED AT THE MARKET

3.1. The Warrenton Farmer's Market is a Virginia Grown Market which means produce and fruits sold must be grown at farms located within the Commonwealth of Virginia. As the Warrenton Farmer's Market history is based on the local

agricultural base, emphasizes is first placed on the selling of local products produced by the registered vendor, but the Market's Board Members understand that certain fruits and vegetables are unavailable in northern Virginia during certain parts of the growth season. Therefore the Board has opened the Market to the selling of fruit and vegetables from other Virginia farmers as a supplement only. This supplement shall be defined as 20% of the vendor's weekly goods. The Board reserves the right to reverse this decision if it deems this decision to have a contrary affect on the local market. **With this in mind, the Board and Market Manager will strictly enforce the rule that 100% of all produce sold at the Market must be Virginia Grown by local or regional farmers. The sale of commercial products is strictly prohibited**. 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.

3.2. Goods homemade by the vendors or their households will continue to qualify for sale at the market. **A vendor found selling produce commercial in nature or items that he/she did not produce will invalidate their right to sell at the Market and will be expelled.**

3.3. Goods not to be sold at the market include:

3.3.1. Any product not produced by a vendor or his/her household or produce not grown or produced in Virginia.

3.3.2. Produce or products purchased from a retail grocery store or its equivalent.

3.3.3. Commercially manufactured products.

3.3.4. Non-profit fund raising sales, unless written permission is granted in advance by the Market Manager.

3.3.5. Flee Market or second hand items, antiques or commercial machined goods.

3.4. All vendors' properties are subject to inspection by the Market Manager and/or a designee in order to assure that the above requirements are met. No less than 48 hours advance notice will be given to the vendor. Refusal of inspection will invalidate the vendor's right to sell at the Market.

3.5. 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. Vendors or members of the Vendors' households must produce all the craft items sold at the market.

3.6. In addition, the Market Manager shall have the discretion to fill any vacant spaces with those vendors who produce only craft products. Such assignments shall only be allowed after spaces have been filled with those vendors producing agriculture products. This number shall not exceed more than 10% of the total number of market vendors.

3.7. The following crafts are generally permitted at the market: wood carving, weaving, pottery, dollies, afghan, quilts, wreaths, baskets, candles and wood planters. Other items may be allowed at the discretion of the Market Manager.

4. VENDOR SPACES

4.1 Reserved vendor spaces are available for seasonal vendors. Returning seasonal vendors wishing to retain their previous year's space(s) must attend the annual meeting, must have occupied said space(s) a minimum of twenty (20) times during the previous season and must have followed the Warrenton Farmers Market operating guidelines during the previous season.

4.2 Unreserved vendor spaces are available on a limited, first-come-first served basis for part-time vendors.

4.3 Spaces assigned to vendors are for the use of the vendors and their immediate households only. Sharing of vendor spaces during a season is permitted only at the discretion of the Market Manager. No vendor may rent more than two (2) spaces in the market.

4.4 The Market Manager will collect seasonal vendor fees. Part-time vendor fees will be collected by the Head Vendor at the beginning of each market day. Saturday Market Vendor fees for the 2013 season are $100.00 per space for seasonal vendors and $10.00 per space/per sale day for part-time vendors with a maximum fee of $100.00 per space. Wednesday Market Vendor fees for the 2013 season are $50.00 per seasonal vendors and $5.00 per sale day for part-time vendors with a maximum of $50.00 per season.

5. ANNUAL MEETING

5.1. The Market Manager will schedule an annual meeting, prior to the Market season, for all vendors from the previous season and prospective new vendors.

5.2. Agenda items at the meeting shall include:

5.2.1 Opening Remarks and Review of Previous Season

5.2.2 Market Schedule

5.2.3 Review of Market Operating Guidelines/Agreement

5.2.4 Vendor Fees and Budget Review

5.2.5 Election of the Head Vendor

5.2.6 Announcement of Board Member Appointments

5.2.7 General Discussion

5.2.8 Adjournment

5.3 Any necessary voting will be limited to returning vendors, seasonal or part-time from the previous season, on a one-vote per vendor basis.

6. HEAD VENDOR AND MARKET BOARD

6.1 The Head Vendors are elected at the Annual Meeting to serve a one-year term and may be re-elected. Any vendor nominated to serve as Head Vendor must have been a seasonal vendor the previous season.

6.2 The Head Vendors will act as a liaison between the vendors and Town officials. Duties will include: tracking vendor attendance, collecting daily market fees from part-time vendors, assigning spaces when required, making daily procedural decisions at the market and referring any other concerns to the Market Manager as necessary.

6.3 The Head Vendors are responsible for contacting the Warrenton Police Department if any vehicles are obstructing the Market site on market days.

6.4 A minimum of two (2) seasonal vendors who attend the Market on a regular basis will be appointed by the Town to form a Board with the Head Vendor. These vendors will assist the Market Manager to formulate Market policies & procedures for a term of one (1) year, and may be reappointed. They also will assist the Head Vendor when needed.

7. NEW VENDOR'S WELCOME COMMITTEE AND ADVERTISING COMMITTEE

7.1 The New Vendor's Committee will be composed of the former board members and will be available to assist new members with general procedures of the market.

7.2 The Advertising Committee will consist of a three person committee that will assist the Market Manager with advertising the market to the Warrenton Regional Community. These members shall be elected by the membership at the Annual Set-up Meeting.