

The Farmers Market @ St. Stephen's

A Ministry of St. Stephen's Episcopal Church

6000 Grove Avenue, Richmond, VA 23226

Phone: 804.288.2867

Kate Ruby, Market Manager

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Rules and Regulations for the Winter Season

Market Overview

In keeping with our commitment to wellness and environmental stewardship, St. Stephen's Church hosts an indoor farmers market every Saturday, 9 a.m. until noon, from the last Saturday in November through the last Saturday in March. The market is held in the Fellowship Hall inside St. Stephen's Church. Locally produced seasonal vegetables, fruit, eggs, poultry, beef, pork, flowers, bread, cheese, pasta and other foods are available. In addition, the market features local artisans (jewelry, clothing, wooden toys, etc.), coffee, and more. The Farmers Market @ St. Stephen's is a self-sustaining ministry of St. Stephen's Episcopal Church.

Market Mission

The Farmers Market @ St. Stephen's expands the church's ministry by:

- Connecting God's call to environmental stewardship to the foods we eat, stewardship of resources, and reducing our carbon footprint;
- Building community by providing the city of Richmond and our local neighborhood with a healthy way to gather and connect with each other on a regular basis,
- Building opportunities for advanced ministries, such as horticultural therapy, production of agricultural products, mentoring or educational stewardship.
- Providing the community with the awareness of other ways of being church beyond traditional perspectives,
- Linking the market's customers with food producers and demonstrating the advantages of consuming locally grown and produced food,
- Attracting and keeping vendors with sustainable farming practices, artisan production and varied goods which reflect and celebrate local agriculture,
- Educating patrons with practical ways to maintain the connection with the sources of their food,
- Helping fill the growing demand for fresh, locally-grown and prepared foods in Richmond, and
- Making good use of resources by giving excess and leftover produce to our food pantry and local organizations that provide for persons in need.

All vendors should be aware that:

- The Farmers Market @ St. Stephen's is a **full disclosure market**, with first priority given to vendors who grow or produce their own products. Items sold at the market that are NOT produced by the vendor must be marked prominently with the name of the producer and the product's place of origin. Cooperatives must have a list of producers and their locations displayed prominently at their booth. Non-producer items are sold at the market at the discretion of the market manager in concert with the market mission and must have prior approval. Any claims such as "Organic," "Organically Grown," "Naturally Grown," or "No Spray" must have a certification and/or written statement with precise definitions of these claims.

- Vendors are required to collect and remit sales tax to the Virginia Department of Taxation. To obtain a State Sales Tax ID number, contact the VA Department of Taxation at 804.440.2541 and request form R-1. You may also register online at www.tax.virginia.gov. The tax form should be on hand at the vendor's booth.
- Vendors must also supply a copy of a current business license with their application, if required by your locality. Business licenses are remitted in the city or county of the business.
- Vendors must comply with all local Health Department and Virginia Department of Agriculture and Consumer Services (VDACS) regulations applicable to their product. Call the VDACS Food Safety Program at 804.786.3520 to ensure that you are within their guidelines for safety.
- The market strongly encourages vendors to carry business general liability insurance. General liability insurance is required of food vendors.
- Vendors must sell during market hours, 9:00 a.m. until noon.
- Vendors must arrive between 7:30-8:30 a.m. to ensure they are ready to open at 9:00 a.m. In order to ensure consistency, the management reserves the right to reassign the location of vendors who are not at the market by 8:30 a.m., and no vendor is allowed to set up after 8:45.
- Details for offloading and set-up will be sent separately to accepted applicants.
- Smoking is not allowed in the church.
- Dogs are allowed inside the church during market hours and vendors should take this into consideration when preparing their displays.

To ensure the integrity of the products:

- The market management will be allowed to make scheduled farm/business visits.
- Prepared food items must be labelled properly according to the law. It is the vendor's responsibility to determine whether their product must be produced in a kitchen certified by the Virginia Department of Agriculture and Consumer Services (VDACS). Accuracy of labeling is the responsibility of the vendor.
- Vendors of non-food/agricultural items (art, clothing, and other crafts) will make up no more than 25 percent of the total number of vendors on any Saturday. Exceptions may be made during December market days prior to Christmas.

Market Responsibilities

The Farmers Market @ St. Stephen's will:

- Provide electricity to vendors requiring it. Vendors must provide their own cords.
- Promote the Market through several means including an electronic newsletter which has over 2000 subscribers and is sent directly to patrons. Vendors are encouraged to submit items such as announcements of new products or specials for the newsletter. If vendors wish to have farm or product information highlighted in the newsletter, they should provide the Market Manager with pertinent information by **8 a.m. the Wednesday** prior to the Saturday market. The addition of these items in marketing materials will be at the discretion of the manager based on space limitations. Vendors are encouraged to promote specials and announcements directly through the Market Facebook page.

Market Manager Responsibilities

The market manager will:

- Send an email confirmation to all vendors scheduled to attend a given market not later than 9 a.m. Tuesday. No response is required unless vendors will not attend the market. See Vendor Fees and Vendor Responsibilities.

- Communicate with vendors via email any important market changes or information in a timely fashion.
- Be available by phone 804.261.0841 and email farmersmarket@ststephensrva.org to answer vendor questions in a timely fashion.

Vendor Fees

Read carefully: A nonrefundable application fee of \$50 is required with all applications submitted after September 30, 2016 and with ALL applications from new vendors. VENDORS WHO PARTICIPATED IN THE 2016 OUTDOOR MARKET NEED NOT PAY AN APPLICATION FEE IF THEIR APPLICATION IS COMPLETED BY SEPTEMBER 30. Application fees can be sent by mail to:

St. Stephen's Episcopal Church
Attn: Farmers Market
6000 Grove Ave
Richmond VA, 23226

Submission of an application does not guarantee acceptance into the market.

- Rent for a space in the Farmers Market @ St. Stephen's is \$25 per market day during the winter (indoor) season. The rental fee allows a vendor a space approximately 8' x 6' in the large Fellowship Hall. If a vendor requires additional space, they can rent based on availability at the discretion of the market manager. There is ample space for 25-30 vendors in the Fellowship Halls.

Vendor Responsibilities

All vendors must:

- Set up and open by the time the market opens at 9 a.m. and remain open until the market closes at noon.
- Provide their own display. Displays and all equipment should be clean and in good working order.
- Clean up the area around their display area. The Market occupies space within St. Stephen's Church, so respect for the space is of utmost importance.
- Notify manager of changes/cancellations to vendor schedule by email farmersmarket@ststephensrva.org at least 72 hours in advance of market (9 a.m. Wednesday). Notification by text or voice mail (804.261.0841) is acceptable, however, verbal communication is not. Adding dates is at the discretion of market manager and based on space and balance of market.
- Pay vendor fee if cancellation occurs with less than **72 hours' notice**. Any vendor who fails to notify the market manager and does not show up at the market (**No Call/No Show**) is required to pay all fees, and may lose their usual market location at their next market appearance. Please note: There is no second No Call/No Show. Vendor will be removed from schedule for the remainder of the season.
- Pay half the vendor fee for each date cancelled before 8 a.m. on the Wednesday prior to the scheduled appearance (72 hours' notice). Choose your weeks carefully!