



A Ministry of St. Stephen's Episcopal Church
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Rules and Regulations

Market Overview

In keeping with our commitment to environmental stewardship, St. Stephen's Church hosts a farmers market every Saturday. From April through November, the market is located outdoors in the parking lot of St. Stephen's Church. Locally-produced seasonal vegetables, fruit, eggs, poultry, meats, seafood, flowers, bread, cheese, pasta, prepared foods, and other foods are available. In addition, the market features local artisans (jewelry, clothing, art, etc.), locally roasted coffee, and much more. The Farmers Market @ St. Stephen's is a self-supporting 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 the carbon footprint of what we eat,
- 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 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.

Market Rules and Regulations

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 producer and place of origin of the product. 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 forms R-1. You may also register online at www.tax.virginia.gov. The tax form should be on hand at the vendor's stand.
- Vendors must also supply their most recent business license with their application, if applicable. 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. Contact the VDACS Food Safety Program at 804/786-3520 to ensure that you are within their guidelines for safety.
- The market strongly encourages all vendors to carry general liability insurance. General liability insurance is required of food vendors.
- Vendors must sell during market hours 8:00 a.m. until noon. (9:00 a.m.-noon, October and November)
- The market is held rain or shine.
- Vendors must arrive 30 minutes before the market opens, to ensure they are ready to open at on time. In order to ensure consistency, the management reserves the right to reassign the location of vendors who are not at the market by 7:30 a.m. (8:30, October and November)
- Smoking is not allowed within the market area, including inside vendor's vehicles. Areas outside the market area, in the alleyway, for example, are available to vendors who smoke.

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.

To ensure the safety of patrons and vendors:

- No vehicles (notwithstanding an emergency) will be allowed to drive within the market area from 7:45 a.m. (8:45 October and November) until noon.
- Vendors are asked to park their vehicles at their space or in the lot running parallel to Three Chopt Rd on the other side of St. Stephen's Church. See market manager if you need a handicapped parking space and cannot put your vehicle in your vending area. Please do not park on Somerset, Grove Ave, or in the church's main parking lot.

Market Responsibilities

The Farmers Market @ St. Stephen's will:

- Provide electricity via the parking lot to those few vendors who require it. There is a small additional vendor fee of \$2 per day for vendors that use electricity.
- Provide trash cans/recycling bins throughout the vending area.
- Provide tables and chairs for a cafe space where people may sit and eat prepared foods, listen to music, or watch cooking demonstrations.
- Promote the market through several means including an electronic newsletter which has over 2,000 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.
- Send an email confirmation to all vendors scheduled to attend a given market not later than 8 a.m. Tuesday. No response is required unless vendor will not attend the market. See Vendor Fees and Vendor Responsibilities.
- Be available by phone 804.261.0841 and email farmersmarket@ststephensrva.org to answer vendor questions in a timely fashion.

Vendor Fees

Rent for a space in the Farmers Market @ St. Stephen's is \$25 per week. The rental fee allows a vendor the use of approximately one and a half parking spaces (13' x 20") to set up a "stall." If a

vendor requires additional space, they can rent it, subject to availability, at the discretion of the market manager. There is ample space for 40+ vendors in the market area and still allow for customer parking.

The market has 4 oversized spaces available for those interested. An oversized space is two parking spaces wide (18' x 20') and rents for \$30 per week. Vendors wishing an oversized space will be guaranteed the location throughout the season. Priority for the spaces will be given to food vendors applying for weekly participation.

A nonrefundable application fee of \$50 is required with all applications submitted on or before January 31, 2017. Applications received after January 31, 2017 are subject to a \$75 application fee. All required documentation must be received no later than February 28th, 2017 to be considered as a vendor.

Vendors in good standing who apply for the Indoor (winter) market will **not** be subject to an additional application fee provided they apply during the early application period.

Our customers rely on consistent vendor attendance. After your application is accepted, you will receive a Vendor Agreement listing all of the dates that you requested and we can accommodate. Once you confirm that the Vendor Agreement is correct, we expect that you will attend those dates. Vendors who cancel their attendance for any reason will be charged half of the vendor fee. Vendors who cancel their attendance late (after 8 am on the Wednesday prior to the Saturday) will be charged the full vendor fee.

If for some weather emergency the market is unable to open, vendors are still responsible for half the vendor fee for that date. This has only occurred once in the past.

Vendor Responsibilities

All vendors must be:

- Set up and open by the time the market opens at 8 a.m. (9 a.m., October and November) and remaining open until the market closes at noon. This is to ensure the safety of patrons, and cohesiveness of the market as a whole. Leaving a market early hurts other vendors. It gives patrons the impression that the market is closing down and that they do not have time to shop. A \$10 fine is assessed on any vendor who breaks down their booth before noon.
- Provide their own tents and tables for their display areas.
- Clean up the area around their stalls. The market is sharing the space with the St. Stephen's community, so respect for that space is of utmost importance.
- Notify the manager of the dates of their attendance on the market application, and notify the manager of any changes via email either on the market application, by email farmersmarket@ststephensrva.org.