# Indoor Season

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 an indoor farmers market every Saturday, from 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 much more. The Farmers Market @ Saint 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.

**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 Virginia 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 booth.

- 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. Call 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 safety and 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 given separately to accepted applicants. Vendors who are new to our indoor market are required to attend an orientation session at St. Stephen's before their first scheduled date, and will learn details at that time.

- Smoking is not allowed within the church buildings nor on the campus.

- Dogs are allowed inside the parish house during the market 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.

- Provide 8-foot tables to vendors. The church prefers that we use their tables in order to protect the building's floor.

- Promote the market through several means, including Facebook, Instagram, church communications, posters, postcards, and an electronic market newsletter sent to more than 3,000 subscribers each Thursday morning. 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 must provide the market manager with pertinent information by **8 a.m. the Wednesday** prior to the Saturday market day. The addition of these items in marketing materials will be at the discretion of the manager based on space limitations. Vendors are also encouraged to promote specials and announcements directly to their customers through their own newsletters, emails, and social media. The market tags vendors in social media posts; vendors are encouraged to tag the market in their posts, as well. We use the hashtag #SaturdayIsMarketDay.

- 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.

- Be available to answer vendor questions in a timely fashion by phone (Kyle's mobile, 804.658.8797) and email **farmersmarket@ststephensrva.org.**

## Vendor Fees

- **Read carefully:** A nonrefundable application fee of $75 is required with all applications submitted after October 15, 2017 and with ALL applications from new vendors.

- VENDORS WHO PARTICIPATED IN THE 2017 OUTDOOR MARKET NEED NOT PAY AN APPLICATION FEE IF THEIR APPLICATION IS COMPLETED BY OCTOBER 15. Application fees can be sent by mail to:

  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 market during the indoor season is $25 per market day. The rental fee allows a vendor a space approximately 8' x 6' in the 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.

- 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 that we can accommodate. Once you confirm that the Vendor Agreement is correct, we expect that you will attend on 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 a.m. on the Wednesday prior to the Saturday) will be charged the full vendor fee.

- The market is held regardless of weather patterns. Vendors should use their own discretion when planning to come to their scheduled dates in inclement weather. Cancellation fees still apply. The market has only closed once in seven years, due to a total building closure after heavy snow and ice. In the rare instance that the building is closed down, vendors will not be charged a cancellation fee for that date.

**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. 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 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, and respect for the 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 (**farmersmarket@ststephensrva.org**). Any vendor who fails to notify the market manager and does not show up at 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**. The vendor will be removed from the schedule for the remainder of the season.