



Farmers Market Rules & Regulations

These rules are not contestable.

PRODUCERS ONLY:

1. Only Producers may sell at this Market. The term "Producer" as used in these rules and regulations means the **grower** to include immediate family members, legal partner(s), and/or employees.
2. If legal partnership status is claimed, evidence of the existence of such a partnership must be submitted with the Producer's application.
3. **The Producer must produce all products sold. Selling of items purchased from or provided by another Producer, wholesaler, or market is not permitted.** Producers found in violation of the growers-only rule shall be prohibited from further participation in the Market and will forfeit all fees paid. **All items to be sold must be listed on application.** Rules apply to items displayed and left on trucks.
4. All Producers are subject to inspections by the Market Managers, at the Market and on farm(s).

THE SELLING SEASON:

5. The **Spring/Summer Market** is open for sales between 8am and 1pm on each Sunday of the Market season, April-November. The **Winter Market** is open for sales between 10am-1pm December – March. The Market will be held every Sunday during the season, regardless of the weather.
6. Producers may park and unload as early as two hours prior to Market opening, but no later than 30 minutes prior to opening. **Late entries are prohibited from entering unless given permission from the Market Manager.** Producers must remain at the Market until the official closing unless the Market Manager approves an earlier departure if area is safe to do so. **DO NOT MOVE CONES!**
7. No vehicular traffic will be permitted in the market area during market hours.
8. The Market Manager will officially open/close the Market. Producers will not sell before/after the designated hours. At closing time, the Market Manager will blow the whistle and officially close the Market to the public. Producers may serve all customers who are in the perimeter and boundary of the Market set up. No customer who meets these criteria shall be excluded from purchasing. It is expected that all Producers will complete selling within 10 minutes of the closing. The Market will not be in operation after the last official customer has been served.

9. All vendors are to vacate the Market area no later than 2pm each Sunday.
10. Market Location to be determined by PWC Parks and Recreation.

APPLICATIONS REQUIREMENTS:

11. Each Producer must complete the Prince William County Department of Parks and Recreation required paperwork that includes their application signed by Producer's County Extension Agent as needed.
12. Applicants must attach a notarized copy of a lease or official written agreement pertaining to land not owned by them but is cultivated by them for production intended for sale at markets.
13. Separate directions to any leased property and separate lists of products to be grown on it must accompany the application.

PERMITS & CERTIFICATIONS

14. Each vendor provides all appropriate Certification, Licensing, Inspection and Insurance information **before** the start of the season. Each Producer must submit current liability insurance and will assume all responsibility for any claims arising from Market participation.
15. **IMPORTANT:** The liability insurance policy needs to list **Prince William County** as additionally insured, using the address: **14420 Bristow Rd, Manassas, VA 20112.**
16. A copy of the **current** insurance certificate must be submitted to the Dale City Recreation Center to participate in the Dale City Farmers' Market. This certificate should identify Commercial General Liability insurance coverage to protect participants.
17. **Please read and sign the enclosed Hold Harmless Agreement form. This must be returned with the application.**
18. **REFRIGERATED PRODUCTS:** All refrigerated products are to be properly stored at temperature no more than 45 degrees Fahrenheit.
19. **KITCHEN INSPECTIONS:**
 - a. For information on whether a kitchen inspection is necessary, call VDACS (804)786-3520 or go to <http://www.vdacs.virginia.gov/fdsafety/index>
20. **DAIRY CERTIFICATION:**
 - a. If you plan to sell dairy products (i.e., milk products and cheeses) in this Market, you will need to request a permit from the Virginia Department of Agriculture and Consumer

Services (VDACS) Dairy Services Division to obtain a License to be a Manufacturer of Dairy.

- b. A copy of the License must either accompany your application prior to the start of the season.
- c. Call VDACS (Dairy Services Division) (804)786-1452.
- d. Sanitation Inspections are conducted every 3 months by VDACS Inspectors. A copy of these Inspection Reports must be provided to our office no later than two weeks after the inspection is conducted.

21. MEAT CERTIFICATION:

- a. If you plan to sell meat products, you must adhere to State and Federal Meat Inspection Laws. You must use an Inspected and Approved Slaughter and Processing Facility. Your information on the Slaughter and Processing Facility must be received in our office prior to the start of the Market.
- b. The Slaughter and Processing Facilities must be inspected and approved by the U.S. Department of Agriculture/Virginia Department of Agriculture.)
- c. The VDACS Office of Meat and Poultry has a directory of Plants that are inspected and approved.
- d. Call the VDACS (Office of Meat and Poultry) at (804) 786-4569.

ATTENDANCE:

22. **In the spring/summer market, there shall be a minimum attendance rule in effect stipulating that a minimum of 60% of the market days stated in the Producer's application is required for a producer to be considered for admission to the market for the following season. The minimum attendance requirement shall be waived for any producer who has suffered a catastrophe, whether personal or business-related. The Market Manager will record attendance at each Market Sunday.**
23. **Producers shall notify the Market Manager or Vendor Relations Manager- Andy Moore, Amoore2@pwcgov.org when they are unable to attend a Market.**
24. **Tent Weights:**

We require that every tent, canopy, and umbrella always used at Dale City Farmers Market be weighted down at each market. All tents, canopies and umbrellas must be sufficiently and safely secured from the moment the stall cover is erected at the start of the Market Day to the moment immediately before it is taken down at the end of the Market. This mandatory requirement will be enforced to protect our vendors and customers during times of unexpected weather changes.

- Minimum of 10 lbs. per leg.
- Weights must be securely attached in a manner that does not create its own safety hazard.
- Weights must not cause a tripping hazard.

- Weights must be tethered with lines that are clearly visible.
- Weights must have soft edges to avoid causing cuts and scrapes.
- Weights must be sitting on the ground (NOT suspended in the air).
- Weighting the back of the canopy down by tying it to a vehicle is acceptable; however, the front legs must still be anchored with weights.
- Weighting the canopy down by tying it to **display tables or coolers** are **NOT** acceptable.
- Vendors are responsible for identifying the appropriate weight required for their specific tent, canopy or umbrella.

Examples of safe weights include:

- Filling an empty paint can with cement, PVC pipe capped and filled with cement, canvas bags or plastic buckets/containers with cement and **TYING THIS TO EACH CORNER** of the tent with a rope or bungee long enough for the weight to sit on the ground. It is **NOT** enough to place the can on the feet of the tent.

If tents, canopies, umbrellas or signs are NOT adequately secured, we will require the Vendor to take them down and sell without them. If these items need to be taken down in the middle of the Market, Vendors are expected to direct customers to a safe place, so they will not be injured.

REGULATIONS:

25. Production of all goods sold at the Market must be produced or grown in the State of Virginia. Products that may be sold include but not limited to: fruits, sausages, vegetables, cider, honey, cut flowers, potted and bare root plants, baked goods, jams, jellies, eggs, refrigerated products and items made from producers growing. **Alcohol, CBD oil, Cigarette/Vaping products, Art, Crafts, and flea market items are not permitted.** As noted above, items made **specifically from grown products** will be accepted (e.g., wreath made from Producer's grown flowers and soap).
26. All baked goods are either wrapped and labeled or protected by **sneeze guards. Gloves must always be used.** If no sneeze guard or gloves are used, this will be written up, and disciplinary actions will follow. Labels must show all ingredients, proper weight or measurement, and baker name and address. Please refer to the attachment: "No Inspection Criteria" to determine if a kitchen inspection is necessary. For more information, go to VDACS web site. No signature of County Extension Agent is required for baked goods, jellies, honey.
27. It is the sole responsibility of each Producer to be familiar with and abide by all state and federal regulations pertaining to the production, harvest, preparation, preservation, labeling, and safety of products brought to the Market.

28. Each Producer must be properly registered to collect and pay Virginia State sales taxes.
29. Producers will be appropriately attired for the Market and will supply their own tables, chairs, class III calibrated scales, and trashcans. Goods may be sold directly from trucks or cars. The Producer shall be responsible for leaving the rented space(s) free of all trash and debris. **Bring broom and dustpan to pick up all trash in rented space(s). VDOT requires that all trash be removed from the premises and not be placed in their trash receptacles.** Important that vendors have trash receptacles near their "sample" display.
30. **Children brought by vendors must always be under parental supervision.**
31. All producers will be assigned a single space (unless otherwise requested and paid – but not more than 2 spaces). Check with Market Manager before paying for 2nd space. Producers must stay within the boundaries of their assigned space(s). All vehicles brought to the Market must fit in the Producers allocated space(s).
32. Parking in a space other than the assigned space is strictly prohibited. A waiting list for other requested spaces is maintained. Spaces are limited.
33. Complaints by a Producer of known or suspected violations of the Producer-only rule should follow the Complaint Procedure as listed on next page. Producers refusing to allow a site visit and inspection will be removed from the Market. Any complaints or disputes not settled by the Market Manager will be turned over to Prince William County Department of Parks and Recreation for a ruling.
34. Final on-site authority rests with the Market Manager. The Market Manager will handle any issue not covered by this set of rules and regulations on a case-by-case basis. Disagreements with any Market Manager decision should be brought to the attention of the Sharron Baucom Dale City Recreation Center Management in the form of a written and signed letter, addressed to 14300 Minnieville Road, Dale City, VA. 22193 ATTN: Andy Moore, Vendor Relations Manager.
35. Fees are not refundable, transferable, or prorated.
36. Prince William County Department of Parks and Recreation must approve charity donations or "give away". Plant A Row is the only pre-approved charity.
37. Producers will not be allowed to sell to any customer who has been removed from the Market by the Market Manager. Producers also are prohibited from selling to any customer who has an animal on the premises, unless a physically impaired person uses the animal.
38. Markets dates and hours are set at the beginning of the season and may only be changed by Prince William County Department of Parks and Recreation.
39. The Market will operate regardless of weather conditions unless the Market Manager deems it unsafe.
40. REMINDER: NO SMOKING allowed by market vendors at anytime in the market selling area.
41. Prince William County Department of Parks and Recreation reserves the right, to admit on a case-by-case basis, "specialty vendors" who "produce" specialty products on site (e.g., popcorn vendor) and other value-added vendors. Each application for special consideration will be reviewed. All decisions are final. At no time will any specialty vendor be given consideration if they fail to meet all the other Market rules.
42. Prepared Foods Prepared Food Vendors who prepare and/or cook food at the market(s). Prepared Food Vendors are always required to have a fire extinguisher present at the market(s).
43. Vendors may set their own pricing based on availability, freshness, etc. of products. At no time may a vendor "gouge" pricing determined by Market Manager. Setting prices lower than the current market value is prohibited.
44. **TARDINESS PENALTY:** If you arrive after the entrance deadline, you will be assessed a penalty. On the 4th penalty, your business will be dismissed from the market for the season.
 - 1 – Warning
 - 2 – Write Up
 - 3- Dismissal from market for 2 weeks
 - 4- Dismissal from market for season
45. **VENDOR CALL OUT**
 - If you have planned absences throughout the season, please email them to me so that I can use your spot for a "DROP IN" for that day.
 - **If you are absent more than 2 consecutive times without emailing me AHEAD of your absence**, your spot will be used for "DROP IN" on the third Sunday. You will be out of luck on that day. Communication will be the key to keeping your spot.
 - **PRODUCE VENDORS**, please email me your start date (at least 2 weeks advanced notice). I want to make sure your spots are available for your arrival. If you don't give me heads up, you may find your spaces filled,
46. **DROP IN VENDORS**
We are starting "DROP IN" spots for vendors who missed out on becoming regular vendors.
47. All events will be handled by Andy Moore, Farmer Market Relations Manager, Amoore2@pwcgov.org , **703.792.8674**
48. These rules and regulations may be amended without notice for the good of the Market operation.

**The PWC Department of Parks & Recreation prides itself on excellent customer service.
We are proud to partner with our vendors in providing service to the community
in a professional, polite and courteous manner.**

Dale City Farmers Market Complaint Procedures

Producer-Only Rule Violations

- a. Complaints against a producer regarding the origin of produce or goods must be made in writing and sent to Vendor Relations Manager, Andy Moore. The identity of the person making the complaint will remain confidential.
- b. The producer will receive written notice of all complaints.
- c. Vendor Relations Manager, Andy Moore will investigate the complaint and rule on it. If Vendor Relations Manager deems the complaint against the vendor is valid, the vendor will be instructed to end the practice immediately or lose the privilege to sell in the market.
- d. The person who registered the complaint will be notified to close of the matter.

Other Rules & Regulation Violations

- e. These complaints can be made in writing to the Vendor Relations Manager, Andy Moore.
- f. These complaints may be resolved by agreement of all parties involved, or Prince William County Department of Parks and Recreation.

DISCIPLINARY ACTIONS

For Producer-Only Rule Violations

- g. A verbal warning will be given to the vendor for the first violation of the Producer-only rule.

- h. A written will be given to the vendor for the second violation of the Producer-only rule.
- i. A third violation will result in suspension of the vendor from the Dale City Farmers' Market.

For Other Violations of the Rules and Regulations

- j. All other violations of the Dale City Farmers' Market rules and regulations will result in the following:
 - i. Verbal warning with immediate resolution by the Market Manager.
 - ii. Repeated violations may result in suspension from the market.
- k. If disciplinary action results in suspension from the market, vendors will forfeit fees paid.

Appeals

A producer against whom a complaint has been made may, after receipt of findings from Vendor Relations Manager, appeals by submitting a request in writing to the Prince William County Department of Parks and Recreation.