



Scottsville Farmers Market 2024 Season Information & Application Packet

Welcome to the Scottsville Farmers Market 2024 Season! We are thrilled to invite local growers, producers, artisans, and food preparers to join our vibrant community market.

This packet provides all the necessary information to understand our market's mission, vendor expectations, and the application process. Our aim is to foster a thriving marketplace that benefits both our vendors and the Scottsville community at large.

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 - The application form for vendors to complete, including sections for vendor & business information, market participation, product information, compliance and agreement, market attendance, promotional consent, and signature.

Please read through this packet carefully and submit your application by the specified deadline. If you require assistance with the application process, please don't hesitate to reach out. Our Market Manager is available to provide support and answer any inquiries you might have.

Contact Information:

- **Market Manager:** Caitlin Walls
- **Email:** market@scottsville.org
- **Office Phone:** (434) 286-9267
- **Office Address:** 401 Valley Street, Scottsville, VA 24590
- **Web:** <http://scottsvillefarmersmarket.org>

We look forward to welcoming you to our market community and together, making the Scottsville Farmers Market a destination for high-quality, locally sourced goods and a hub for community engagement.



SECTION 1: SCOTTSVILLE FARMERS MARKET: CULTIVATING COMMUNITY AND COMMERCE

The Scottsville Farmers Market, a cherished initiative by the Town of Scottsville, stands as a beacon of local entrepreneurship and community spirit. At the heart of downtown Scottsville, we've created more than a marketplace; we've fostered a vibrant gathering space that promotes sustainable agriculture and bolsters the economic well-being of our region. Our commitment is to fairness, transparency, and a continuous celebration of new vendors and diverse products.

Mission and Purpose

Our mission is to bridge the gap between local producers and consumers, creating a platform where fresh, quality, and local products are easily accessible. We aim to support local farmers, vendors, and artisans by providing them with a direct channel to the community, enhancing both their visibility and profitability. In doing so, we not only contribute to the local economy but also encourage sustainable agricultural practices and a healthier lifestyle within our community.

A Community Hub

The Scottsville Farmers Market is more than a place to shop; it's a place to connect, learn, and grow together. It serves as a weekly destination for discovering local produce, crafts, and culinary delights, operating rain or shine from April through October. Here, every Saturday transforms the Scottsville Pavilion into a bustling hub of activity, creativity, and shared values.

By engaging with us, you're not just shopping locally; you're investing in the prosperity of Scottsville and fostering a sense of community that goes beyond the market.

In the next sections, we will outline who we're looking for in vendors, the expectations and rules for participation, and the application process, ensuring a clear understanding of how to become an integral part of the Scottsville Farmers Market.



SECTION 2: JOIN OUR VIBRANT COMMUNITY OF LOCAL ENTREPRENEURS

At the Scottsville Farmers Market, we're in search of passionate local growers, producers, bakers, artisans, and food preparers who embody the spirit of community and sustainability. Our market is a showcase for the rich tapestry of our region's agriculture and craftsmanship, and we welcome participants who contribute to this diversity with their unique products and stories.

Eligibility Criteria:

- **Local Producers:** We prioritize vendors from Albemarle County and adjacent areas, including Louisa, Fluvanna, Buckingham, Nelson, Augusta, Rockingham, Greene, and Orange counties. This local focus supports our economy and provides consumers with the freshest, most sustainable options.
- **Direct Makers:** Whether you're a farmer, a baker, or an artisan, if you're directly involved in creating your products, we're looking for you. Our market celebrates the hands-on craftsmanship and agricultural prowess of our vendors.

What We Value:

- **Quality and Authenticity:** Products that stand out for their quality, freshness, and local character. We encourage vendors to share their production stories, fostering a deeper connection with the market-goers.
- **Diversity of Offerings:** A wide array of products enriches our market. From organic vegetables to handmade jewelry, gourmet preserves to artisan bread, we seek vendors who can offer something special to our community.
- **Sustainability and Innovation:** Vendors who employ sustainable practices and innovative techniques in their production are highly valued, as they contribute to the environmental health of our region and the well-being of our customers.

Join Us:

If you're dedicated to quality, sustainability, and community, we invite you to apply to become a part of the Scottsville Farmers Market. Together, we can create a vibrant, thriving market that celebrates the best of what our region has to offer.



SECTION 3: EXPECTATIONS AND RULES FOR VENDORS TO PARTICIPATE

To ensure a successful and harmonious market experience for all, the Scottsville Farmers Market sets forth a comprehensive framework of rules and expectations for our vendors.

These guidelines are designed to maintain the market's integrity, safety, and community-focused atmosphere.

1. Setup and Operation Times:

- Vendors must complete their setup by 8:45 AM on market days to ensure a prompt market opening at 9:00 AM.
- Food vendors requiring health department inspections must be ready by 8:00 AM.

2. Health and Safety Compliance:

- Adhere to all local health department guidelines, including food safety, labeling, and temperature control for perishable items.
- Ensure all products meet safety standards and display necessary licenses clearly.

3. Market Conduct:

- Always maintain professionalism and courtesy. Aggressive selling and hawking are not permitted.
- Foster a positive and welcoming environment for all market attendees.

4. Booth Presentation:

- Keep displays tidy, safe, and visually appealing. Vendors are responsible for their own setup, including tables, tents, and signage.
- Ensure all signage and materials are in good condition and accurately represent your products.

5. Product Regulations:

- Only sell products you have grown, made, or produced directly. Resale items are limited and must comply with market guidelines.
- Accurately represent your products and their origins. Misrepresentation may result in exclusion from the market.

6. Environmental Responsibility:

- Strive for sustainability in packaging and operations. Minimize waste and use eco-friendly materials whenever possible.
- Properly dispose of trash and recyclables. Leave your space clean at the end of each market day.

7. Insurance and Liability:

- Carry appropriate product liability insurance. Vendors are responsible for their own sales and tax collections in compliance with state and federal laws.

8. Communication Protocols:

- Report any changes in attendance, product offerings, or other relevant information to the Market Manager promptly.
- Direct any questions or concerns to the Market Manager to ensure they are addressed efficiently and effectively.

By adhering to these expectations and rules, vendors contribute to a thriving market environment that benefits everyone—vendors, consumers, and the community at large.

Participation in the Scottsville Farmers Market signifies your commitment to these standards, fostering a successful partnership for all involved.



SECTION 4: HOW TO APPLY TO THE SCOTTSVILLE FARMERS MARKET 2024 SEASON

Step 1: Obtain the Application

- The application form is part of our Information & Application Packet, available for download from the Scottsville Farmers Market website or directly from the Scottsville Town Office at Victory Hall (401 Valley Street, Scottsville, VA 24590).

Step 2: Complete Your Application

- Fill in all requested details in the Vendor & Business Information, Market Participation, Product Information, Compliance and Agreement, Market Attendance, and Promotional Consent sections. Attach additional sheets if necessary for product lists or detailed explanations.

Step 3: Gather Required Documents

- Prepare any additional documentation that supports your application, including product lists, photos of your products or booth setup, and proof of insurance if available.

Step 4: Submit Your Application

- Email your completed application and any additional documents to market@scottsville.org, or
- Deliver your application in person or mail it to the Scottsville Town Office at 401 Valley Street, Scottsville, VA 24590. Ensure all submissions are clearly marked for the attention of the Farmers Market Manager.

Step 5: Confirmation

- Upon receipt of your application, you will receive an email confirmation. The Market Manager will review your application and notify you of your acceptance status by March 15, 2024.

Deadline for Application Submission:

- Please submit your application between February 15 – March 15, 2024, to be considered for the season. Late submissions may be accepted based on space availability.

For any questions or assistance during the application process, please contact the Market Manager. We look forward to your participation in making the Scottsville Farmers Market a vibrant community event!



SECTION 5: SCOTTSVILLE FARMERS MARKET 2024 SEASON VENDOR APPLICATION

Scottsville Farmers Market 2024 Season Vendor Application

Welcome to the Scottsville Farmers Market!

Thank you for your interest in joining our vibrant community of local producers, artisans, and food vendors. This application is your first step towards becoming a part of a market that celebrates local craftsmanship, fresh produce, and community spirit.

Section 1: Vendor & Business Information

- **Business Name:** (As registered, if applicable)

- **Owner/Primary Contact Name:**

- **Owner/Primary Contact Phone Number:**

- **Owner/Primary Contact Email Address:** (For official correspondence)

- **Business Address:** (For official correspondence)

- **Business Website:**

- **Business Social Media Handles:** (Facebook, Instagram, Twitter/X, TikTok)



Section 2: Market Participation Details

- **Vendor Type:** (Check all that apply)
 - Artisan Vendor
 - Produce Vendor
 - Prepared Food Vendor
 - Non-Profit Organization
- **Credit/Debit Card Acceptance:** (Indicate if you can process card transactions)
 - Yes
 - No
- **Distance from Market:** (Estimate in miles how far you travel to the market)

Section 3: Product Information

- **List of Goods to be Sold:** (Provide a detailed list of items you plan to sell; attach additional sheets if necessary)

- **If not all products are produced by you, detail external sources:** (Include names and locations of farms or businesses)

- **Are all products to be sold produced by you or your business?**

- Yes
- No

If No, detail external sources: _____

- **Consent to Farm/Facility inspections by Market Committee?**

- Yes
- No



Section 4: Market Attendance, Fees, and Schedule

Please indicate your intended frequency of participation, select your preferred booth type, and provide specific dates if not attending weekly. This helps us plan and ensure a vibrant market.

- **Intended Frequency of Participation:**
 - Weekly – I plan to participate every week of the season.
 - Monthly – I will select specific dates for each month below.
 - Specific Dates – I will attend on special dates listed below.

- **Booth Type Selection:**
 - Side Bay (\$300/season): 12x12ft, vehicle accessible, direct access to electricity.
 - Middle Aisle (\$250/season): 12x12ft, centrally located.
 - 12x12 Tent Space (\$200/season): Specify if electricity is needed.

- **Payment Preference:**
 - Full Season (Payment due by April 1, 2024).
 - Weekly (\$20/week, based on availability).

Market Dates: For those selecting Monthly or Specific Dates, please mark your intended dates of participation. The 2024 Season runs from April through October, every Saturday from 9:00 AM to 1:00 PM.

- April: _____
- May: _____
- June: _____
- July: _____
- August: _____
- September: _____
- October: _____
- Special Dates (if applicable): _____
- _____



- Please list any known blackout dates when you will not be able to attend:

This detailed schedule allows us to accommodate your needs and maintain a diverse array of vendors throughout the season. Your adherence to the selected dates and prompt notification of any changes greatly contributes to the market's success.

Section 5: Promotional Consent

In this section, we seek your permission to use your business name, logo, images, and other promotional materials for the purpose of marketing the Scottsville Farmers Market. Your consent allows us to feature your products and stories in various promotional efforts, including but not limited to, our website, social media platforms, newsletters, press releases, and market signage. This is a great opportunity to increase visibility for your business within the community and beyond.

Consent for Use of Business Name/Images:

- Yes - I agree to allow the Scottsville Farmers Market to use my business name, logo, images, and provided promotional materials for market promotion purposes across all platforms.
- No - I do not consent to the use of my business name, logo, images, or promotional materials outside of direct market-related activities without my explicit permission.

Section 6: Compliance, Agreement, and Signature

As a vendor applying for the Scottsville Farmers Market 2024 Season, it is imperative that you carefully review, understand, and agree to comply with all market rules, expectations, and legal requirements. By signing this application, you affirm your commitment to uphold the standards and practices that make our market a safe, vibrant, and welcoming community space for everyone.

Insurance and Liability Confirmation:

- Yes, I confirm that I will provide all necessary insurance coverage, including product liability insurance, as per the market requirements.

Legal Agreements:

1. **Liability Clause:** I understand that I am solely responsible for the products I sell and my operations within the market. I will ensure that my activities do not pose any harm to customers or other vendors and will comply with all applicable safety standards.



2. **Indemnification Clause:** I agree to indemnify and hold harmless the Scottsville Farmers Market, the Town of Scottsville, and their respective officials, agents, and employees from and against all claims, damages, losses, and expenses, including attorneys' fees, arising out of my participation in the market.
3. **Compliance with Laws:** I will comply with all local, state, and federal laws applicable to my products and operations. This includes, but is not limited to, health and safety regulations, tax laws, and any regulations specific to the products sold.
4. **Cancellation Policy:** I acknowledge the market operates rain or shine. In the event of severe weather or unforeseen circumstances leading to market cancellation, I understand the policy regarding stall fee refunds or credits as detailed in the vendor agreement.
5. **Dispute Resolution:** I commit to resolving any disputes through direct communication and mediation. If a resolution cannot be achieved, I agree to follow the steps outlined in the vendor agreement for unresolved disputes.
6. **Amendment Clause:** I accept that the Scottsville Farmers Market reserves the right to update or amend the market rules and vendor agreement with prior notice. I understand that changes will be communicated via email or posted at the market and will take effect upon notice.

Agreement to Market Rules:

By signing below, I affirm that I have read, understand, and agree to adhere to all Scottsville Farmers Market rules and expectations, including those detailed above. I commit to fostering a cooperative and successful market environment for all participants.

Owner/Primary Contact Signature: _____ **Date:** _____

Owner/Primary Contact Printed Name: _____

Market Manager Approval (for office use only):

Approved:

- Yes
- No

Manager Signature: _____ **Date:** _____

Notes: