

Town of Richlands  
200 Washington Square  
Richlands, VA 24641  
Phone 276-964-2566 • Fax 276-963-2889

Dear Farmers Market Vendor:

Thank you for your interest in the Richlands Farmers Market. As a unique part of the Richlands business landscape, the market is designed to showcase the best of what the area has to offer. Local produce, plants, flowers, home baked goods, honey, jam and jellies, homemade candles, soaps and other crafts are just the beginning of what the market is designed to offer to the citizens of the Richlands area in a clean and open air environment.

Enclosing is a copy of the Richlands Farmers Market rules and regulations as to what is and what is not allowed for sale. You will also find enclosed an application for a vendor's position at the market. If you are interested in utilizing this unique selling opportunity in the Town of Richlands, please return the completed application and acknowledgment of receipt of market rules and regulations form to the Richlands Town Hall or call 276-964-2566.

We are looking forward to having you partner with us at the Richlands Farmers Market. If any assistance is needed, please do not hesitate to call.

Sincerely  
Town of Richlands



## RICHLANDS FARMERS MARKET

### VENDORS APPLICATION

TODAY'S DATE: \_\_\_\_\_ DESIRED DATE FOR SALE: \_\_\_\_\_

NAME OF VENDER OR ORGANIZATION: \_\_\_\_\_

ADDRESS OF VENDER: \_\_\_\_\_

TELEPHONE OF VENDER \_\_\_\_\_

V.A. STATE SALES TAX I.D. NUMBER OR SOCIAL SECURITY NUMBER \_\_\_\_\_

TYPE OF RENTAL DESIRED:      DAILY                      QUARTERLY  
                                         MONTHLY                      SEASON

ARE THESE LOCALLY GROWN OR CRAFTED PRODUCT (S)?      YES                      NO

PRODUCT (S) TO BE SOLD AT THE FARMERS MARKET (PLEASE BE SPECIFIC):

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

DO YOU PRODUCE YOUR OWN PRODUCT(S)?      YES                      NO

**WAIVER:** I (we) hereby relieve the Town of Richlands, Virginia, its agents and employees, from any and all liability for any damage, loss, injury or costs associated with or arising from the Applicant's use and presence at the Richlands Farmers Market, and furthermore, I (we) agree to indemnify and hold the Town of Richlands, Virginia, harmless from all claims, costs and actions occasioned by me for the use and presence at the Richlands Farmers Market.

I (we) have read and understand all the regulations of the Richlands Farmers Market Vendors Handbook and agree to comply with these rules accordingly.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Approved

Denied

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date

**Bring Farmer Market vendor application and the signed Market Rules and Regulations to  
The Richlands Town Hall or email to [swhitt@richlands-va.gov](mailto:swhitt@richlands-va.gov)**

# ***RICHLANDS FARMERS MARKET RULES AND REGULATIONS***

## ***Mission Statement:***

The Richlands Farmers Market is owned and operated by the Town of Richlands. The market is designed to be a service to **area** farmers, gardeners, crafts persons, and food vendors. The Town of Richlands funds the Market so that area small businesses and organizations can find a staging area for their economic endeavors. Because the Town of Richlands operates the entire market, the Town cannot advertise individual endeavors. The Market is provided as an umbrella organization to multiple endeavors.

## ***Vendors:***

A vendor is anyone who is permitted to sell at the Richlands Farmers Market. Although the Market is open to anyone who wishes to see approved products, priority will always be giving to residents of the Town of Richlands, the Town of Cedar Bluff, the Town of Tazewell, the Town of Pocahontas, and the Town of Bluefield. Priority will also be given to Tazewell County Residents and the residents of the surrounding counties of Russell and Buchanan.

Vending spaces are distributed on a first come, first served basis. Specific stalls cannot be requested. Vendors may not transfer their slot. They must notify the Market's director of their need to cancel so that the director may make arrangements for another interested party to claim the space. Every effort will be made to accommodate local growers above all others.

## ***What Can I Sell?***

The selling of any processed food goods at the Richlands Farmers Market requires Vendors to have an inspection report from the State Department of Agriculture. The inspection process is an easy process and can be set up by calling the local Inspector. This process does not apply to one time church or other non-profit organizations.

Recommended foods include baked goods such as cakes, brownies, cookies, fruit pies, and breads. The State Department of Agriculture warns against the selling of meats, cream filled items – dairy or non-dairy – and low acidic home canned foods such as vegetables because of the possibility of contamination. Only home canned highly acid foods such as pickled cucumbers, pickled beets, chow-chow, and jellies and jams are considered safe by the Department of Agriculture. However, any food item may be sold – at the seller's risk – if the proper inspection report from the State Department of Agriculture has been acquired.

All processed food goods sold must have the name of the product, net weight or count, ingredients in order of predominance, and the manufacturers name and address. An ingredient list is very necessary for all baked and canned goods because of the possibility of an allergic reaction by the consumer.

A list of items the Vendors intends to sell must be included on the vendor application. Only listed and approved items may be sold. Vendors are responsible for following all health and safety standards deemed necessary by the State Department of Agriculture to insure the safety of the consuming public.

Crafts persons may also display their wares at the Richlands Farmers Market. However, the Market Director will have final say on what items may or may not be allowed for sale at the Market. Locally crafted items will always have priority.

The Richlands Farmers Market also seeks to support seasonal activities by the local community and growers. Locally grown Christmas trees, Christmas Wreaths, Fall pumpkins and gourds and items of such nature are always welcome at the Richlands Farmers Market during the proper season.

### ***What are the hours of operations?***

The Richlands Farmers Market will be open from May 1 until December 31 of each year. It will operate Saturday and Wednesday, barring any special event.

Daily hours will vary throughout the season according to the amount of daylight. However, unless a special town event is scheduled, regular hours of operation will be from daylight until dark. No selling will be allowed after dark unless special circumstances apply, No Sunday selling will be allowed.

On occasion, a Town of Richlands special event may disrupt normal sales at the Richlands Farmers Market. The Town reserves the right to disrupt normal Market activity on such occasions. If this occurs, Vendors will rented spaces will be reassigned a new time for regular Market activities. However, Vendors may register early for participation in special events and may not need to be concerned about displacement.

### ***How much does it cost to rent the space?***

The Richlands Town Council has currently waived the rental fee for the market.

### ***Once I'm Approve, Then What?***

Selling can only take place from approved and clearly defined stall areas at the Richlands Farmers market. Vendors must have their approved applications to sell on their person at all times. Only Vendors with approved applications are allowed to sell at the Market.

- Vendors may not share a booth. One vendor per booth is all that is permitted at the Richlands Farmers Market.
- The Richlands Farmers Market Director has the final say on what can and cannot be sold at the Richlands Farmers Market.
- The Town of Richlands reserves the right to revoke any rental agreement it deems necessary to be in the best interest of the market as a whole. A thirty-day written notice will be given if this decision is made.
- Failure to comply with the rental agreement (e.g. selling unapproved items) will result in a termination of the rental agreement.
- Vendors/renters are responsible for their own actions while at the Richlands Farmers Market. They are also responsible for any agent, employee, or any other person working with the vendor in any way.

### ***Licenses, Taxes, and Permits?***

The Code of Virginia considers all Vendors who sell at the Richlands Farmers Market or any other venue within the State to be retailers. As such, they should register as new businesses with the State and receive a State tax ID number. To apply for a State tax ID number, simply visit the Virginia Department of Taxation online at

[www.tax.virginia.gov](http://www.tax.virginia.gov). Click on Business Forms. Then click on Online Services. Vendors may register as a “new” business on the web site. Or, Vendors may call the Department of Taxation at 1-804-440-2541. Virginia tax certificates, which can be printed from the Internet, must be kept in the cash box at the Farmers Market. Sole proprietorships only require a Virginia tax ID number. Any partnership or higher, or anyone who has paid employees must also have a federal tax ID number.

Vendors are personally responsible for collecting the proper taxes due for their sales. The Town of Richlands and the Richlands Farmers Market makes no claim related to the collection of taxes.

Churches and other not-for profit organizations do not require a tax ID number.

A Richlands Business License will not be required of local farmers and crafters. However, any wholesale resale broker or merchant will be required to have a business license supplied by the Town of Richlands. Local businesses that already have a business license need not purchase another to sell at the Richlands Farmers Market (applicable businesses only).

Anyone using a scale to weigh produce must have a signed and dated inspection notice from the State Department of Weights and Measures.

It is important to note that the representatives of state agencies could visit and ask for proper credentials at any time. The Town of Richlands and the Richlands Farmers Market claims no authority over Vendor certifications. It is sole responsibility of the Vendor to be properly documented and prepared.

Vendors may also want to check their own personal insurance policy if they have liability concerns.

### ***Parking and Traffic?***

No overnight parking is allowed at the Richlands Farmers Market. However, vendors may back a vehicle into the parking areas to the rear of the Market stalls in order to unload their goods. There is one parking space available per selling stall. All others must park in the parking area to the rear of the Richlands Police Station. Vehicles must not impede normal traffic flow and must not interfere with police activity.

### ***Health, Sanitation and Safety?***

- The Town of Richlands will provide litter receptacles.
- Vendors are responsible for cleaning and removing litter from their own stalls
- Failure to clean an area will result in future rental denial.
- The Market is an alcohol free area. Any tobacco product used at the site must be used neatly and disposed of properly. Misuse of tobacco products will result in future rental denial.
- The Market Director and the Richlands Police Department will have the final say as to what sort of behavior is unacceptable at the Richlands Farmers market. Gambling, disorderly conduct, foul language, and intoxication are examples of behaviors that will not be tolerated at a family friendly facility supported by the Town of Richlands.
- Vendors may not allow liquid from their stalls to leak into their own stalls or the stalls of others. Maintaining a dry area is important to the safety of those selling and visiting the Market.
- Any minor brought to the Richlands Farmers Market by a Vendor is the responsibility of said Vendor. Small children must be kept in the rented stall area unless they are under the supervision of another adult.
- The Richlands Farmers Market or its agents are not responsible for any lost, stolen, or damaged personal belongings left unattended by vendors or their agents.

–Vendors and their agents also agree to protect and hold the Richlands Farmers Market and its agents harmless and to indemnify them from any and all claims demands, suits, actions, judgments, and recoveries for or on account of damage, theft, injury (including death) to property or a person occurring as a result of the Vendor's or Vendor's agents use of the rental property, including loss or injury resulting in the vendor or Vendor's agent as a result of electrical or equipment failure, or any other cause whatsoever.

–Animals are not allowed to roam free at the Richlands Farms Market. They must be properly leashed by the owner and the owner is responsible for cleaning up after the animal.

–Vendors may not practice deceptive marketing. For example, they may not display their best products while slipping the customer boxed items of lesser quality.

–Vendors who offer samples of their products must do so in a sanitary manner with clean utensils and clean cutting board.

### ***What's included with my stall?***

Vendors are supplied only with their rented space, display tables, electricity, and a shared water source; the Vendor must supply all other needed equipment. However, Vendors may not use any equipment that may permanently damage the stall space.

–Vendors may not use staples, screws, nails or any other invasive fastening devices. Signs or other advertisements may not be used unless previously approved by the Market Director. If approved, only heavy tape may be used to secure the sign. Signs may be secured to the tables only.

–Only signs advertising what is actually being sold at the Richlands Farmers Market can be displayed. Signs of political, religious, or other business nature are forbidden from being displayed at the Richlands Farmers Market.

–Tables must not be removed from stall areas.

–Outside tables and displays-other than refrigeration- are not allowed at the Richlands Farmers Market.

–Any repairs, hazardous situations, or other problems should be reported to the Market Director immediately.

# Acknowledgement of receipt of Market Rules and Regulations

I acknowledge that I have received, read, and understand the Richlands Farmer Market Rules and Regulations. I understand that it is my duty to carry out the rules and regulations that apply to me personally as a vendor.

\_\_\_\_\_ (Print Name)

\_\_\_\_\_ (Sign Name)

\_\_\_\_\_ (Date)

Rules and regulations revised 6-2010

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