



Vienna
Optimists
Farmers
Market



2024 Vienna Optimists Farmers Market Vendor Handbook

Managed by Volunteers from the
Optimist Club of Greater Vienna, Inc.

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1. Vienna Optimists Farmers Market (VOFM)

a. About the VOFM

The VOFM is a unique farmers market and has become an important and cherished part of Vienna community life. The market is held from the first week in May through the end of October, each Saturday morning, from 0800 until noon, in the parking lot of the [Vienna Community Center](#) at [120 Cherry St. SE, Vienna, VA 22180](#).

b. Optimist Club of Greater Vienna

The VOFM is managed by volunteers from the [Optimist Club of Greater Vienna, Inc.](#) The Optimists, a 501(c)(4) non-profit organization established in 1955, also arrange for [local musicians](#) to perform each week and provide and operate the sound system and audio mixing board. The music is an enjoyable and beloved feature of the market. The Optimists use the money raised at the VOFM to provide [scholarships](#) and support local schools, charities and clubs.

At each market session the Optimists place VOFM signs on the approach streets, set up the garbage pails and safety barriers. Although Vienna is a very dog friendly town, state health regulations prohibit dogs (except service dogs) from entering VOFM. The Optimists dog sit (Pooch Parking at Manager's tent) while their humans' shop at the VOFM.

c. Rules and Regulations

The VOFM is authorized by the [Town of Vienna \(Code 1969, § 18-154\)](#). All VOFM activities MUST completely comply with all applicable federal, state, county and town rules and regulations, without exceptions.

d. VOFM is a Producer Market and is **NOT a Crafts Market**

1. Producer-Only Requirement

VOFM is a strictly producer-only market, meaning vendors must grow, raise, or make from scratch all natural products sold at the market. Distributors, brokers, and the re-selling of products is strictly prohibited. A producer is defined as a grower, employee, partner, or family member who is directly engaged in the growth and production of the produce or products sold. Producers may include agricultural and horticultural producers, baked goods, prepared food vendors and value-added vendors. All farm products sold at the market must be grown or produced by the vendor. All baked and value-added food items must be made from scratch by the vendor. Produce must be fresh and of the best quality.

2. Local Requirement

All items sold must be grown or produced by the vendor, or its designee, on land or in a facility owned or leased by the vendor within 150 miles of Vienna, VA. ([120 Cherry St. SE, Vienna, VA 22180](#)).

3. Food and Agriculture-based Requirement

VOFM only allows the sale of food, agricultural, and horticultural items and does not offer space to craft vendors. VOFM, in its sole discretion, may permit vendors who offer a unique service to the community that fits in with a producer market. VOFM, in its sole discretion, may offer booths to local charities, public service and other similar groups that fit in with a producer market.

VOFM strictly PROHIBITS any non-official vendor from selling in the market or otherwise interfering with VOFM operations. VOFM strictly prohibits distributing political and/or other advocacy literature within the market and/or seeking petition or similar signatures. These activities may take place on Town of Vienna property, outside of the VOFM, while not blocking or interfering with the VOFM, subject to the absolute discretion of the Town of Vienna.

4. Town of Vienna Meals Tax ([§ 58.1-3833. County food and beverage tax.](#))

The Town of Vienna levies a [meals tax](#) on various specific food and other items sold in the town, including at the VOFM. It is the responsibility of the vendor to stay current with this [tax registration](#) and [tax payment](#). Contact Ms. King at 703-255-6300 for further information.

5. Virginia State Sales Tax

Vendors at the VOFM must pay Virginia State Sales Tax.

6. Certification to Sell at the VOFM

To qualify to sell at market, your business must be able to confirm all the following statements:

- My business location is within 150 miles of Vienna, VA. ([120 Cherry St. SE, Vienna, VA 22180](#)).
- I grow, raise, or make from scratch all natural products that I sell.
- I do not sell other non-local products except for locally roasted coffee, olives, olive oil, and chocolates. (A list of acceptable and prohibited products is in the Appendix).

7. Vendor Forms

The following forms are required as part of the VOFM application process and are in the Appendix:

Applicable to:	Form
All Vendors	Agree to comply with all federal, state and local regulations
All Vendors	Certificate of Insurance naming Optimist Club of Greater Vienna, Inc. as a named insured
Farmer	Certification by a local County Extension Agent that the stated crops are grown on the stated land
Farmer/Dairy/Meat	For selling anything you grow
Kitchen Vendors	Proof of kitchen inspection, if applicable

	Fairfax County Food Permit
Fruit Cider	Certification that the cider is processed according to federal, state and local laws

2. Vendor Application and Selection Considerations

a. Farmspread.com:

1. Starting with the 2024 season, the VOFM vendor application process will take place on <https://Farmspread.com/>
2. The Market Manager will create the event (Vienna Optimists Farmers Market) and vendors will submit their application and paperwork through the Farmspread.com portal.
3. Vendors with profiles in Farmspread.com will be able to import their existing information to the VOFM event.

b. Required Vendor Documentation:

1. Vendors may NOT enter the market until all fees are paid, insurance is approved, and proof of applicable food safety inspections and certifications are provided.
2. If any of the documents expire during the season, the vendor will **NOT** be permitted in the VOFM until the documentation is brought current. **No exceptions!**

c. Vendor Selection Process Considerations:

Once it is determined that a vendor meets all the “producer-only” and “local” requirements, final acceptance to be a VOFM Vendor will be made based on several factors, including, but not limited to:

- Previous vendors in good standing receive preferential consideration for market acceptance.
- VOFM tries to keep some space available for new vendors to enhance the market.
- A vendor’s availability to consistently attend each market session through the end of the season is preferred.
- Past vendor attendance is taken into consideration.
- Preference is given to vendors who are business-ready, have a website and branding, and have previous experience selling their product.
- A vendor’s past cooperation with the Market Manager is preferred.

d. VOFM Market Fees

1. The NON-refundable application fee is \$30 and is due at the filing of the application by credit/debit card on Farmspread.com. Applications will not be considered until the application fee is paid.
2. The booth fee structure is as follows:

10 x 10 (non-farm)	\$500
10 x 30 (farm)	\$1,500
Pop-up	\$50 per visit
Guests	Per prior arrangement

e. Application Due Date

1. The completed vendor application **MUST** be filed on farmstand.com by **March 31** for the upcoming season.
2. Each vendor **MUST** be paid in full before they will be allowed to participate in the VOFM.

f. Payment Information

1. Payment by credit card is subject to an additional processing fee by the farmspread.com site.
2. Payment Options:

Payment in full is due by March 31
OR: 50% March 15th and 50% by April 15th

3. Insurance Requirements

- a. Adequate and active liability insurance **is an absolute requirement** for participating in the VOFM.
- b. Providing a copy of a currently active Certificate of Insurance (COI) in a minimum amount of **\$1,000,000 per occurrence** with the Optimist Club of Greater Vienna, Inc., PO Box 411, Vienna, VA 22183 listed as a named insured is required **BEFORE** participating in the VOFM.
- c. The COI should be uploaded through Farmspread.com.
- d. Should the COI expire, the vendor will **NOT** be able to participate in the VOFM until an active COI is provided. **No exceptions.**
- e. If your COI is rejected for having incorrect or incomplete information, the necessary changes will need to be submitted **before your next market date.**

4. Health Department Regulations

- a. Food safety is a paramount goal of the VOFM.
- b. All vendors **MUST** comply with all Health Department regulations.
- c. An important Fairfax County health department website for Health Permits for Temporary Food Establishments can be found at:
<https://www.fairfaxcounty.gov/health/permits/temporary-food-establishment>

- d. The VOFM Market Manager will register the VOFM in the Fairfax County PLUS system.
<https://plus.fairfaxcounty.gov/CitizenAccess/Default.aspx>
- e. Each vendor selling food must submit an application on the PLUS system for a Temporary Food Establishment Permit (TFEP) and select the VOFM as the event.
- f. See the Appendix for important TFEP information and procedures.

5. Market Operating Rules

- a. Vendor Conduct at the Market
 - All vendors must be set up at least 30 minutes prior to the market opening at 0800.
 - Vendors arriving after the market's opening time may be permitted to participate in that day's market at the sole discretion of the Market Manager.
 - A vendor who disrupts the market by arriving chronically late, or frequently leaving early, after two written warnings, may be expelled by the Market Manager for the remainder of the season. No fees will be refunded.
 - The market will be open for sales during regularly scheduled market hours and opening and closing times will be enforced by the Market Manager.
 - Vendors agree to follow the Market Manager's instructions in the case of inclement weather or another emergency.
 - **No sales will take place before the opening bell.** The markets will be open for sales to customers only during regularly scheduled market hours. Customers may bag items 15 minutes prior to the market opening but no sales are allowed until the market begins.
 - All vendors are expected to remain at the market for the duration of the market times. **Vendors may not leave the market nor start taking down their stand before the closing bell.**
 - **Early departure is not usually permitted.** Exceptions may be made for emergencies. The Market Manager must be notified so that it can be assured that the departure is conducted in a safe manner.
 - At the close of the market, vendors may wait on customers already under their canopy. Selling after the market is closed will not be tolerated. If a vendor continues to sell after the market closes, they will be expelled from the VOFM. No fees will be refunded.
 - There is no haggling or bargaining with customers. Vendors may offer a price to a customer but negotiating any price after the original offer is not an acceptable practice at the VOFM.
 - Vendors agree to refrain from profanity or playing music with profanity in the lyrics at the market.
 - No smoking/vaping is permitted in the market. Smoke/vape at least 50 ft away from the market.
 - Basic customer service includes being courteous in both words and actions towards customers, fellow representatives, employees, VOFM volunteers and the Market Manager. The VOFM will not tolerate any vendor who berates others at the market in any manner by any medium, including, but not limited to phone, text, online or email. Please always conduct yourselves in the most courteous manner possible.

- Vendors agree to leave the assigned area free of all trash and debris and take all trash with them. Vendors are not permitted to dump trash in on-site trash cans. VOFM can refuse a vendor's participation if they fail to clean their area.
- Food vendors will ensure that there is no food debris or cooking oils on the permeable cement and will cover their permeable cement area to insure such.
- Tent stakes will NOT be driven into the pavement, lawn dirt or flower bed areas.
- Vendors, after unloading for the market day, will NOT park in the community center parking lot, but will instead park on the public street or in the Vienna Volunteer Fire Dept. parking lot.
- Cars/trucks should not be idling in the market for an extended period of time.
- No dogs are allowed in the market. Only service animals are permitted.
- The Optimists provide a free volunteer pooch parking service at the Market Manager's Tent.
- The vendor is responsible for ensuring that all vendor representatives and employees are fully aware of and comply with all vendor rules, guidelines, health regulations and behavioral expectations.

b. Attendance

- Each vendor will be allowed two scheduled market absences per season.
- Scheduled market absences should preferably be specified by the vendor on their FarmSpread.com application registration form at the beginning of the season or communicated to the Market Manager at least two weeks in advance.
- Vendors must notify the Market Manager in advance of any anticipated absence by an email or text.
- Vendors will be given contacts for the Market Manager and agree to provide their cell phone and text contact information for important updates from the Market Manger.
- Emergency absences will be considered excused by the VOFM on a case-by-case basis.
- **A vendor with excessive absences may be suspended or expelled from markets by the VOFM. No fees will be refunded.**

c. Inclement Weather

- The VOFM operates **rain or shine**. However, the VOFM reserves the right to cancel or close the market under the following, or similar, weather conditions:
 - Sustained winds exceeding 30 mph
 - A severe thunderstorm or tornado warning issued by the National Weather Service for Fairfax County, VA
 - Visible lightning or hearing nearby thunder
 - Heavy snow or dangerous road icing conditions that make traveling unsafe
 - Closure of state, local, and federal government operations (e.g. FCPS activities, OPM Weather Closures)
 - A Heat Advisory (heat index between 105 to 109 degrees), Excessive Heat Watch (heat index exceeding 110 degrees), or Excessive Heat Warning (temperatures of 110 degrees or higher) to be issued by the National Weather Service and within 24 hours of the market open times.

- **If the market remains open and vendors feel unsafe traveling to the market due to inclement weather, VOFM will allow an excused absence if the Market Manager is contacted before the market starts.**
 - **Procedures for closing a market in progress:**
 - Vendors must follow Market Manager's instructions if the market in progress is shut down.
 - Vendors should finish sales in progress and not encourage further shopping.
 - Please find safe shelter or/or remain in your vehicle until the storm passes.
 - As all reasons for closing the market cannot be anticipated, vendors agree to follow the decisions of the Market Manager made in the interest of safety.
- d. Tent Weights and Canopies
- VOFM requires that every vendor provide and use a canopy at all times the market is open.
 - VOFM requires that every tent, canopy, and umbrella used at any market be weighted down at all times.
 - 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 ensure our vendors and customers safety.
 - Tent Weight Requirements
 - Minimum of 25lbs per leg.
 - Weights must be secured in a manner that does not create a safety hazard.
 - Weights must not cause a tripping hazard.
 - Weights must be tethered with lines that are clearly visible.
 - Weights must be securely attached.
 - 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 is NOT acceptable.
 - Vendors are responsible for determining if more than 25 lbs. per leg is required for their specific tent, canopy or umbrella.
 - Disk weights are not preferred, but they must add up to at least 25 pounds of weight on each tent leg and be attached securely.
 - Examples of sufficient and safe weights include:
 - Filling an empty bucket with cement or water and tying this to each corner of the tent with a rope or bungee.
 - Filling containers, such as canvas bags or plastic buckets/containers that have a handle through which a rope or bungee can be secured, with sand/cement/water that can be anchored or secured with a rope or bungee long enough for the weight to sit on the ground.
- e. Propane and Generator Safety
- Vendors cooking or warming foods or beverages on-site must follow propane and generator safety rules.

- Propane tanks must be securely attached to a stable object and located outside of your tent.
 - An ABC fire extinguisher must be readily available for use (including Class K fire extinguisher if cooking with grease).
 - Tent must be flame retardant if cooking with an open flame.
 - Extra gas/propane/fuel must be stored away from operating generators and flame in an approved container.
 - Limit one 10-gallon gas tank or one extra propane tank per vendor.
- f. Vendor Information to be Displayed
- Every vendor must have the following information clearly displayed at their booth and/or on their products:
 - Business Name
 - Product Prices
 - Product Labels and Ingredients List.
 - Temporary Food Establishment Permit (if applicable)
 - Local Sourcing Partnerships (if applicable)
 - SNAP Tokens Accepted (if applicable)

6. Rules Subject to Change as Needed

By participating as a vendor in the VOFM each vendor hereby agrees that these rules and handbook may be amended and updated, after notice in writing to the vendors, as is required for the safe and efficient operation of the VOFM, in the sole discretion of the Market Manager.

APPENDIX**Sec. 18-154. Town of Vienna Farmers Market**

C. Notwithstanding subsections A and B of this section, the Town Manager is authorized to permit one private farmers' market or marketplace in the Town each year from May 1 to October 31, inclusive, at a location authorized by this chapter and approved by him, or other public property and only for the sale of vegetables, fruits, agricultural and farm products of a perishable nature grown or produced by the vendors thereof and not purchased by the vendors for sale. Conduct of such markets or marketplaces shall be in compliance with all applicable federal, state and local laws. All sales must be conducted in person by that vendor having grown or produced the products sold, members of his family or his direct employees. The hours of activity shall be limited to 7:30 a.m. until 1:30 p.m., Saturday only.

(Code 1969, § 18-154; Ord. of 7-1969; Ord. of 12-1994 ; Ord. of 2-1996 ; Ord. of 6-2001)

Code of Virginia Title 58.1. Taxation

Subtitle III. Local Taxes

Chapter 38. Miscellaneous Taxes Article 7.1. Food and Beverage Tax

§ 58.1-3833. County food and beverage tax

A. 1. Any county is hereby authorized to levy a tax on food and beverages sold, for human consumption, by a restaurant, as such term is defined in § 35.1-1, not to exceed six percent of the amount charged for such food and beverages. Such tax shall not be levied on food and beverages sold through vending machines or by (i) boardinghouses that do not accommodate transients; (ii) cafeterias operated by industrial plants for employees only; (iii) restaurants to their employees as part of their compensation when no charge is made to the employee; (iv) volunteer fire departments and volunteer emergency medical services agencies; nonprofit churches or other religious bodies; or educational, charitable, fraternal, or benevolent organizations the first three times per calendar year and, beginning with the fourth time, on the first \$100,000 of gross receipts per calendar year from sales of food and beverages (excluding gross receipts from the first three times), as a fundraising activity, the gross proceeds of which are to be used by such church, religious body or organization exclusively for nonprofit educational, charitable, benevolent, or religious purposes; (v) churches that serve meals for their members as a regular part of their religious observances; (vi) public or private elementary or secondary schools or institutions of higher education to their students or employees; (vii) hospitals, medical clinics, convalescent homes, nursing homes, or other extended care facilities to patients or residents thereof; (viii) day care centers; (ix) homes for aged or infirm individuals, individuals with disabilities, battered women, narcotic addicts, or alcoholics; (x) age-restricted apartment complexes or residences with restaurants, not open to the public, where meals are served and fees are charged for such food and beverages and are included in rental fees; or (xi) sellers at local farmers markets and roadside stands, when such sellers' annual income from such sales does not exceed \$2,500. For the exemption described in clause (xi), the sellers' annual income shall include income from sales at all local farmers markets and roadside stands, not just those sales occurring in the locality imposing the tax. Also, the tax shall not be levied on food and beverages: (a) when used or consumed and paid for by the Commonwealth, any political subdivision of the Commonwealth, or the United States; (b) provided by a public or private nonprofit charitable organization or establishment to elderly, infirm, or needy individuals or individuals with blindness or other disabilities in their homes, or at central locations; or (c) provided by private establishments that contract with the appropriate agency of the Commonwealth to offer food, food products, or beverages for immediate consumption at concession prices to elderly, infirm, or needy individuals or individuals with blindness or other disabilities in their homes or at central locations.

2. Grocery stores and convenience stores selling prepared foods ready for human consumption at a delicatessen counter shall be subject to the tax, for that portion of the grocery store or convenience store selling such items.

The term "beverage" as set forth herein means alcoholic beverages as defined in § 4.1-100 and nonalcoholic beverages served as part of a meal. The tax shall be in addition to the sales tax currently imposed by the county pursuant to the authority of Chapter 6 (§ 58.1-600 et seq.).

Collection of such tax shall be in a manner prescribed by the governing body.

B. Nothing herein contained shall affect any authority heretofore granted to any county, city, or town to levy

a meals tax. The county tax limitations imposed pursuant to § 58.1-3711 shall apply to any tax levied under this section, mutatis mutandis. All food and beverage tax collections and all meals tax collections shall be deemed to be held in trust for the county, city, or town imposing the applicable tax. The wrongful and fraudulent use of such collections other than remittance of the same as provided by law shall constitute embezzlement pursuant to § 18.2-111.

C. Notwithstanding any other provision of this section, no locality shall levy any tax under this section upon (i) that portion of the amount paid by the purchaser as a discretionary gratuity in addition to the sales price; (ii) that portion of the amount paid by the purchaser as a mandatory gratuity or service charge added by the restaurant in addition to the sales price, but only to the extent that such mandatory gratuity or service charge does not exceed 20 percent of the sales price; or (iii) alcoholic beverages sold in factory sealed containers and purchased for off-premises consumption or food purchased for human consumption as "food" is defined in the Food Stamp Act of 1977, 7 U.S.C. § 2012, as amended, and federal regulations adopted pursuant to that act, except for the following items: sandwiches, salad bar items sold from a salad bar, prepackaged single-serving salads consisting primarily of an assortment of vegetables, and nonfactory sealed beverages.

1988, c. 847; 1989, c. 391; 1990, cc. 846, 862; 1992, c. 263; 1993, c. 866; 1999, c. 366; 2000, c. 626; 2001, c. 619; 2003, c. 792; 2004, c. 610; 2004, Sp. Sess. I, c. 3; 2005, c. 915; 2006, cc. 568, 602; 2009, c. 415; 2014, c. 673; 2015, cc. 502, 503; 2017, c. 833; 2018, cc. 450, 730; 2020, cc. 241, 1214, 1263; 2023, cc. 148, 149.

The chapters of the acts of assembly referenced in the historical citation at the end of this section(s) may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

2024 Vienna Optimists Farmers Market

Vendor Application

2024 Vienna Optimists Farmers Market Vendor Application

Vendors **must** agree to these terms and conditions to be able to participate in the Vienna Optimists Farmers Market (VOFM).

I have read, accept, and agree to abide by all rules, regulations, terms, guidelines and behavioral expectations as set out in the current VOFM Market Vendor Handbook. I, and my organization, vendor representatives, and employees, agree to abide by the terms therein, and as amended, after receiving written notice of any changes.

I certify that I and my organization are in, and will remain in, compliance, with all relevant laws of applicable regulatory agencies, including but not limited to, the Virginia Department of Agriculture and Consumer Services (VDACS), the Virginia Department of Health (VDH), the United States Department of Agriculture (USDA), Fairfax County Health Department, the Virginia Department of Taxation, and the Town of Vienna, including, but not limited to, the town's meal tax.

I understand that participating in a farmers market requires patience and flexibility and close coordination and cooperation with the Market Manager. I agree to cooperate with the Market Manager by turning in all paperwork and paying all market fees on time.

I understand that participation in the market does not guarantee a place in next year's market.

I agree to comply with on-site inspection as needed for verification of producer-only production, including site inspections with little to no advance warning.

I agree to indemnify and hold harmless the Town of Vienna, VA and the Optimist Club of Greater Vienna, Inc., their officers, agents, and all employees and volunteers, from any and all claims for bodily injury, and personal injury and/or property damage, including cost of investigation, all expenses of litigation, including reasonable attorney's fees and the cost of appeals arising out of any claims or suits which result from errors, omissions, or negligent acts of the user, its volunteers, agents or employees. This provision shall expressly survive the termination, cancellation, or expiration of this Agreement.

I acknowledge that failure to comply with all market rules, failure to submit current insurance and health department and similar certifications and/or payments on time, could result in suspension or expulsion from VOFM at the sole discretion of the Market Manager, with NO REFUNDED FEES.

By submitting this application, I acknowledge that I have read and agree to all the rules outlined in the VOFM Vendor Handbook and agree to all of the conditions therein.

* = Required Field

*Organization: _____

*Name: _____

*Address: _____

*Address1: _____

Address: _____

*Cell Phone: _____

*email : _____

*Date: _____

*Signature: _____

Processor's Certificate of Foods That You Plan to Make and Sell at the Vienna Optimists Farmers Market

All vendors must complete this page.

List all of the processed food you plan to sell at the Vienna Farmers Market.

Processor's Name				Business Name			
Address							
City				State			
				Zip			
County				Email			
Work #				Cell #			

Please list all of processed food you plan to make sell:

Please list all other food you plan to sell:

NOTE: Certain foods may not be permitted based on the Market Manager's sole discretion.

Producer's Certificate

List all the items that you produce and plan to sell at the Vienna Farmers Market.

The VOFM is a Producer Only market meaning that all items must be homegrown, handmade, and/or vendor-created. Please list **all** crops that you plan to sell.

NOTE: If you process food items from your produce, you will also need to have a Kitchen Inspection Report completed by VDAC or your appropriate state agency.

Producer's Name

--

Business Name

--

Please list all crops grown and provide supporting information:

<i>Vegetable</i>	<i>Number of Linear Feet</i>	<i>Vegetable</i>	<i>Number of Linear Feet</i>

Herbs _____ Acre(s)

Plants _____ Square Feet

Cut Flowers _____ Acre(s)

Honey _____ # of hives

Other _____

County Extension Agent Certificate

Farmers Market:

Applicant: _____
Applicant Organization _____
Applicant Address _____
Applicant City, County and State _____
Applicant Tel Num () _____
Applicant Email: _____

The following should be completed by the local County Extension Agent or agriculture official.

I hereby certify that the above-named person or entity is, to the best of my knowledge, growing/producing the above stated crops on the land listed above. I agree, upon request, to investigate any questions raised about the authenticity of these crops by an authorized representative of the Vienna Farmers Market.

Agent Organization _____
Agent Address _____
Agent City, County and State _____
Agent Tel Num () _____
Agent Email: _____

Printed Name of Extension Agent _____

Signature of Extension Agent _____

Date _____ (20__)

Apple/Fruit Cider Certification

Please provide information about apple/fruit cider you plan to sell.

Fruit cider is a processed food product and selling cider is subject to all local, state, and federal laws. All fruit used to make cider sold at VOFM must be grown by the vendor.

Fruit dropped from trees onto the ground may not be pressed into cider as dropped fruit can be a primary source of bacteria that could contaminate the cider.

The cider may be pressed at an off-site site location; however, this site must be inspected by VDACS or the appropriate agency in your state of residence. This inspection must be completed before selling apple/fruit cider and cannot contain any violations of general cleanliness regulations. If a cider regulatory authority performs a spot check during the market year and finds violations of cleanliness, the sale of cider must be suspended until the violations are corrected.

List the kinds of cider you plan to sell:

Name				
Business Name				
Address				
City		State		Zip
County				
Cell Num				
email				

I agree to provide a valid copy of the cider inspection to the VOFM Manager before selling cider at the market

Signed _____ Date: _____

Sample Certificate of Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/31/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Higginbotham Insurance Agency, Inc. 500 W. 13th Street Fort Worth TX 76102 License#: 2081754 TOTAOFF-04		CONTACT NAME: Vanessa Villarreal PHONE (A/C, No, Ext): 432-614-1109 FAX (A/C, No): 432-368-7505 E-MAIL ADDRESS: VVillarreal@higginbotham.net	
INSURED Total Office Solutions LLP, Move Solutions, Ltd. dba Move Solutions-Dallas, Ltd., Office Boy, Furniture Solutions NOW, Ltd. dba Corporate Source, Ltd., Sojourner Properties, 1473 Terre Colony Court Dallas TX 75212		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A : Service Lloyds Insurance Co.	43389
		INSURER B : Markel American Insurance Company	28932
		INSURER C : Utica Lloyd's Of Texas	10990
		INSURER D :	
		INSURER E :	
		INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** 223847068 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> 5,000 Ded Per Oc GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		CP 5202293	11/1/2022	11/1/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
C	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> MSC-90		5188182	11/1/2022	11/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		CULP5202294	11/1/2022	11/1/2023	EACH OCCURRENCE \$ *10,000,000 AGGREGATE \$ *10,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/> N / A	SLICWC0483901	11/1/2022	11/1/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Motor Truck Cargo		CP 5202293	11/1/2022	11/1/2023	Policy Limit per \$300,000
B	Excess Motor Truck Cargo		MKLM4IM0053223	11/1/2022	11/1/2023	Policy Limit \$200,000 Total Property Limits \$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER Optimist Club of Greater Vienna, Inc. PO Box 411 Vienna, VA 22183	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--

Permitted and Prohibited Products for Sale at the VOFM

The following is a Non-Exclusive list of the products that may and may not be permitted for sale at the VOFM.

This list is subject to change in the absolute sole discretion of the Market Manager.

Generally Acceptable Items for sale include:

- Produce – vegetables, fruits, microgreens.
- Meats – chicken, turkey, pork, beef, bison, rabbit, sausage, venison.
- Seafood – finfish, shellfish & crustaceans harvested from the Chesapeake Bay and other nearby tributaries.
- Dairy – milk, eggs, cheese, butter, ice cream, kefir, yogurt.
- Honey – bee pollen.
- Baked goods – bread, cookies, cupcakes, etc.
- Prepared food – soups, sandwiches, pastas, dumplings, etc.
- Herbs – fresh & dried herbs, teas.
- Plants – vegetable starts, potted/cut herbs, potted/cut flowers.
- Coffee – must be locally ground and roasted.
- Wine – grapes and wine must be locally produced.
- Additional Value-Added Products – Jams, Jellies, apple butter, pickled products.

Prohibited Items for sale include:

- Non-local products except locally roasted and ground coffee, olives, olive oil, and chocolate.
- Crafts, artwork, jewelry, handicraft, toys, housewares, home goods, candles, or body products.
- Non-food items, including materials from the vendor's existing agricultural operation, for example candles or lip balms made from a honey farmer's leftover beeswax.
- All non-food items must have prior approval from the Market Manager.
- Highly Invasive Plant Species, as defined by Virginia Department of Conservation & Recreation

Dairy/Ice Cream Requirements:

- Milk, Dairy and Cheese: Fresh milk must be from the dairyman's own herd or creamery.
- Cheese, cream, yogurt and other dairy products must be made by the vendor using milk from the dairyman's own herd, or milk sourced from another local dairy farmer.
- Flavoring agents (fruit, herbs or honey) used in the products should come from local vendors.

Frozen Dairy or Fruit Products:

- Ice cream must be made by the vendor.
- A preference is given to vendors who use milk or cream from the vendor's own herd or creamery, or who source milk from a local farmer.
- Flavoring agents (fruit, vegetables or honey) used in the products should come from local sources. Frozen dairy or fruit products should highlight regional produce and seasonal ingredients.
- Out of region, necessary flavorings (such as vanilla) may be utilized.

Coffee Requirements:

- Coffee must be locally ground and roasted within 150 miles of Vienna, VA, unless otherwise permitted by the Market Manager.
- Coffee vendors must be producer-only, meaning all beans must be roasted by the vendor.
- Resale of locally roasted beans is not permitted.

Food Safety Requirements (overview)

1. Temporary Food Establishment Permit:

- All vendors selling foods that are cooked, warmed, or prepared on site and/or are providing more than six types of food samples are required to get a Temporary Food Establishment Permit (TFEP) from the Fairfax County Health Department.
- Submit one TFE permit for each market location annually through the Fairfax County PLUS Portal: <https://plus.fairfaxcounty.gov/CitizenAccess/Default.aspx>
- A \$40 fee is to be paid once per year, and covers the entire state of Virginia.
- The TFEP must be displayed in the booth at all times.
- A copy of the TFEP must be submitted to the Market Manager before the beginning of the market season, along with required USDA and VDACS certifications.

2. Safe Sampling:

- No TFEP is required for product sampling if the following conditions are met:
 - Maximum of only six types of products being sampled at a time.
 - All sanitation requirements are being followed.
 - Food must be from an approved source.
 - Fruits and vegetables must be washed under potable running water prior to cutting.
 - A three-compartment washing station is required.
 - A handwashing station is required.
 - Hands must be washed prior to handling food; gloves must be worn.
 - Use disposable utensils to distribute samples.
 - Covers for Food for Sale and Samples: The Retail Food Establishment Regulations state that food on display must be protected from contamination. All vendors must have unpackaged food under a tent. Adequate counter protection devices (sneeze guards or shielding) must be provided to protect non-packaged foods from contamination.
 - Storage containers, single service items, equipment and utensils shall be stored at least six (6) inches off the floor or ground surface and must be covered.

3. Inspections Required:

- An inspection from the Virginia Department of Agriculture and Consumer Services (VDACS) is required for vendors selling food and food products at VOFM (Unless a home Kitchen Processing Exemption is applicable).

4. Home Kitchen Processing Exemption**For ONLY NON-Human Consumption Foods:

- Foods prepared under the Home Kitchen Processing Exemption **for HUMAN consumption** are not allowed in the VOFM. As a matter of policy and safety, the VOFM requires all food sold for human consumption to be prepared **in a certified commercial kitchen.**
- Foods **for NON-Human consumption** prepared under this Exemption do NOT require a VDACS inspection but MUST adhere to following criteria:
 - Products must be made in your home AND
 - Sold directly to end consumer from home or at the VOFM AND
 - Not sold to other business for resale AND

- Not offered for sale over internet or across state lines AND
- Each product labeled with the following: your name, physical address and telephone number, date of food production and statement: "NOT FOR RESALE – PROCESSED AND PREPARED WITHOUT STATE INSPECTION"

Products allowed under this exemption:

- Pickles and acidified vegetables with pH 4.6 or lower.
- Pure honey.
- Low risk foods: candies, jams and jellies, baked goods that do not require temperature control, dried fruits, dry herbs, seasonings, dry mixtures, coated and uncoated nuts, vinegars and flavored vinegars, popcorn, cotton candy, dried pasta, dry baking mixes, roasted coffee, dried tea, cereals, trail mixes, granola

Products NOT allowed under this exemption:

- Canned fermented foods, canned foods that require refrigeration for safety, canned acid foods, canned fruits, low-acid canned vegetables.
- Baked goods that require temperature control.

5. Labeling Requirements:

- All value-added food vendors, including bakers and prepared food vendors, are required to follow the food labeling law as outlined by VDACS.
- All individually wrapped baked goods must have the following on the label. Labels may be typed or handwritten in permanent ink or a combination of both.
 - Statement of identity (common name of product).
 - Ingredient statement, including sub-ingredients and allergens.
 - Allergens: if your product contains milk, eggs, shellfish, fish, tree nuts, wheat, peanut or soybean, it must be declared in the ingredient statement OR separate "contains..." statement. Only these 8 major allergens can be identified as allergens on the label.
 - Net quantity or weight statement in standard and metric units.
 - Name and address of manufacturer, packer, or distributor.
 - Placed together with an ingredient statement and nutrition facts panel.
 - Must include full street address.
 - Small businesses with less than 10 employees and 10,000 units sold will be exempt from Nutritional Labeling. If any nutrient content or health claim is made, the nutritional labeling is required.
 - If product falls under Home Kitchen Exemption, the following labeling is required:
Your name, physical address and telephone number and the date of food production.

Health Permits for Temporary Food Establishments



CONTACT INFORMATION: Our Environmental Health Services office at 10777 Main Street in Fairfax is open during regular business hours 8 a.m. – 4:30 p.m., Monday – Friday. Clinic services are not offered at this location.

[Share This](#)



703-246-2201
TTY 711



hdehd@fairfaxcounty.gov



10777 Main Street
Fairfax, VA 22030



Pieter A. Sheehan, REHS
Director, Division of Environmental Health

Health Permits for Temporary Food Establishments

More food permitting topics: [New Food Establishments](#) | [Change of Ownership](#) | [Annual Renewals](#) | [Mobile Food Service Units](#)

A Temporary Food Establishment is a type of food establishment that operates for a period of no more than 14 consecutive days in conjunction with a single event or celebration, including carnivals, fairs, festivals, farmers markets, and other similar public gatherings.

If you are planning on operating as a food vendor at a temporary event in Fairfax County (including Fairfax City, City of Falls Church, and the Town of Herndon) you will likely be required to obtain a Temporary Food Establishment Permit (TFEP).

A food vendor at a Temporary Food Event (TFE) must submit an application for a Temporary Food Event Permit if they meet at least one of the following:

- A food establishment with a current, valid Food Establishment Permit issued by the Fairfax County Health Department.
- A food establishment with a Food Establishment Permit issued by a health jurisdiction other than Fairfax County and is participating as a food vendor.
- A firm/organization/company/business that is under an inspection program conducted by the Virginia Department of Agriculture and Consumer Services (VDACS).

- A gourmet food vendor who offers unpackaged samples of products to the public.
- A Mobile Food Unit (MFU) that does not have a current and valid Fairfax County MFU permit.
- A demonstration cooking booth where samples are offered to the public.
- A restaurant that donates or sells food to a 501c3 non-profit, tax-exempt organization.
- An organization that does not meet tax-exempt status under 501c3, whether sponsoring or participating as a vendor in an event.

The permit must be posted where it can easily be seen by the public, and it is only valid for the specified permit period. This permit is not transferable.

Please contact the Health Department at 703-246-2201 or email us at HDehd@fairfaxcounty.gov, if you are not sure your operation meets the definition of a Temporary Food Establishment. Refer to Title [Title 35.1-25 of the Code of Virginia](#) for a list of exemptions to these requirements.

How to Apply

Please apply on the [Planning and Land Use System](#) at least 10 days prior to the event.

Step 1: Event Coordinator Registers the Event in PLUS

The Event Coordinator completes and submits the Temporary Food Event application in [PLUS](#). As part of the application process the Event Coordinator must provide a list of participating food vendors with contact information and a layout map of the event to include location of toilets and waste disposal. Event Coordinators will receive email notifications from PLUS when a vendor applies for a TFEP for their event.

See [Temporary Food Establishments Requirements & Information Packet](#) for vendors who wish to prepare and serve food to the public during a temporary event in Fairfax County, City of Fairfax, and Falls Church.

Step 2: Vendor Applies for Permit

- See [Temporary Food Establishments Requirements & Information Packet](#) and [sampling guidelines](#).
- Temporary Food Vendors are required to submit a as Temporary Food Establishment Permit (TFEP) application in [PLUS](#). Within the application, select the event from the existing Event List. If the event is not listed, choose "Other" and enter the event name and details.

Temporary Food Establishments Requirements & Information Packet

Fairfax County, VA

Temporary Food Establishments Requirements & Information Packet

CARNIVALS, FAIRS, FESTIVALS, AND OTHER EVENTS

All vendors who wish to prepare and serve food to the public during a temporary event in Fairfax County, City of Fairfax, and Falls Church must have a permit issued by the Fairfax County Health Department. Vendors are required to apply online and pay any required application fees to obtain the Permit to Operate a Temporary Food Establishment and are subject to a Health Department inspection. During events, vendors are required to post their permit from the Health Department and follow all food safety guidelines pursuant to Chapter 43.2, Fairfax County Food Code.

This packet includes the following information:

1. Permit Application Process, including timelines & fees
2. Requirements for Temporary Food Permits
3. Application

TEMPORARY PERMIT APPLICATION PROCESS

A **Temporary Food Establishment** is a type of food establishment that operates for a period of no more than 14 consecutive days in conjunction with a single event or celebration, including carnivals, fairs, festivals, and other events. A temporary food establishment includes at least [one of] the following:

- A food establishment with a current and valid Permit to Operate issued by the Fairfax County Health Department. The food vendor remains subject to inspection by the Health Department; however, the Health Department will allow the establishment to operate under their existing Permit to Operate. The owner/operator must post in public view a copy of their Permit to Operate at the point of food service on their stand/ booth. There will be no assessment of an additional application fee to operate as a food vendor;
- A restaurant with a food establishment permit or license issued by a health jurisdiction other than Fairfax County that is participating as a food vendor;
- A firm that is under an inspection program conducted by the Virginia Department of Agriculture and Consumer Services (VDACS) offering unpackaged samples of their product, including cutting or slicing produce items at a farmer's market; (*See Sampling Guidelines*)
- A gourmet food vendor who offers unpackaged samples of their product to the public; (*See Sampling Guidelines*)

- A mobile food unit without a permit issued by the Fairfax County Health Department;
- A demonstration cooking booth where samples are offered to the public; and
- A restaurant that donates or sells food to a 501c3 organization.
- An organization that does not meet tax-exempt status (501c3), whether sponsoring or participating as a vendor in an event.
- Please contact the Health Department at 703-246-2201 if you are not sure your operation meets the definition of a temporary food establishment. (For a list of exemptions to these requirements, please refer to Title 35.1-25 of the Code of Virginia: [§ 35.1-25. Exemptions](#))

The **Event Coordinator** is responsible for organizing the event and provides food vendors with the "**Requirements for Temporary Food Establishments**". Event Coordinators submit an application to the Health Department online at [PLUS - Accela Citizen Access\(2\)](#) (fairfaxcounty.gov)

- **THE EVENT COORDINATOR WILL PROVIDE A LIST OF PARTICIPATING FOOD VENDORS WITH CONTACT INFORMATION FOR EACH VENDOR THROUGH THE APPLICATION PROCESS IN PLUS.**
- The Event Coordinator can request food vendor training as part of their application in PLUS but will be responsible for contacting the Health Department to determine if there is a training requirement prior to the event. Advance notice of at least 2 weeks must be given to schedule training.



Temporary Food Vendors are required to submit applications to the Health Department online at [PLUS - Accela Citizen Access\(2\) \(fairfaxcounty.gov\)](#) along with any required application fees.

The completed application and fee must be received at least ten (10) days prior to the event. Upon completion and submission of the application in PLUS, the applicant is acknowledging an agreement to comply with applicable requirements.

- a) If operating out of a commissary or restaurant, please include the name and location of the facility

being used on the application. Please note that a vendor who uses a commissary or restaurant as a base of their food operation is more likely to be issued a permit to operate prior to the event.

- b) Permits are not transferable to another food vendor or event and are valid only for the period of time specified.
- c) Only those food items listed on the application may be offered for sale, sample, or service unless changes are approved in advance by the Health Department.
- d) Temporary food establishments shall not open for business until a permit has been issued.

REQUIREMENTS FOR TEMPORARY FOOD ESTABLISHMENTS

The following requirements are pursuant to Chapter 43.2, Fairfax County Food. **These requirements address the safe handling, preparation, transportation, storage and protection of food items prepared and served to the public from temporary food establishments at such events as carnivals, fairs, festivals, and craft shows.**

The purpose of the requirements is to reduce risk factors known to contribute to foodborne illnesses associated with temporary food establishments. Risk factors include improper personal hygiene, inadequate cooking temperatures, improper holding temperatures, and unapproved food and water source. Inspections of the temporary food establishments are conducted by the Health Department to ensure that the operator has implemented control measures to reduce and/or eliminate the conditions associated with these risk factors.

Note: the Applicant shall comply with all requirements of the Fairfax County Health

Department. If violations are found, the operator must take corrective action immediately or as directed by the Health Official. Failure to correct the violation(s) will result in the revocation of the Health Department Permit and immediate cessation of the food service operation. Failure to comply may also affect Health Department issuance of a permit at future events.



PHYSICAL FACILITIES:

- a) Food booths shall have overhead protection and a cleanable floor surface. The preferred floor surface is asphalt or concrete; however, plywood, tarp or a similar non-slip surface may be used if the booth is located on grass, loose gravel or dirt. Overhead

protection where there is cooking must be approved by the Fire Department.

- b) An adequate supply of potable water must be available at each booth. Water must be from an approved source.
- c) Containers with tight-fitting lids shall be provided for liquid waste. Wastewater (i.e. wash water, rinse water, sanitizing water, drained ice water, etc.) may not be disposed of on the ground surface. Sewage connections shall be sanitary, non-leaking, inaccessible to insects and rodents, and approved by the health department prior to the event.
- d) Adequate and sanitary toilet facilities must be available and conveniently located for food employees.
- e) The person in charge is responsible for keeping the preparation and service areas and the surrounding grounds free of litter, trash and garbage. All garbage/refuse shall be containerized and properly disposed of during and after the event.

PERSONAL HYGIENE:

- a) Persons having open cuts or sores on his/her hands or arms may not prepare or serve food.
- b) Persons with acute respiratory infections such as colds or flu, or persons with communicable diseases involving organisms that can be transmitted by food are not allowed in food service operations and are subject to immediate exclusion if found handling food in a temporary food establishment.
- c) No eating, drinking, or smoking shall take place in the food preparation area, serving area, or cleaning and storing area of a temporary food establishment.
- d) Hands must be washed frequently and fingernails kept trimmed and cleaned. A container with a spigot containing water from an approved source must be provided for hand washing with a separate container to catch wastewater. Liquid hand soap and paper towels must be provided. Gloves or chemically treated hand wipes (hand sanitizers) are not a substitute for handwashing.
- e) **Food handlers that use the toilet facilities, smoke, eat or drink must wash their hands before returning to work.**
- f) Hair restraints are required for all food handlers. Hair nets, caps, visors, etc., are acceptable means of hair restraint.

- g) The outer garments of food handling employees shall be clean. Jewelry should be limited. Excessive hand jewelry may not be worn.

FOOD AND BEVERAGE:

- a) All food products including beverages, ice and water shall come from an approved source. The use of HOME CANNED or HOME PREPARED FOOD is strictly prohibited.
- b) A vendor who uses an approved commissary or restaurant to store and prepare food items is more likely to be issued a permit to operate prior to an event.
- c) Food temperatures shall be maintained safe for perishable (potentially hazardous) foods as follows:
 - **Cold foods** - maintain food temperature of **41°F or below.**
 - **Hot foods** - maintain food temperature of **135°F or above.**
 - Food in transit must be protected from contamination and must meet the temperature requirements noted above.

Note: Sufficient equipment is essential for cooking foods and maintaining temperatures of all perishable foods (i.e. steam tables, chafing dishes, refrigerators, ice chests, etc.)

- d) **Temperature Control for Safety (TCS) foods** that have been cooked, cooled and refrigerated must be reheated

for hot holding to 165°F within 2 hours.

- e) Foods shall be stored at least six (6) inches off the floor.
- f) The manager, operator, or person in charge shall provide and use a properly calibrated metal stem bayonet thermometer or digital thermometer with a range of (0-220°F) in +/-2°F increments for checking internal food temperatures. The thermometer shall be properly sanitized prior to each use and periodically calibrated.
- g) Food and utensils must be protected from contamination.
- h) Ice for human consumption shall be stored in cleanable, covered, self-draining containers and dispensed with handled scoops, tongs, or other approved methods.
- i) Food condiments such as mustard, catsup, relish, etc. must be served in individual packets, squeeze bottles, or pump type dispensers. Cream and sugar shall be served in individual packets only. Milk products shall be refrigerated to 41°F or below. In instances where dispensers or individual packets are not available, food handlers must add condiments or ingredients requested by the patron.
- j) Foods that are contaminated, adulterated in any way or held at improper temperature are subject to immediate condemnation and discarding.



FOOD PREPARATION, HANDLING, DISPLAY AND SERVICE:

- a) Bare hand contact with ready-to-eat foods is prohibited. Provide disposable gloves, tongs, spatula, tissue paper or other utensil(s) for use to prevent bare hand contact with ready-to-eat foods.
- b) Food preparation is to be kept to a minimum and prepared in small quantities.
- c) Food preparation and cooking must be separated from public access.
- d) Adequate counter protection devices (sneeze guards or shielding) must be provided to protect non-packaged displayed foods from contamination.
- e) Packaged food shall not be stored in contact with water or undrained ice.
- f) Toxic items such as cleaners must be labeled and stored away from food and food preparation surfaces.

- g) An adequate number of leakproof and flyproof garbage containers shall be provided and serviced as needed. Plastic garbage bags should be used to line the garbage containers. Arrangements must be made for clean-up and final disposal of all solid waste.

EQUIPMENT AND UTENSILS:

- a) Sufficient cold and/or hot holding facilities shall be provided which are capable of maintaining TCS foods at proper temperature of 41°F or below and 135°F or above. Ice chest with adequate ice may be used for keeping foods cold.
- b) Storage containers, single service items, equipment and utensils shall be stored at least six (6) inches off the floor or ground surface.
- c) Only single service utensils may be provided for use by the consumer. If wrapped single service utensils are not provided, then the utensils must either be handed to each consumer by the food worker, or stored in a manner where the food contact surface is not exposed and handles are presented to the consumer.
- d) Hoses used for potable water must be food grade and labeled to indicate that

they are commercial grade or NSF approved. Back-flow prevention devices must be provided also if deemed necessary.



- e) Three containers of adequate size shall be provided for washing, rinsing and sanitizing food contact surfaces of equipment and utensils.
- f) Equipment and utensils shall be cleaned and sanitized after each possible contamination (i.e. dropped on ground, working with different products, etc.).
- g) Appropriate test strips shall be provided by the operator or person in charge and used to check sanitizing concentration strengths.



Fairfax County Health Department
10777 Main Street, Suite 111
Fairfax, VA 22030
703-246-2201, TTY 711

[Food Safety | Health \(fairfaxcounty.gov\)](http://www.fairfaxcounty.gov/health)

Guidelines for Sampling at Temporary Events



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

Guidelines for Sampling at Temporary Events: Farmers Markets, Fairs, Conventions, and Festivals

Sampling: A food product promotion where only a sample of a food is offered free of charge to demonstrate its characteristics. A sample cannot be a whole meal, an individual hot dish or a whole sandwich. **No permit for sampling is required if the following conditions are met:**

1. A maximum of only six (6) products are being sampled at a time:
 - A product made by mixing two or more primary ingredients (i.e., a dip made by mixing dried herb packet with sour cream, olive oil mixed with dried herb packet, etc.) will count as one product.
 - A variety of one type of manufactured, packaged food product (i.e., baked goods, candies, jellies, jams, salsas, honey, etc.) will count as one product.
 - A variety of the same type of cut fruit or vegetables (i.e, samples of different varieties of apples or peppers) will count as one product.
2. **All** department **SANITATION REQUIREMENTS** are being followed.

SANITATION REQUIREMENTS:

- All food being sampled must be from an approved source. Processed foods must be manufactured in or purchased from a licensed food establishment or processing facility. To verify an approved food source, the Health Department may request copies of retail food establishment permits, food manufacturer licenses, and/or receipts showing date of purchase.
- All fruit and vegetables must be washed under running potable water prior to cutting. Washing removes dirt, soil, and any other contaminants.
- A three-compartment washing station is required. Use this setup to wash, rinse, and sanitize knives, cutting boards, and other multi-use equipment and utensils used to prepare and handle food products.
- Food handling at the event requires easy access to a handwashing sink or a handwashing station that consists of:
 - a 5-7 gallon container equipped with a hands-free dispensing valve
 - a 5 gallon catch basin for wastewater
 - potable water
 - liquid hand washing soap in pump or squeeze bottle
 - paper towel supply for the entire day.
- Wash hands prior to handling food products and then frequently throughout the event, especially any time hands are contaminated and between glove uses. After shaking patrons' hands or handling money, hands must be rewashed before handling food products.

Page 2 of 5

- There can be no bare hand contact when working with food products. Obtain disposable gloves for use when cutting and handling products. Do not reuse gloves after touching contaminated surfaces or money.
- Obtain sampling containers with sneeze and handling protection.
- Use toothpicks, wax paper, paper sampling cups, tongs, or disposable utensils to distribute samples. This is to prevent patrons' hands or fingers from touching the samples or contaminating the food.
- All samples (including the original source container) may only be used for a length of four (4) hours during a single event. All unused samples (including the original source container) must be disposed of after four (4) hours.
- Use a plastic bag lined waste basket to collect and discard waste from food preparation and patrons.
- Know where toilet and "greywater" dumping facilities are located for proper discard of wastewater from food preparation and hand washing. Do not empty wastewater on the ground or pavement or down a storm drain.

Fairfax County Health Department

Division of Environmental Health
Consumer Protection Program
10777 Main Street, Suite 100, Fairfax, VA 22030
Phone: 703-246-2201 TTY: 711 Fax: 703-385-9568
www.fairfaxcounty.gov/hd



Required items for proper sampling

Top left to right: Waste basket with liner, disposable latex or plastic gloves

Bottom left to right: disposal single-use utensils, covered sampling container, tongs, knife and cutting board



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Examples of Fairfax County Health Department approved sampling methods

Provide containers with hinged covers to prevent food contamination.

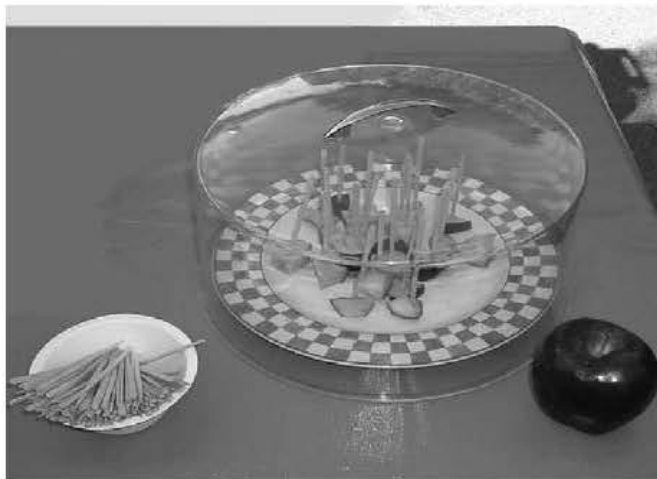


Use of tongs to give out sample.

This method provides the best way to keep the food samples from being contaminated. Vendor is in complete control of the sampling process. This method is highly recommended.



Here is another example of how to protect your samples. Notice the samples have tooth picks already so customer does not have to touch the sample. Cake cover acts as a sneeze protector.



If you are sampling nuts of any kind, you must use a nut-shaker similar to the ones pictured.



A temporary hand washing station must consist of, at least, running water, soap, paper towels, a discard bucket and trash can. If a sink is not available, a large thermos or container in which water is held for dispensing for hand washing can be used. The container must have a spout that allows the water to remain running without holding or pushing the dispensing mechanism. A container needs to be placed under the water container to catch the wastewater. As a food vendor you must provide this set up in your stand.

