

## **MARKET RULES/REGULATIONS & POLICIES**

### **Vienna Optimists' Farmers Market (VOFM)**

**Phone: (571) 354-6933**

**PO Box 411 Vienna, VA 22183**

**A pop up tent is required for all vendors, guests and nonprofits at the market. This is specified elsewhere in the market application section. Tent canopies are required at every market unless the market manager gives you other instructions during the market.**

### **The Optimist Club of Vienna Farmers Market Rules**

(rules are subject to change by market managers at any time)

#### **ABOUT THE MARKET**

The Vienna Farmers Market run by the Optimist Club of Greater Vienna is a nonprofit volunteer effort. We are a 100% volunteer 501(c)(3) charity. All market proceeds go to support youth groups and charities in the Vienna area. Examples of programs we support include area school scholarships, childhood cancer campaign, Special Olympics etc. **As such, we do not offer any refunds on vendor fees/ payments to the market.**

For more information contact [info@viennaoptimistclubofgreatervienna.org](mailto:info@viennaoptimistclubofgreatervienna.org).

#### **PRODUCERS**

The VOFM is a producer-only market; meaning that all items sold at the market must be grown on one's land or made in one's kitchen within 150 miles of Fairfax County. There is one exception to this due to high consumer demand, a fair trade coffee bean roaster at the market (he roasts his own beans in the town of Vienna). The demand is high for this product so we are making an exception. This is a no craft market.

**FACEBOOK:** Vendors are requested to link to our Facebook page!

<http://www.optimistclubofgreatervienna.org/farmersmarket/farmlanding2015.html>

#### **HOURS AND OPERATION**

The Market is open from **8 am – Noon** each SATURDAY (**RAIN or SHINE**) at the VIENNA COMMUNITY CENTER - 120 Cherry St SE, Vienna, VA 22180.

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The Market opens when the bell is rung at 8 am. For 2020, the market will run from May 2<sup>nd</sup> to October 31<sup>st</sup>. **No sales before 8 am.**

**Enforced Rule--All vendors must be set up by 7:30am. NO arrivals after 7:30am. You will not be admitted. NO ONE IS ALLOWED TO DRIVE INTO THE MARKET or PARK ON THE STREET AND SNEEK IN AFTER 7:30AM.**

In order for us to have a consistent market, we need to know when you are not coming to the market. Our customers come looking for you every week. Weekly attendance is a must – **RAIN OR SHINE**. You must call us at **571-354-6933** if you will not be at the market. **Repeated lateness or absence may result in termination from the market. No refunds will be given.**

**Enforced Rule--**The market closes at NOON and sales must be completed promptly. We understand that there are often customers finishing up sales and for that reason you have until 12:10 to finish up all sales. That is it. **Sales after 12:10 are not allowed.** Vendors continuing to sell after 12:10 will be given an oral and then a written warning and then you will be asked to leave the market. This is a very strict rule due to the fact that we must follow the rules of the Town. **AGAIN YOU MUST BE FINISHED WITH ALL CUSTOMERS BY 12:10** as we must be out of the community center parking lot by 12:30/12:45 the latest.

All vendors should be prepared for **high winds or even moderate winds** and is required to bring sufficient materials to hold down your tent (extra bungees, weighted materials for tent poles, jugs filled with kitty litter even!). In high winds, you will be asked to be kind to your neighbor and help with taking the tents down (the golden rule).

Vendors **leaving the market early or closing early** will be given a warning. Continuing to do this will result in your being asked to leave the market permanently as a vendor. Leaving early is a **safety hazard** and is bad for the market overall.

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Additionally, please remember that vendors cannot have children under the age of 16 waiting on customers without the supervision of an adult. Children should not be left alone in a vendor space at any time.

### PARKING RULES!

The market is located in the Vienna Community Center Parking lot at 120 Cherry St SE, Vienna, VA 22180. We share that lot with the Town Parks and Recs.

**All Non-produce vendors** will off load their vehicle and then park their vehicle in either, the Vienna Volunteer Fire Department Parking lot, the Vienna Elementary Parking Lot, the Faith Baptist Church parking lot, or on the street. All spaces are in the street and lots that are within one block of the Center. Because of the need for customer parking, **vendors and their employees must not park at the Community Center** instead, they need to use the street spaces or the lots outside the Center.

### TRASH

You must dispose all of your trash generated as a result of operations including boxes, samples, **produce debris**, and consumer trash at your stand. Optimist **volunteers** will be responsible for disposing of trash in waste bins that are provided for public use. There is a dumpster for both regular waste and recycling located on the Community Center Lot at the corner of Park and Cherry BUT, WE ARE NOT ALLOWED TO USE IT.

### VENDOR APPLICATIONS

Please comply with the rules and be courteous and kind to your neighboring vendors. The VOFM is designed to be a family market where all work together as one and where problems can be worked out amicably.

1. **Vendor:** Payment of Vienna Town Meals Taxes--Any vendor who sells takeaway foods of any type--**foods that can be eaten readily within the market**--must pay **town meals taxes** monthly --these taxes are **due no later**

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than the 20th of the following month). Examples of takeaway foods are donuts, crepes, lemonade, sandwiches and fudge. The tax is 3%. A copy of the main application and the monthly payment form is attached.

2. **Vendor:** Vendors who cook at the market are responsible for ensuring the **safety** of their workers at the market, securing necessary Fairfax county permits in advance of the opening of the market, paying the aforementioned payment of town meals taxes and bringing any problems to the attention of the market manager. **There is a tarp requirement for food production vendors to prevent the fine dirt and cooking oils from draining into the porous cement.**

3. **Space:** Non-produce vendors can NOT apply for more than one space due to limited space ability, unless you were granted more than one space last year. Due to the space constraints, there can be no produce or product outside of the defined space purchased.

4. **Annual application:** All vendors must go through the application process every year before being accepted into the market. Applications will be **accepted or rejected** based on market need. Previous year vendors or guests do not have preference and are not guaranteed admittance.

5. **Applicants must submit proof of insurance** (“trip and fall” liability insurance covering your market space that lists the “Optimist Club of Greater Vienna, Inc.” as the certificate holder or additional insured party on the insurance). The vendor will provide proof of the necessary health inspection for both the Commonwealth of Virginia and the County of Fairfax and certification information, where required, before selling at the market.

### **OTHER MATTERS**

- **Restrooms**
  - Restrooms are located in the community Center.

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- **Dogs/cats and other pets**
  - **No dogs, cats or other pets** are allowed in the market -- Per Virginia Department of Health Code: (*Code 1950, 3-297; 1966, c. 702, [3.1-376](#); 1997, c. 122; 2008, c. 860.*) *Service dogs are obviously excluded.*
- **Politics and Public Sales**
  - No political activity is allowed in the market area and no hand-outs or leaflets (free or otherwise) are allowed in the marketplace. Politicians and other groups who do not have permission to come into the market must stay on the sidewalk outside of the market area. This protects your patrons, our volunteers and you the vendors.
- **Absence:** We count on you as do our customers. **Notification** of absences from the market should be given as far in advance as possible but **no later than 3 days** before the Saturday market and this should be emailed AND phoned in to [manager@viennafarmersmarket.com](mailto:manager@viennafarmersmarket.com), or [fm@viennaoptimistofgreatervienna.org](mailto:fm@viennaoptimistofgreatervienna.org) AND call us at **571-354-6933**. Please do this even if it is marked on your application.
- **Day of market emergencies.** Please call our market manager at **571-354-6933 immediately** with any unexpected events, such as a flat tire or sudden illness. Failure to appear at the market is considered to be a violation of our agreement. We need you at the market. **Repeated last-minute absences will be grounds for termination from the market.**
- **Respect for Market Managers and Volunteers.** The market managers at the VOFM are volunteers from the Optimist Club of Greater Vienna--please follow their direction for your safety and that of the market. Disobeying the market manager(s) may result in consequences that could affect the vendor's future market attendance.

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Please bring any issues to the attention of market managers(s) on duty and/or your overall market manager, **Jim Stivison**. You deserve to work in a clean, safe environment. Please do not hesitate to contact us via email at [manager@viennafarmersmarket.com](mailto:manager@viennafarmersmarket.com) or phone/text at **571-354-6933**.

Please note that rules for nonprofits are available upon request.

### **Contact and Social Media**

**PHONE: 571-354-6933**

**EMAIL:** [fm@optimistclubofgreatervienna.org](mailto:fm@optimistclubofgreatervienna.org) – Committee  
[manager@viennafarmersmarket.com](mailto:manager@viennafarmersmarket.com) – Manager  
[info@viennaoptimistclubofgreatervienna.org](mailto:info@viennaoptimistclubofgreatervienna.org) - Optimist

**Websites:** <http://viennafarmersmarket.com/>  
<http://optimistclubofgreatervienna.org>

**Facebook:** [www.facebook.com/pages/Vienna-Farmers-Market/176720262362072](http://www.facebook.com/pages/Vienna-Farmers-Market/176720262362072)

**We look forward to a great year and beyond. Don't see your issue here?  
Email [manager@viennafarmersmarket.com](mailto:manager@viennafarmersmarket.com).**