

Vienna Optimists' Farmers Market Vendor Application 2022

Please fill out the attached forms and print, scan and email, or mail them to the Vienna Farmers Market Manager as follows:

Email: fm@optimistclubofgreatervienna.org

Mail: Vienna Farmers Market PO Box 411, Vienna VA 22183

Phone: (571) 354-6933

If you are a **returning NON farmer/vendor**—please

1. Fill out the information sheet with your name, telephone numbers (mobile is a must, home is optional), business address and your email (Page 5);
2. Fill out processors certificate (this is the list of foods that you will make and sell at the market if different from 2021) (Page 6);
3. Provide **proof of insurance with “The Optimist Club of Greater Vienna, Inc.” as an additional insured party, your kitchen inspection if applicable, the Fairfax County health certificate and your check;**
4. **Mail the application fee of \$25 AND booth payment** to PO Box 411 Vienna VA 22183. **The check should be made out to “Optimist Club of Greater Vienna” and should be sent in before March 31st.** Nonpayment or late payment will result in termination as a vendor.

If you are a **returning farmer**-please

1. Fill out an information sheet with your name, telephone numbers (mobile number is a must; home number if relevant) business address and your email (Page 5).
2. Fill out the processors certificate (this may be as simple as jam or honey), producers certificate--if new items are included this year (Page 7-9),
3. Provide **proof of insurance with “The Optimist Club of Greater Vienna, Inc.” as an additional insured party, fill out the apple cider/fruit certificate if applicable, and provide the county agent certificate along with your check;**
4. **Mail your application fee of \$25 AND your booth fee** to PO Box 411 Vienna VA 22183. **Make check out to “Optimist Club of Greater Vienna” and should be sent in before March 31st.** Nonpayment or late payment will result in termination as a vendor.

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(Note for both types of vendors please notify us as soon as possible if you will not be returning so that your space may be filled as there is a high demand for farmer space).

Market Sponsor: The Vienna Optimists' Saturday Farmers Market is sponsored by Optimist Club of Greater Vienna is a 501(c) 3 non-profit organization established in 1955 which has been serving the greater Vienna Community for over 50 years. Vienna Optimists conduct community service projects and provide a helping hand to youth through scholarships, awards, sponsorship of educational and school activities and by recognizing community activities and accomplishments of the youth of our community. All vendor fees support these activities.

2022 Market Dates: May 7th is opening day – October 29th is closing day (we are bound by these dates by the Town of Vienna code).

Fee and payment: The 2022 Vienna Farmers Market Application Fee is \$25 and the Booth fee is **\$500 for each 10x10 space for non-farmer vendors. For Farmers, please see the Page 11 for rates.**

Payment Options: The following sets forth our payment options for all vendors for the booth fees.

- Option 1: March 31st – 100%
- Option 2: March 15th – 50% + \$25.00
April 15th – 50% + \$25.00

Payment by check is preferred. If you wish to pay by credit card, there is an additional 4% processing fee and we have attached the credit card authorization.

Please send your payment via mail -- payable to "Optimist Club of Greater Vienna" at P.O. Box 411, Vienna, VA, 22183

Please contact the market manager at fm@optimistclubofgreatervienna.org if you would be interested in additional space or have questions about this fee.

Deadlines: Application and Fees are due by March 31st due to Optimist Club

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commitments. We will accept applications after this but you should contact the manager listed below to discuss. **NOTE: Space is limited so if your paperwork is late, we cannot guarantee that you will be in the market.** Also be aware that it is likely you will miss out on the public relations campaign. Please contact the market committee at fm@optimistclubofgreatervienna.org if you have questions.

Prepared Food Vendors:

Vendors that prepare food at the Market must pay the Fairfax County taxes for prepared foods.

In addition, the Town of Vienna imposes a tax on prepared foods, which can be eaten at the market: These are calculated at 3% of a vendor's total percentage of sales of prepared food. **Vendors are responsible for filing and paying the taxes which are due on a monthly basis for the prior month.** Go to <https://www.viennava.gov> for further information as they are now processing the applications and fees electronically. Call Mrs. King at 703.255.6300.

Note this fee does not apply to fruit nor does it apply to take away or packaged items like hummus or salsa. It is applicable to items that are produced and/or served on site for consumption on site.

Plastic Bags:

Currently, Fairfax County and the Town of Vienna have a single use plastic bag fee of 5c. Which for now is **not** applicable to Farmers Markets. But, we know it is coming. Please consider becoming a reusable bag sponsor.

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Section	Vendor	Purpose
<u>(a). PROCESSOR'S CERTIFICATE FOR FOODS YOU MAKE AND PLAN TO SELL AT THE MARKET</u>	All	Certification that all processed food sold at Vienna Saturday Farmers' Market are be in accordance with local, state, and federal regulations
<u>(b)PRODUCER'S CERTIFICATE</u>	Farmer / Dairy / Meat	<p>Please fill out this certificate in its entirety if you will be selling anything that you or your authorized representative will grow.</p> <p>Please list all <u>crops/dairy/meat</u> that you plan to sell.</p>
<u>(c). COUNTY EXTENSION AGENT CERTIFICATION</u>	Farmer	Completed by the local County Extension Agent or agriculture official to certify that the applicant is growing/producing the above stated crops on the land as listed
<u>(d). APPLE/FRUIT CIDER CERTIFICATE</u>	Farmer	Certification that fruit cider is processed according to all local, state, and federal laws
<u>PROOF OF INSURANCE</u>	All	Each vendor must attach to their market application proof of insurance (insurance must clearly state that you have insurance for your tented space -- liability insurance at the market)
KITCHEN INSPECTIONS	All	Proof of kitchen inspection required if applicable. Remember that if you process food items from your produce, you will need to have a Kitchen Inspection Report completed by VDACS or your appropriate state agency

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(a). PROCESSOR'S CERTIFICATE or FOODS YOU MAKE AND PLAN TO SELL AT MARKET –ALL VENDORS MUST COMPLETE THIS PAGE

The purpose of this section is to capture all the processed food you plan to sell at the Vienna Farmers Market. These items should be items that you make i.e., processed food.

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

Please list all types of processed food you make and plan to sell at The Optimist Club of Vienna Saturday Farmers' Market:

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Please list all other food you plan to sell (note this may or may not be allowable based on manager's direction--if you are planning to sell chips that you do not make for example this would not be allowable):

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(b). PRODUCER'S CERTIFICATE

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

The Vienna Farmers Market is a 'Producer Only' market: "a market at which vendors are only permitted to sell items which they have themselves produced". This means that "all items must be homegrown, handmade, and/or vendor-created".

Please fill out this certificate in its entirety if you will be selling anything that you or your authorized representative will grow. Please list all crops that you plan to sell. Remember that if you process food items from your produce, you will 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># of Linear Feet</i>	<i>Vegetable</i>	<i># of Linear Feet</i>

Herbs _____ Acre(s)

Plants _____ Square Feet

Cut Flowers _____ Acre(s)

Honey _____ # of hives

Other _____

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(C). COUNTY EXTENSION AGENT CERTIFICATION

Farmers Market Applicant: _____

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

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

Printed Name of Extension Agent

Signature of Extension Agent

City or County and State

Mailing Address

Telephone Number (____)

Email:

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(D). APPLE/FRUIT CIDER CERTIFICATE

The purpose of this section is to capture information about the cider you plan to sell.

Note that fruit cider is a processed food product and, as such, the selling of cider is subject to all local, state, and federal laws. All fruit used to make cider sold at The Optimist Club of Vienna Saturday Farmers' Market 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. **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.**

Address					
City		State		Zip	
Name					
Business Name					

County _____ Work # _____ Cell # _____

I agree that I will provide a valid copy of the cider inspection to the Vienna Farmers Market Manager before selling cider at the market

Signed _____ Date: _____

Please list all kinds of cider that you expect to sell at Vienna Optimists' Farmers Market:

Please call VDACS or the appropriate agency in your state of residence to inquire about any further regulations governing the sale of fruit cider in your state.

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Vienna Farmers Market: Vendor Rates

Updated for 2021

Summary: Vendor Rates, Space & Fee

Vendor Type	Space	Fee
Farmer Vendors	10' deep x 30' long parallel to the length of the truck. If you wish to wrap a fourth 10 x 10 around the front of the truck, behind the third tent, there is no charge	\$1,450
Non-Farmer Vendors	Up to 10' x 10'	\$500 (For each 10' x 10' space)
Guests	Up to 10' x 10'	\$50/ per visit authorized guests only
Nonprofits Program	Up to 10' x 10'	Please Read Below

VENDOR TYPE:

- Space requirements criteria have been developed based upon the type of space required i. e. produce vendor vs. non-produce vendor and the space available at the location.

CANOPY:

- All vendors are required to have a canopy. Canopies must be up at all times unless the Market Manager on duty informs you it may be lowered. You must bring weights for the canopy in the event of windy weather.

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GUESTS:

- Only authorized guests are allowed to sell at the market. A space for this vendor type includes a 10 x 10 canopy and approximately 1 foot clearance on each side for a total space of 10 x 12. The cost is \$50 per week.
- Guests should apply as early as possible. At least, one week in advance of intended start date.

NON-PROFIT:

- Non-profit vendor with 501(c)(3) designation - must have their own canopy and tables/chairs, must contact the Market Manager to make and confirm a reservation for their once per season visit. A two to three week advance notice is suggested.