



The Montpelier Center
Farmers Market

2023 Rules and Regulations



Hours and Days of Operation

The Montpelier Center Farmers Market regular season will be open, rain or shine, on the 4th Thursday of each month from **4-7pm** starting **May 25th, 2023** and running through **September 28th, 2023**. Vendors will be able to set up as early as 2:00PM.

Location and Parking

The Market is located on the Village Green lawn in front of The Montpelier Center building at 17205 Mountain Road in Montpelier. Each vendor may park one vehicle in the Montpelier Center parking lot. If additional vehicles are used, vendors are asked to park them in the Hanover Parks & Recreation parking lot adjacent to the Ruritan Building in an effort to save parking for customers visiting the market. Vendors may use the pull through to unload their vehicles close to their assigned booth spaces before parking in a lot space during the market.

Market Manager

The Montpelier Center maintains a staff person who serves as market manager facilitating market management throughout the season. Our market manager for the 2023 season is Anton Freeman. Anton's work phone number is (804) 883-7378 and email is Marketing@MontpelierCenter.org

What May Not Be Sold at the Market

Live animals are not permitted for sale.

The Market Manager will be allowed to make scheduled farm/business inspections to ensure the integrity of available products. Any scheduled inspections will be at the Manager's discretion or after a complaint that the vendor has violated the established rules and regulations.

Guest Participants

Any participant other than market vendors, such as musicians or guest demonstrators, and any sales by that participant, shall be subject to approval by the Market Manager no later than Monday at 2 pm on the week of the market. Those interested in being a guest participant at the market are encouraged to apply and can contact the Market Manager by calling The Montpelier Center at (804) 883-7378 or emailing at Marketing@MontpelierCenter.org

Vendor Fees

There is a one-time fee to vend at The Montpelier Center Farmers Market for the 2023 season. Vendors can pay \$25.00 to become a seasonal vendor and have access to vend at all 5 markets of the season. Vendors can also pay \$10.00 to vend at 1 of the 5 markets in the season. Fees are not refundable.

Sales Tax

All vendors are required to have a Virginia State Sales and Use Tax Certificate and must collect these taxes at the market. Sales tax is the responsibility of each vendor. A copy of this certificate must be included with your application.

Display Policy

Growers will clearly display prices of all items and are encouraged to post their farm or business name and location. All tents, canopies, and display items must meet Market Manager approval (10' x 10' space per vendor). Electricity is not provided to vendors.

Cleanup Requirements

Growers are responsible for all garbage and debris generated by their respective businesses. The market area must be left clean and free of all produce and trash.

Regulations

Vendors must comply with all local Health Department and Virginia Department of Agriculture and Consumer Services regulations applicable to their product. Vendors are completely responsible for all appropriate labelling, licenses, product inspections, weights, measures, and pesticide rules. Scales/weights are the responsibility of the vendor.

At all times, items sold at The Montpelier Center Farmers Market must meet requirements of all applicable health and sanitation codes, as well as local, state, and federal agricultural requirements. It is the sole responsibility of the vendor to ensure compliance.

Accident/Injury

Any accident or injury must be immediately reported to the Market Manager. Anyone who comes to participate in the market, whether vendor, customer, or other, comes at his or her own risk. Vendors will operate at their own risk and assume liability from the customers.

Prohibited Activities

No sale, use, or possession of alcoholic beverages is allowed. Music or other broadcasts from radios/stereos must be within the limits of Hanover County Noise Ordinance.

Violations

The Market Manager will consider violations of these regulations. Any grower or producer found not in compliance will be given a verbal warning, followed by a written notice. Willful violation of the market rules may subject a vendor to exclusion from further participation in the market.

Updates to Rules and Regulations

The Montpelier Center Farmers Market reserves the right to make updates to its 2023 Rules and Regulations should the need arise. Should any change be made, vendors will be notified of those changes via email update.

Promotion

The Montpelier Center Farmers Market will promote the market through a monthly email newsletter sent directly to customer subscribers, through The Montpelier Center's website, and through The Montpelier Center Farmers Market Facebook page. Vendors are encouraged to submit items such as announcements of new products, specials of the week, or business news for the newsletter. This can be submitted by replying to the weekly roll call email sent to all vendors. Vendors are also encouraged to promote specials and announcements directly through The Montpelier Center Farmers Market Facebook page.