

IRVINGTON FARMERS MARKET PROCEDURES

Operated by the Irvington Village Improvement Association (VIA)

Greg Kirkbride
Market Coordinator
PO Box 383, Irvington, VA 22480
804-480-0697
irvingtonvamarket@gmail.com

The Irvington Farmers Market (IFM) is operated entirely by VIA volunteers residing in the Irvington area. The IFM enjoys a loyal following of quality vendors, organizations, and devoted customers built over many years. It is widely advertised and promoted in local media outlets, on websites, and Facebook. It has become a destination event for both tourists to the resort town of Irvington and the surrounding area, as well as locals who frequently invite weekend guests to enjoy the regional, rural, and artisanal shopping experience. Proceeds from the market are used to sustain it and for town beautification in Irvington's public spaces.

Please read the following completely - there is new information about the market.

Farmers Market Hours:

The market operates from 9:00 a.m. - 1:00 p.m. on the first Saturday of each month, normally beginning in May and ending in November. Unfortunately, we have been impacted by the Coronavirus and had to cancel the first three 2020 markets. The Irvington Town Council has just given us permission to hold a Market on August 1st.

Farmers Market Location:

Irvington Town Commons bordered by King Carter Drive, Chesapeake Drive, and Tavern Road across from The Hope & Glory Inn (65 Tavern Road).

Farmers Market Management:

The Market Coordinator and VIA volunteers will be on-site for each market. If you have questions on Market Day, please see a volunteer at the VIA tent near the gazebo. Otherwise feel free to email, write, or call the Market Coordinator using the contact information at top of this page.

Market Products:

- This is a producers market featuring products grown, raised, made or sourced by the vendors.

- Re-selling of purchased items is discouraged and may be prohibited at the discretion of the VIA.
- Value-added products (items that have been altered, rehabbed or recycled) are permissible at the discretion of the VIA.
- You must get approval from VIA for ALL items you are selling.

Safety Requirements and Guidelines:

The safety of our vendors, organizations, and customers is paramount. Due to the Coronavirus, we will require all market participants to abide by the State of Virginia and the Town of Irvington requirements. Those requirements and guidelines will be communicated through emails to vendors and organizations and on our Facebook page.

Weather Policy:

The Market is rain or shine, but in the event of severe weather, the market may be canceled. On rare occasions when the Irvington Commons ground has become saturated with rain the week before, the market may also be canceled. Cancellations are announced on the Facebook Page [facebook.com/irvingtonvafarmersmarket](https://www.facebook.com/irvingtonvafarmersmarket) and by email. We make every effort to cancel by noon the Friday before the market, should bad weather be predicted.

It may be possible to have a limited market for perishables only when the ground on The Commons has become saturated. When a market day is canceled due to ground saturation, the VIA may conduct a limited market on the pavement of King Carter Drive and the Chesapeake Bank parking lot for vendors selling perishable products, such as produce, meat, poultry, cheeses, and breads.

Vendor Responsibility:

- Vendors are responsible for all labeling and licensing of their products. At all times, those items must meet the applicable local, state, and federal health and sanitation codes. The Health Inspector has the authority and may visit the market. It is your responsibility to be compliant and cooperate with inspections at the market. Any violations can put our market and you at risk. Failure to correct a Health Inspector violation notice can result in a vendor being asked to leave the market without refunds.
- Business General Liability Insurance - we strongly encourage you to carry this insurance.

- Vendors must provide their own tent (10' x 10' recommended), signage, table(s), and chairs. Standard vendor space is 12' x 12' and will be assigned based on the approved application. Your displays must fit within your assigned space.
- New Vendors must submit a list of all products to be sold. Your products must be approved before applying to the market.
- Set up time/check-in begins at 7 a.m. at the Tavern Road and Chesapeake Drive entrances. Volunteers will check you in by the last name and/or business name and direct you to your vendor/organization space(s). Please unload and clear any carts or vehicles before 8:45 a.m. from interior spaces. Vendors and organizations must stay until the close of the market at 1:00 p.m. unless given permission to leave earlier. NO VEHICLES may come back on the field before 1:00 p.m.
- Parking is available on designated streets and in a reserved area on the North Commons off of Chesapeake Drive. Parking on the Market Commons is not permitted without express authorization and reservation on perimeter space(s). The VIA volunteers will help you find parking.
- Vendor or Organization Cancellations - If you have reserved a space for a market and will not be able to attend, email the Market Coordinator irvingtonvmarket@gmail.com or call 804-480-0697 (no texts) as soon as possible. We understand situations arise and will work with you. No-shows (who have made no notification) are not considered cancellations and could result in being asked to not participate in future markets, as no-shows damage the reputation of all participants.

2020 Vendor Fee Schedule - READ carefully:

To become a vendor or organization at the Irvington Market, please complete and sign an application and mail or email it to the address on the application. We are now asking that vendors pay market-by-market or for the remaining markets that they choose, once we start back up. No payment is necessary until we reopen. Spaces for non-profit organizations are free.

- Perimeter spaces are \$30 per market. Some perimeter spaces allow for a vendor's vehicle or trailer to remain next to their space. Due to landscape restrictions, there are limited perimeter spots, and they will be assigned on a first-come-first-served basis, with priority going to farms.

- Infield row spaces are \$25 per market. Vehicles may be driven on the field for unloading and reloading only and must be parked elsewhere during the market. There is ample parking and VIA volunteers will help you find spaces.

Please recommend new quality vendors to us. We will grant you a free month should they join our Market!

Our goal is to ensure this market offers quality products from our valued vendors. Help us find those who would be a good fit. You are welcome to forward them a copy of these procedures along with our application or direct them to townofirvingtonva.com or facebook.com/irvingtonvafarmersmarket, where there are links to the Vendor Application & Rules forms.

As always, if you have questions, email irvingtonvamarket@gmail.com.

YOU ARE THE MARKET!