

IRVINGTON MARKET RULES

Operated by the Village Improvement Association (VIA)

Market Manager
P. O. Box 383
Irvington, VA 22480
804-480-0697 (limited use)
irvingtonvmarket@gmail.com

The Irvington Market is operated entirely by volunteers residing in the Irvington area. The IFM enjoys a loyal following built over many years. It is widely advertised and promoted in local media outlets. It has become a destination event for both tourists to the resort town of Irvington and locals who invite weekend guests to partake of the regional, rural, and artisanal shopping experience. Proceeds from the market are used for town beautification in Irvington's public spaces.

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

Market Hours: The market operates from 9:00am - 1:00pm on the first Saturday of each month, beginning in May and ending in November.

Market Location: Irvington Commons on Tavern Road & King Carter Drive, across from The Hope & Glory Inn (65 Tavern Road).

Market Manager: The Market Manager and VIA volunteers will be on site for each market. If questions arise on Market day, please see a volunteer at the VIA tent.

Market Products:

- **This is a producers market that favors products grown, raised, or made 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 Manager/VIA Selection committee**
- **You must get approval from the VIA market committee for ALL items you are selling.**

Weather Policy: In the event of severe weather, the market may be cancelled. On rare occasions when the Commons has become saturated with rain the week before, the market may also be cancelled. Cancellations are announced on the Facebook Page www.facebook.com/irvingtonvafarmersmarket and by email. We make every effort to cancel by noon of the Friday before market should bad weather be predicted.

Possible limited market for perishables only when the Commons is wet: When a market day is cancelled due to weather, the VIA may conduct a limited market on 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 visits often. It is your responsibility to be compliant and cooperate with inspections at the market. Any violations can put our market at risk. Noncompliance to a violation correction notice will result in expulsion from the market without refunds.
- Business General Liability Insurance - we strongly encourage you to carry this insurance.
- Vendor must provide their own tent (10 x 10 recommended), signage, table(s) and chairs. Your vendor space is 12 x 12 and will be assigned based on approved application. Your displays must fit within your assigned space.
- New Vendors must submit photos of all products to be sold. Send photos (by email) to the Market Manager. Your product must be approved before applying to the market.
- Set up time/check-in begins at 7 AM at the Tavern Road and Chesapeake Drive entrances. Volunteers will check you in by last name and direct you to your vending location. Please unload and clear any carts or vehicles by 8:45 AM. Vendors must stay until close of market at 1 PM unless given permission to leave earlier. NO VEHICLES may be on the field before 1 PM.
- 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 the perimeter. Please follow the directions of the volunteers concerning parking.
- Vendor Cancellations - Notify the Market Manager by email (irvingtonvamarket@gmail.com) or call 804-480-0697 (no texts) as soon as you can. We understand situations arise and will work with you. No-shows are not considered cancellations and could result in cancellation from participation in future markets as they damage the reputation of all participants.

2019 Vendor Fee Schedule - READ carefully

To become a vendor at the Irvington Market, you must complete and sign the a vendor application and mail it with a check or money order to the address at the top of the document.

- Perimeter spaces are \$30 per market. Some perimeter spaces allow for a vendor's vehicle or trailer to remain next to the 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.
- All fees must be prepaid and are non-refundable. This includes market-to-market payments which must be made at the previous market or be mailed by the 15th of the month. If a series of markets is cancelled for weather reasons, limited credits may be given for a future market during the 2019 season. If one market is cancelled for weather reasons, no credits or refunds will be processed. There are no carry-over credits to the next year. Please contact the Manager for extenuating circumstances.
- The vendor is responsible for contacting the Market Manager if there are payment problems. **PAYMENT IS NOT ALLOWED ON THE DAY OF THE MARKET UNLESS YOU HAVE DISCUSSED IT WITH THE MARKET MANAGER.**

Please recommend new 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. Help us find those who would be a good fit. You may forward them a copy of these rules along with our application, or direct them to www.townofirvingtonva.com or www.facebook.com/irvingtonvafarmersmarket, where there are links to the Vendor Application & Rules forms.

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

Keep these pages for your reference