

FARMERS MARKET.

What: A weekly outdoor farmers market celebrating the area's best locally grown and produced products.

Where: Welburn Square located on North Stuart and North 9th Streets (across from the Ballston Metro on the Orange Line)

When: May 26 – October 13, Every Thursday, 3:00pm – 7:00pm

Eligibility: Farmers/Growers and Producers must be 18 years or older. Only products produced by the producer (meaning the producer, their spouse, children, siblings or employees) to whom the space has been assigned may be sold (PRODUCERS ONLY RULE). Producers of any kind must come from within a 200-mile radius of Arlington, Virginia. We keep the radius limited because it helps support local farmers by providing them a direct-market opportunity. At the same time, it insures a longer harvest season for our visitors.

Fees: A designated space is made to season-long vendors who make an advance payment of \$378 (\$18 each market) the entire 21 markets starting **May 26 and ending October 13, 2011**. Application and payment must be received by **Monday, April 11th**.

- Participation at individual markets is \$22 per market in a space-available basis after spaces for season-long vendors have been assigned.

What May be Sold: Products that may be sold include, but are not limited to fresh fruit, vegetables, cut flowers and potted plants, herbs, pasta, cider, honey, jams, jellies, pickled produce, breads, cookies, pastries and other approved baked goods. Approved meats, eggs, cheese, and/or farm-raised fish may also be sold. Handcrafted candles and soaps are also permitted.

- Produce: Should be matured but not overripe and must be clean and free of contamination. Spoiled produce, diseased plants or shoddily made articles are not permitted. No sliced melons. **Whole produce only.**
- Meat and Dairy: Should be prepackaged and temperature-controlled as required.
- Baked Goods: Should be mixed, baked, finished and packaged. Baked goods must be handled in accordance with the rules and regulations described in the Bakers Certificate form. Current kitchen inspection reports through the Virginia or other states' health department are required.

Vendors may offer samples to customers, but only if in compliance with Arlington County health department rules.

What is NOT Permitted: The Market does not allow grills or cooking, live poultry or fish, canned goods, sliced melons, or repackaging of goods prepared by others. **No Homemade Goods Allowed.**

Space Assignment: Each vendor will be assigned a 10'x10' space. (Requests for double spaces will be considered and are subject to availability.) Each vendor is responsible for providing his or her own tent, tables, chairs and displays. Please note: A sturdy tent with canopy that is properly weighted for windy conditions is required for each assigned 10'x10' space. **Tent must have an approved Certificate of Flame Retardancy.** Producers who sign up for all 21 markets will be eligible for an assigned space that is the same throughout the season.

Vendor Responsibilities: Vendor is responsible for delivery, handling, set-up and removal of his/her own display and materials. Each vendor must provide their own freestanding canopy, **which must be anchored with appropriate weights** (the square can get windy!). No electricity is provided. No banners other than your name may be displayed without Farmers Market approval. There are no guarantees that participating vendor will have sales the day of the market. The registered vendor must be present during the event. Exhibits must remain intact during the entire duration of the Farmers Market (3pm – 7pm).

Parking: There are 14 free parking spaces available at the Market at a **first-come, first-serve** basis. Otherwise, you are allowed 15 minutes for curbside drop unloading/loading from the Stuart Street side or Taylor Street side of the square. (Vendors will be issued laminated signs to place on the front window of their cars.) After unloading, vendors may park in the nearby Ballston Common Mall garage for \$4.00 up to 5 hours. **NOTE: Height restriction is 6ft. 4in.** For more information on Ballston Common Mall parking garage, please visit: <http://www.co.arlington.va.us/Departments/EnvironmentalServices/dot/traffic/parking/EnvironmentalServicesBallston.aspx#fees>.

Application Materials: All applicants **MUST** complete and/or include the following:

- 1). Farmers Market Application
- 2). Producer Certificate
- 3). Proof of current liability insurance
- 4). Produce vendors must also have the Certification Form signed by his/her Extension Agent
- 5). Vendors who sell prepared foods (foods that are processed in some way by the Vendor) must provide Proof of Inspection by a “licensed source” (e.g. State Department of Agriculture or other applicable regulatory agencies) approved by the Arlington County Environmental Health Bureau. For questions regarding whether an inspection agency is approved, contact the Bureau at (703) 228-7400 and ask to speak with Rick Snaman. **NOTE: It is the Vendor’s responsibility to have the license on hand when selling at the Ballston Farmers Market. The Market is subject to random inspections by Arlington County Environmental Health Bureau.**

- 6). Vendors selling perishable food are also required to have a Mobile Application issued by **Arlington County Environmental Health Bureau**. **To obtain a permit, contact the Bureau at (703) 228-7400. NOTE: Permit must be obtained prior to selling at the Ballston Farmers Market. The annual fee for the permit has increased. Please contact Rick Snaman for inquiries.**
- 7). Bakers must also complete and attach to his/her application a Baker Certificate form and Copy of current Kitchen Inspection report.

Sanitation & Health Requirements: Vendors must comply with regulations of the Arlington County Environmental Health Bureau. All vendors are required to maintain his or her area in a neat, clean and sanitary condition. Areas will be inspected by the Market Manager during the market and before the vendor leaves. At the end of each market, all vendors must work together to clean the general area of the market.

Inclement Weather: The Ballston Farmers Market is scheduled rain or shine, but in case of severe weather (lightning), a decision will be made as soon as is reasonable given weather conditions, and vendors will be notified. Vendors' booth fees will then be forfeited. **NO REFUNDS** will be issued. The decision to cancel a market due to inclement weather will be made by the Market Manager.

Complaints & Disagreements: The Market Manager is charged with overseeing the operation of the market. Complaints by consumers or vendors should be written and signed.

Enforcement of Rules: More than three consecutive unexplained absences from the market constitute abandonment of the reserved space. Participants in the Ballston Farmers Market must at all times conform to the market rules. Any participants who fail to comply therewith shall be suspended from the market until further notice. Persistent non-compliance with any of the Ballston Farmers Market Guidelines may result in the permanent suspension or expulsion of the vendor from the market at the discretion of the Market Manager. Participants found to be in violation of the Producers Only Rule can be permanently removed.

Insurance: The Ballston Farmers Market, its sponsors, employees and volunteers will not be held responsible for any damage to goods, stolen goods, or bodily injury resulting from your participation in the market.

NOTE: The Ballston Partnership reserves the right, when available, to inspect producers' farms/businesses, including leased property, to verify compliance with the Producer Only Rule after receiving a written complaint and after giving 24-hour notice to producer.

SUBMISSION FORM.

2011 Ballston Farmers Market

\$378 per 10’x10’ space for the entire season of 21 markets. Application and payment must be received by **April 11th**. No refunds after May 4th. A limited number of spaces may be available at \$22 per market after season-long vendors are assigned.

Phone: 703.528.3527 Fax: 703.528.0311 Cell: 202.536.9714 e-mail: Jessica@iloveballston.com

Mailing Address: Jessica Blaszcak | 415 North Cleveland Street | Arlington, VA 22201

www.iloveballston.com, <http://ballstonfarmersmarket.blogspot.com/>

NOTE: Ballston Partnership does NOT furnish any tents, tables, chairs, etc.

Name: _____ Date: _____

Business Name _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Fax: _____

E-Mail _____ Website: _____

Thursdays 2011

Please indicate whether you plan to attend every Thursday OR CHECK ONLY THE DATES YOU PLAN TO ATTEND.

_____ I plan to participate every Thursday for the full season from May 26 - Oct 13

- | | | | | | |
|---------------------------------|----------------------------------|----------------------------------|------------------------------------|---------------------------------------|-------------------------------------|
| <input type="checkbox"/> May 26 | <input type="checkbox"/> June 2 | <input type="checkbox"/> July 7 | <input type="checkbox"/> August 4 | <input type="checkbox"/> September 1 | <input type="checkbox"/> October 6 |
| | <input type="checkbox"/> June 9 | <input type="checkbox"/> July 14 | <input type="checkbox"/> August 11 | <input type="checkbox"/> September 8 | <input type="checkbox"/> October 13 |
| | <input type="checkbox"/> June 16 | <input type="checkbox"/> July 21 | <input type="checkbox"/> August 18 | <input type="checkbox"/> September 15 | |
| | <input type="checkbox"/> June 23 | <input type="checkbox"/> July 28 | <input type="checkbox"/> August 25 | <input type="checkbox"/> September 22 | |
| | <input type="checkbox"/> June 30 | | | <input type="checkbox"/> September 29 | |

Provide a brief description of your products and general dates of their availability:

I HAVE READ AND HEREBY AGREE TO ABIDE BY ALL RULES AND REGULATIONS AS OUTLINED IN “2011 BALLSTON FARMERS MARKET GUIDELINES.” I AGREE TO PROVIDE ANY INFORMATION ABOUT THE GOODS I SELL AT THE MARKET WHICH MAY BE NEEDED TO ESTABLISH THEIR AUTHENTICITY AS “PRODUCER ONLY”.

Signature: _____ **Date:** _____

PLEASE ATTACH:

- Producer Certificate
- Proof of current liability insurance
- Certification form signed by Extension Agent (Produce Vendor)
- Proof of inspection (Prepared-foods Vendor)
- Mobile Application (Perishable-foods Vendor)*
- Baker certificate and proof of current kitchen inspection (Baker)
- Check for \$378 made payable to Ballston Partnership

**2011 BALLSTON FARMERS MARKET
PRODUCER CERTIFICATE**

Producer's Name: _____

Family Member(s) of Producer Who Will Represent Your Business at the Market

Non-Family Members Who Will Represent Your Business at the Market:

Farm/Business Name: _____

Address: _____

City/County: _____ / _____ **State:** _____ **Zip:** _____

Business Phone: _____ **Home Phone:** _____

Cell Phone: _____ **E-mail:** _____

Detailed Driving Directions to Farm or Business from Arlington:

Total acres in production (produce vendor only):

Total leased acres (produce vendor only). Please provide copy of lease agreement:

I AGREE TO SELL ONLY PRODUCTS THAT I; AND/OR MY IMMEDIATE FAMILY OR EMPLOYEES HAVE PRODUCED ON MY PROPERTY AND/OR PROPERTY I LEASE. I WILL NOT RE-SELL ANY PRODUCT PURCHASED FROM A WHOLESALE WAREHOUSE, RETAILER OR OTHER GROWER. I REALIZE THAT FAILURE TO COMPLY MAY RESULT IN MY SUSPENSION OR EXPULSION FROM THE BALLSTON FARMERS MARKET.

Signature: _____ **Date:** _____

Applicant/Producer

**CERTIFICATION
(Produce Vendor Only)**

I hereby certify that the above named person(s) is, to the best of my knowledge, growing/producing the crops/goods described above in accordance with the rules and regulations of the Ballston Farmers Market. Further, I agree, upon request, to investigate any questions raised about the authenticity of said crops/goods made by authorized representative(s) of said market.

Signature: _____ **Date:** _____
Producer's County Extension Agent

Agent Name: _____ **Address:** _____

City: _____ **State:** ____ **Zip:** _____ **County:** _____

Phone: _____ **Fax:** _____

E-mail Address: _____

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| <p>Mail to: Jessica Blaszcak 415 North Cleveland Street Arlington, VA 22201</p> |
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**2011 BALLSTON FARMERS MARKET
BAKER CERTIFICATE**

Baker's Name: _____

Family Member(s) of Baker Who Will Represent Your Business at the Market:

Non-Family Members Who Will Represent Your Business at the Market:

Bakery/Business Name: _____

Address: _____

City/County: _____ / _____ **State:** _____ **Zip** _____

Business Phone: _____ **Home Phone:** _____

Mobile: _____ **Fax:** _____

E-mail: _____ **Website:** _____

Detailed Driving Directions to Business from Arlington:

Criteria for Bakers

All bakers must strictly adhere to all regulations pertaining to baked goods that are set forth by the Arlington County Environmental Health Bureau. For questions, contact the Bureau directly at (703) 228-7400. Additionally, all bakers must follow these criteria:

- Unless otherwise determined by the Market Manager, bakers with storefront operations will not be permitted to sell at the 2011 Ballston Farmers Market. The Market Manager reserves the right to add storefront operations if they fill a market niche not filled by current vendors.
- Baked goods permitted for sale include pies, cakes, breads, cookies, jams and jellies. Any baked good that requires refrigeration must be temperature-controlled as specified by Arlington County Environmental Health Bureau.

- Baked goods are defined as a product that has been mixed, baked, finished and packaged for sale by the baker. Repackaging of commercially prepared products is prohibited.
- A copy of the most recent kitchen inspection report must be provided to the Market Manager. It is the responsibility of the baker to have their kitchen inspected and to submit recent reports to the Ballston Partnership. Failure to do so will result in expulsion from the market for the remainder of the market season. If violations of kitchen cleanliness are found as a result of the inspection, the baker will immediately be suspended from the market and will not be permitted to re-enter the market until a clean report is submitted.
- Bakers are required to follow all food labeling rules as required by Arlington County Environmental Health Bureau. Items must be individually wrapped. Labels should include:
 - **Name of product**
 - **List of all ingredients (from most to least abundant)**
 - **Your name or the business name**
 - **Net weight of the item**

I AGREE TO SELL ONLY PRODUCTS THAT I AND/OR MY IMMEDIATE FAMILY HAVE PRODUCED ON MY PROPERTY OR THE PROPERTY I LEASE. I WILL FOLLOW ALL THE VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES AND ARLINGTON COUNTY ENVIRONMENTAL HEALTH BUREAU REGULATIONS THAT APPLY TO SALE OF BAKED GOODS. IT IS MY RESPONSIBILITY TO KNOW WHAT THESE REGULATIONS ARE.

Signature: _____ **Date:** _____

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| <p>Mail to: Jessica Blaszcak 415 North Cleveland Street Arlington, VA 22201</p> |
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