



**Uptown Martinsville Farmers' Market 2024 Grower's Permit & Registration Form**  
For period beginning January 1, 2024 and ending December 31, 2024

**General Information/Overview:** The Uptown Martinsville Farmers' Market offers a large variety of local goods. There is a vast variety of local fruits and vegetables for sale. We also have delicious baked goods, farm eggs, meat, assortment of jams & jellies, salsas, local honey, beautiful flowers & plants, soaps, crafts, sweets, and much more!

The Uptown Martinsville Farmers' Market is under the management of Martinsville Uptown/Chamber's Partnership for Economic Growth. Table rental is \$80 for the season or \$10 per day until you have reached \$80 for the season. In the case that you are not able to attend the market, **all payments are nonrefundable.**

- **Bakers, crafters and non-grower vendors** must fill out a Registration Form and get an **Itinerant License (\$5.00)** from the City of Martinsville Commissioner of the Revenue Office 276-403-5133 (This \$5.00 license is only good for the Uptown Farmers' Market). Vendors must complete and return their farmers' market paperwork prior to contacting the City of Martinsville Commissioner of the Revenue's office.
- **Minors are allowed to sell at the Uptown Martinsville Farmers' Market, however, adult supervision is required for all children selling or attending the market.** Children must be under the supervision of parents/guardians while attending the market. Children must not wander throughout the farmers' market, to other vendor's tables, in the parking lot, or in the road. Any vendor who does not supervise their children will be asked to leave the market.
- **All vendors must complete and submit the Grower's Permit/Registration Form at least one week prior to attending the market.**
  - In the case that vendors do not follow the rules and regulations denoted in the Grower's Permit/Registration Form, the actions will result in disciplinary action.
- We do assign tables for the season. *Note that if you're not at the market, your table may be assigned to someone else if needed. In most situations, parking spaces do accompany the table directly in front/behind the parking space, however, parking spaces are not assigned. Tables located in the middle of the market do not have parking spaces to accompany them.*
- Vendors have access to restrooms, water, electricity and one set of market scales during scheduled market hours.
- Eligible Vendors may accept EBT tokens as a form of payment. Change is not to be given for EBT tokens.
  - GREEN TOKENS: GOOD FOR PRODUCE ONLY - **REIMBURSEMENTS WILL NOT BE GIVEN FOR PRODUCE ONLY TOKENS IF THE VENDOR DOES NOT SELL PRODUCE**
  - WOODEN TOKENS: GOOD FOR BAKED GOODS, HONEY, MEAT, EGGS, PRODUCE

Questions may be directed to Martinsville Uptown by

- emailing [kimberly@mhcchamber.com](mailto:kimberly@mhcchamber.com)
- mail at PO Box 709, Martinsville, VA 24114, or
- calling Martinsville Uptown at 276-632-5688 or MHC Chamber of Commerce 276-632-6401

**1. EBT Program:**

- a. The Uptown Martinsville Farmers' Market accepts EBT/SNAP and plans to continue to offer an EBT match, as in previous years. EBT can be used on anything from fruits, and vegetables, to meat, eggs, honey, jams, jellies, and baked goods. EBT can also be used on plants that produce food.
- b. With our EBT match, the regulations are the same as with the 2018-2023 seasons. Wooden/Brown tokens may be accepted for baked goods, honey, meat, eggs, produce, and plants that produce food. Vendors may accept green tokens for produce only. **Reimbursements will not be given for produce tokens if the vendor does not sell produce. Change is not to be given for EBT tokens, please ask the shopper to add another item to their purchase or round their fee to the closest dollar amount.**
- c. All vendors will be asked to turn in any tokens they receive each day. The market manager will collect these near the end of the market day. If you, as the vendor, leave early, please remember to turn in any

tokens received that day. This is very important in order for the Uptown Martinsville Farmers' Market to continue the EBT match program.

- d. SNAP/EBT tokens are valid only if they are signed and stamped. The tokens **MUST** be obtained at the Uptown Martinsville Farmers' Market to be accepted at the Uptown Martinsville Farmers' Market. Acceptance of any other tokens/vouchers will result in non-payment.

1. **Senior Coupons:** Senior coupons are another source of revenue for a produce farmer. Senior Coupons are distributed by the Southern Area Agency on Aging to eligible seniors in the area. Sign up through the Virginia Department of Agriculture and Consumer Services to accept these coupons. Farmers who sell produce, have applied, AND been accepted into the program are eligible to accept coupons. **Vendors will not be reimbursed for mistakingly accepting the coupons if they are not signed up for the program.** Vendors are responsible for displaying their Senior Family Nutrition Program signs each market day. For more information, contact:

Southern Area Agency on Aging: (276) 632-6442

Virginia Department of Agriculture and Consumer Services: (804) 839-9003

## 2. **Producer only Requirements:**

- a. The Uptown Martinsville Farmers' Market is a producer only market. The producer must raise, grow, produce, catch, or make from scratch everything that they sell at the Uptown Martinsville Farmers' Market. The term "producer" includes the primary applicant's family and employees when they are directly involved in the methods of production. Producers may not sell items on the behalf of, or bought from, any other farm or supplier. Contract farming is NOT allowed at the Uptown Martinsville Farmers' Market. The producer must be the primary person responsible for all crops/livestock/baked goods/etc. raised/produced on the properties in Martinsville-Henry County and immediate surrounding areas.
- b. As a vendor, by signing the Uptown Martinsville Farmers' Market Regulations, I understand and give permission for a representative of the Uptown Martinsville Farmers' Market to visit my farm or production facility to verify my authenticity as a producer. I understand that this representative may also visit in response to a written complaint to the Uptown Martinsville Farmers' Market. I also understand that all inspections will be conducted within normal business hours and that I will be given 24-hours notice. Any staff member of the Uptown Martinsville Farmers' Market has the authority to tour a farm and deem if the produce is produced by the vendor selling it. Any staff member of the Uptown Martinsville Farmers' Market has the authority to ask a vendor to leave the market due to violation of the growers' permit.
- c. Acceptable Homgrown Products:
  - i. Farm Products: I, as a farmer, am permitted to bring homegrown products including vegetables, fruits, herbs, honey, mushrooms, flowers, bedding plants, and nursery stock. Honey vendors must own hives from which their honey is produced.
  - ii. Baked Goods, Jams, Jellies, Etc.: I, as a vendor, am permitted to sell baked goods, jams, jellies, and some other value-added foods within the rules and regulations of the Virginia Department of Agriculture and Consumer Services (VDACS). Baked goods are defined by the "scratch rule". You, as a vendor, must have mixed, baked, finished, and packaged all items for sale; repackaging of commercially prepared products is prohibited.
  - iii. Animal Products: I understand that I am permitted to sell fresh, frozen, and smoked meats, eggs, seafood, and that I meet the requirements of the Food Inspection Section of the Virginia Department of Agriculture and Consumer Services. All of my beef, lamb, goat, hog, and poultry sold at the Uptown Martinsville Farmers' Market are raised on my own farm or leased properties and I am directly responsible for their care. I understand the Uptown Martinsville Farmers' Market does not allow contract farming.
  - iv. Craft Items: I, as a vendor, am permitted to sell craft items provided that the items are produced by myself, as a producer. Flea market items are not permitted. The Uptown Martinsville Farmers' Market retains the rights to control the type of craft items being sold at its market.

## 3. **Hours of Operation & Attendance**

- a. The regular hours of operation for the Uptown Martinsville Farmers' Market are to be determined by the vendors of the market. Each vendor is responsible for voting during the open vote period of February 16, 2024 – March 1, 2024. Any votes after this date will not be considered.
- b. **The Uptown Martinsville Farmers' Market will be closed for ALL vendors for Oktoberfest 2024. Oktoberfest 2024 will take place on October 5, 2024.**

- c. Vendors should be set up and ready for customers at the market's designated opening time. All vendors are required to be present in their space no later than 15 minutes prior to opening to avoid the reassignment of your table for the day.
- d. If you, as a vendor, expect to not attend the market, you must inform the market manager 48 hours prior to that market day. Once the manager is notified of your absence, your table could be given to another vendor for the day.
- e. All vendors should be packed up and their selling area cleaned within an hour of the market's closing time. Vendors are responsible for removing all boxes and trash from their area.

#### 4. Important Dates

- a. National Farmers' Market Week – August 4-11, 2024
- b. Oktoberfest – October 5, 2024 – Market is Closed for all Vendors and Customers
- c. Oktoberfest Rain Date – October 12, 2024 - Market is Closed for all Vendors and Customers IF a rain date is required
- d. Halloween at the Market – October 26, 2024
- e. Holidays at the Market – December 6, 2024

#### 5. Fees:

- a. Table fees for the 2024 season are as follows:
  - i. Season Fee- \$80.00
  - ii. Daily Fee- \$10.00 for each market day thereafter until the full fee of \$80.00 is paid in full.
  - iii. Refunds cannot be given for payment of your market booth under any circumstances.

#### 6. Permits & Tax

- a. Vendors must display any licenses, certificates, and permits required by law for all products. It is the vendor's responsibility to obtain any necessary permit and licenses through VDACS, VDH, and/or the City of Martinsville.
- b. The collection and filing of all related taxes is the responsibility of the individual vendor. Vendors selling items not grown (crafters, bakers, etc.) are required to purchase the \$5 itinerant license from the City of Martinsville.

#### 7. Assignment of Vendor Spaces

- a. **All market spaces are assigned.** The Uptown Martinsville Farmers' Market Staff assigns the spaces based on vendor preference and seniority. All vendors are accommodated to the best of the staff's ability. During the assignment process, the staff also considers a balance of goods distributed throughout the market; therefore, vendors will be assigned spaces contingent upon the listed attributes and in an arrangement that is beneficial to all vendors and to the general success of the market.
- b. *In most situations, parking spaces do accompany the table directly in front/behind the parking space, however, parking spaces are not assigned. Tables located in the middle of the market do not have parking spaces which accompany them. These vendors must park in the parking lot along the retaining wall.*

#### 8. Products to be Sold at the Market

- a. **There will be no products offered for resale at the market. It is expected that the vendor is the producer of all goods offered for sale.**
- b. All home-prepared consumable products must be covered and labeled with the product name, date of preparation, net weight (if applicable), all ingredients in descending order, and the name and address of the preparer. All vendors must comply with VDACS regulations.
- c. Vendors set their own prices and are responsible for accurately representing their products. All scales or weighing devices must be accurate. The Virginia Department of Weights and Measures has the authority to make routine visits to ensure all scales are working properly at the market. If caught with inaccurate scales or weighing devices, the Virginia Department of Weights and Measures reserves the right to shut down your booth at the Uptown Martinsville Farmers' Market.

#### 9. Penalties for Illegal Resale

- a. It is the vendors responsibility to prove to the market manager that any questionable item was indeed grown, raised, or produced by the vendor. If this can not be proven, the following steps will ensue:

- i. At first offense, a warning will be issued, at second offense, a \$30 fine will be billed to the offending vendor, who will not be allowed to return until the fine is paid in full. The questionable product must be removed immediately. At the time of the third offense, the vendor will be asked to leave the market and will be permanently expelled from the market.

**10. Dispute**

- a. All vendors and their representatives will agree to follow the “Uptown Martinsville Farmers’ Market Vendor Regulations”. Violations, as outlined in the Vendor Regulations/Grower’s Permit, by any vendor or their representative are under the discretion of the Market Manager to address.

**11. COVID-19**

- a. Vendors and staff are required to follow CDC guidelines in the event safety protocols are required.



**Schedule:**

Please select the schedule you wish for the market to have in 2024:

**Opening Date:**

\_\_\_\_\_ Saturday - April 13

\_\_\_\_\_ Saturday - April 20

\_\_\_\_\_ Saturday - April 27

\_\_\_\_\_ Saturday – May 7

**Closing Date:**

\_\_\_\_\_ Saturday - October 26

\_\_\_\_\_ Saturday - November 2

\_\_\_\_\_ Saturday, November 9

\_\_\_\_\_ Saturday, November 16

Wednesday Schedule: July 10 – September 25

Other: \_\_\_\_\_

**Hours:**

Please select the hours you wish for the market to have in 2024:

**Saturdays:**

**Wednesdays:**

\_\_\_\_\_ 7:00AM-12:00PM

\_\_\_\_\_ 7:00AM-12:00PM

\_\_\_\_\_ 7:30AM-12:00PM

\_\_\_\_\_ 7:30AM-12:00PM

\_\_\_\_\_ 8:00AM-12:00PM

\_\_\_\_\_ 8:00AM-12:00PM

\_\_\_\_\_ 5:00PM-7:00PM

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