



2017 SECOND SATURDAY ARTFUL FLEA VENDOR APPLICATION

A monthly event combining the best arts, crafts, attic treasures and Farmers Market

Sponsored by Chincoteague Cultural Alliance • Alex Hubb, Market Manager, 717-495-7155

- The Artful Flea will operate on Second **Saturdays from May to October.**
- Market hours are **9 AM to 2 PM.**
- The Market is at CCA's Community Center for the Arts, 6309 Church Street, Chincoteague
- This is a **rain or shine event.**
- Vendors must **pre-register** and payments must be paid by **check or money order only.**
- Longer-term pre-payment is encouraged and **discounts are available.**

VENDOR INFORMATION

Name _____ Business Name (if any) _____

Mailing Address _____

City, Street, Zip code _____

Phone _____ Cellphone _____

E-Mail _____ Website _____

Best way to contact you in case of market closure due to severe weather? _____

Who (besides you) will be staffing your site? Name _____ Phone _____

Name _____ Phone _____

If a licensed business, complete A-C below. (**NOTE:** Chincoteague business license is not required for SSAF)

A. Business type (check one): Family-owned, Sole proprietor, Partnership, Corporation, Other _____

B. Town of Chincoteague License? Yes No

C. State Sales Tax # _____

CHECK PRODUCTS YOU PLAN TO OFFER

CATEGORY 1: Crafted by me/my family (If you made it, you can probably sell it—pending approval)

Paintings/Prints Photos Pottery Woodwork Metalwork

Fabric Items Clothing Edible Items Sculpture/3-dimensional art

Carved birds, waterfowl, boats, etc. Jewelry (describe) _____

Other (describe) _____

PLEASE INCLUDE SAMPLE PHOTOS/IMAGES OF YOUR PRODUCTS WITH THIS APPLICATION OR INDICATE ONLINE SOURCE WHERE PRODUCTS CAN BE SEEN

CATEGORY 2: Not crafted by me/my family

Antiques, collectibles, vintage Used personal/household items (yard sale)

Plants, garden items Used business equipment (yard sale)

Other (describe) _____

CATEGORY 3: Prepared Food Concessions

Please attach sample menu (Note: SSAF management reserves the right to restrict menu items)

You are required to collect Chincoteague Meals Tax. First step: submit Business License Application (BLA) to Town Office indicating that your business serves food for Chincoteague Cultural Alliance. BLA is for informational purposes only. License fee not required. Application available from Markets Manager or Town Office.

Check licenses and certificates you have: Town of Chincoteague County Health Department Other _____



2017 CCA Second Saturday Artful Flea Policies and Memo of Understanding (MOU)

This is a curated event and the MOU sets standards to make this a quality event that will keep vendors returning and turn patrons into repeat customers.

Second Saturday Artful Flea is sponsored by **Chincoteague Cultural Alliance**, a non-profit, all volunteer organization. CCA will:

- Provide advertising and promotion efforts utilizing print, radio and social media plus local signage.
- Provide a portable restroom, vendor only free parking area, choice of 4 site styles.
- Not charge commission on sales.

Special individual **promotion opportunities** will be available:

- **ON STAGE:** Vendors can register for a 20-30 minute session on our outdoor stage to demonstrate “how you make it, paint it, create it, etc.” Ask Markets Manager for details.
- **BUDGET PRICED RADIO ADS:** 30 radio spot ads, Wednesday through Saturday on CTG96.5/WOW 101.5. Brand yourself on radio. Please contact Markets Manager for details.

2nd Saturday Artful Flea Policies

- Set up time is 7:45 AM to 8:45 AM
- Upon arrival, give Second Saturday Artful Flea volunteers your assigned vendor number, and you will be guided to your site.
- Please display your assigned vendor number card #1 on site and card #2 in vehicle.
- Park all vehicles in area designated for vendors (Island Activity Center or Smith Street Extended behind CCA building).
- Tables, chairs, canopies are not provided. Tables are available for rent from CCA. Canopies are available for rent locally.
- Canopies and tents must be well anchored.
- Banners must be mounted on front or rear of booth only. Side mounting restricts ventilation and obstructs visibility.
- You will handle your own sales transactions.
- Keep your display within your assigned site. Keep your booth area clean and organized. Pick up trash around your area.
- NO SALES before 9 AM.
- No smoking in the market area. CCA is a smoke-free environment.
- No vendors’ pets on site. Caution patrons that pet leashes cannot exceed 6’.
- No animals, tobacco, alcohol, firearms or any illegal product or service can be sold.
- Vendors should be considerate of other vendors and customers who indicate that they have allergies or sensitivities to fragrances, fumes, etc. coming from your site.
- Close down is 2 PM and **NOT BEFORE** unless closed by the Market Manager (e.g. for a NOAA-declared weather emergency).
- **THIS IS IMPORTANT TO REMEMBER** - Chincoteague Island Farmers Market and SSAF have different closing times. Due to the perishable nature of seafood and produce, **ONLY** Chincoteague Island Farmers Market vendors can close down at 1 PM, but may stay later.
- Rented tables will be set up and picked up by SSAF volunteers, canopies by rental agency.
- Clean up before you clear out. You are responsible for taking your “leftovers” with you.
- CCA reserves the right to evict anyone, cancel future paid reservations or restrict future event registration for any rules violations. “No shows” are also considered a rules violation.

2017 CCA Second Saturday Artful Flea Hold Harmless Agreement

I, _____ (print please) as individual or owner of business (name) _____ agree that the Chincoteague Cultural Alliance and the Second Saturday Artful Flea and their respective officers, volunteers, agents, and consultants are not liable for any bodily injury, death, theft, or damage to either the buyer or seller, or their property, arising out of or pertaining to preparation for, or participation in the Second Saturday Artful Flea whether such injury, theft or damage occurred prior, during, or after the Second Saturday Artful Flea. The above named (person, business) further agrees to indemnify, defend and hold harmless the Chincoteague Cultural Alliance and the Second Saturday Artful Flea and their respective officers, volunteers, agents and consultants for and against any claims which include bodily injury, death, theft or damage, including attorney fees. I understand that it is recommended that I carry my own general liability and product liability insurance. Liability insurance is not provided by this event sponsor. Participation in the Second Saturday Artful Flea by the above named (person, business) without adequate or proper insurance is at the person/business’s own risk. I have attached a certificate of insurance to this application if applicable.

I have read, understand, and will abide by all of the policies and agreements as stated in the above Memo of Understanding and Hold Harmless Agreement.

Signature (individual or authorized agent) _____ Date _____

PLEASE KEEP A COPY OF THIS DOCUMENT FOR YOUR REFERENCE



2017 SECOND SATURDAY ARTFUL FLEA VENDOR REGISTRATION

NOTE: After initial application, this page is all you need to register and pay for Artful Flea sites.

Print, complete and submit with payment (check or money order only).

I am registering and paying for (check all that apply):

- May 13 June 10 July 8 August 12
 September 9 October 14 November 25 Holly Day Market & Wildlife Art Show
(Request an application)

I am requesting:

OUTDOOR SITES

- Field site—10'x10' for \$35 per event (24 available)
 Front yard site—10'x10' for \$35 per event (8 available)
 Front yard site—20'x20' for \$55 per event (2 available)
 Front porch site 5'x15' for \$55 per event (4 available)
 # ___ 6' tables for \$6 each per event
(set up in AM by Market Management)
 Food truck or trailer site (12' wide)—\$35 per event.
No fee for tow vehicles parked in vendor parking area
Long term rates available. See Market Manager

INDOOR SITES

- Indoor site—6'x8' for \$40 per event
 Indoor site—8'x10' for \$65 per event
 Custom size—ask Market Manager

NOTE: Indoor Sites are very limited. Priority will be given to vendors with product offerings that are weather sensitive and require climate control, and to vendors with infirmities. Contact Market Manager for availability.

SAVE! DISCOUNT RATES AVAILABLE

- 15% discount when you register and prepay for 3 or more months.
- **Volunteer!** SSAF needs set up and close down volunteers and traffic/parking volunteers. When you or your booth representative(s) volunteer to help, each hour completed= \$5 off your next registration. Maximum: 2 hours per event. Please ask Markets Manager for details.

PAYMENT & SITE ASSIGNMENT

- Check or money order must be attached for registration to be processed.
- **THIS IS A RAIN OR SHINE EVENT.** Fees are **non-refundable** after approval. Credit issued for event closing **only**.
- **Site availability is based on first paid basis only.** There are no "holds".
- We try to accommodate site location preference if requested. It is best to book in advance.
See pages 4-5 for site grid. Please indicate which site you prefer: # _____.

Name _____

Business Name (if applicable) _____

Mailing address _____

City, Town, State _____

Phone _____ Cell _____

Email _____ Website _____

My product offerings **have** **have not changed** since original application. If different, please list current offerings:

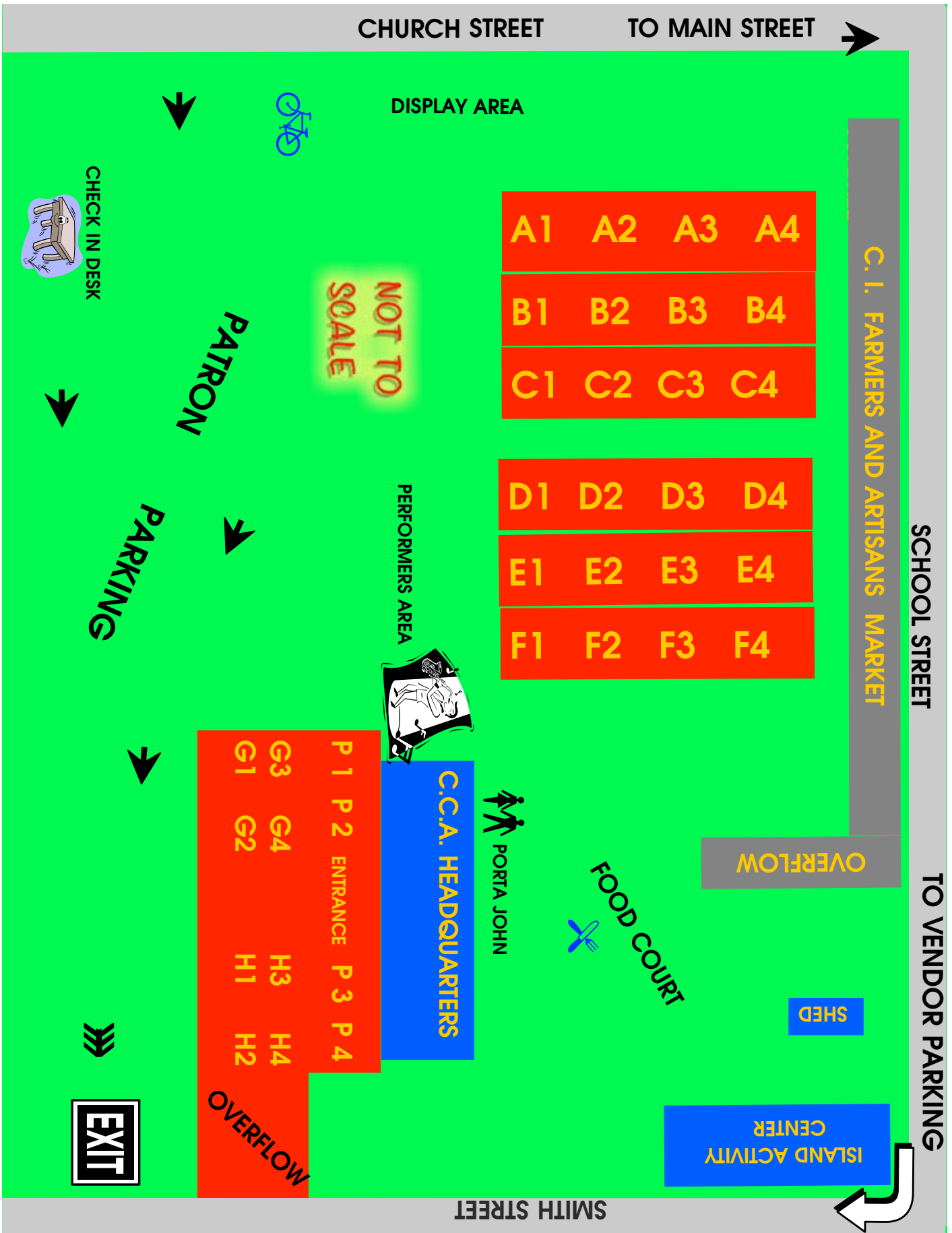
\$_____ Check/Money Order enclosed (**payable to CCA**).

Send registration form and check or money order to:

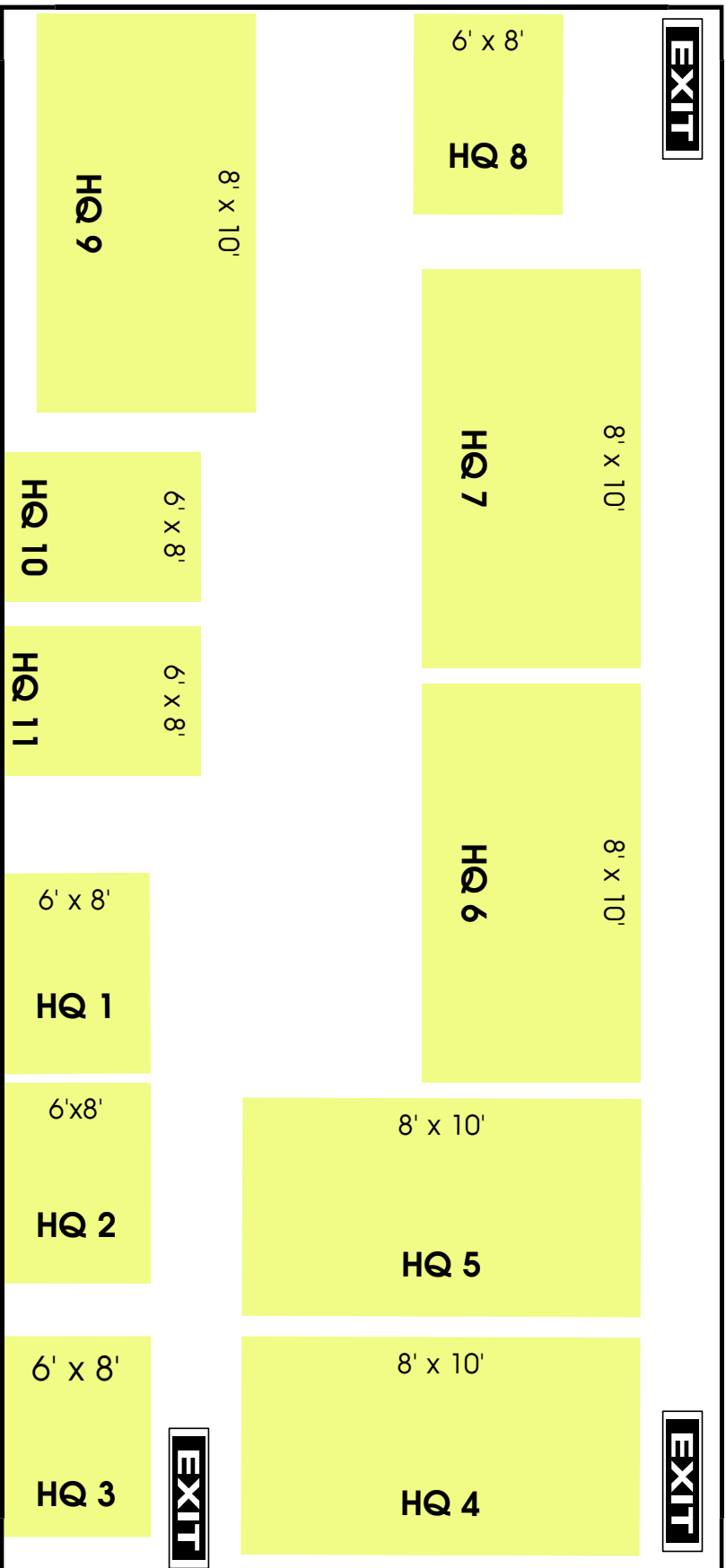
CCA MARKETS, c/o 3015 Ridge Road, Chincoteague, VA 23336

Questions? Contact Alex Hubb, Markets Manager at 717-495-7155 or alexhubb@icloud.com

PLEASE KEEP A COPY OF THIS DOCUMENT FOR YOUR REFERENCE



School Street Side of CCA



Church Street Side of CCA

Artist rendering of CCA building interior (not to scale).

Entrance is from parking lot.

NOTE: customizing of site size can be requested (as available space allows).



FOOD SERVICE VENDORS

For those who prepare food & prepare samples at a Farmer's Market

Food Service Vendors must undergo inspection at the market. VDACS inspects vendors at government run markets & the local Virginia Department of Health (VDH) inspects vendors at privately sponsored markets.

Food Service Vendors must have an on-site utensil and equipment washing set up that includes three basins: one each for washing, rinsing, and sanitization (using the appropriate strength of chlorine or quaternary ammonium - confirmed with sanitizer test strips). Utensils should be cleaned when you are changing between raw and ready to eat foods, between raw fruits and vegetables and TCS foods*, or if they have been contaminated.

Practice general good hygiene. Hands must be washed frequently at an on-site hand washing station. Avoid bare-hand contact with ready to eat foods by using gloves, tongs, deli paper, etc.

Food Protection: Overhead protection for vendor is required (tent, canopy, awning, table umbrella, permanent structure, etc.) Preparation must occur on smooth cleanable surfaces such as tables. Slicing must be done on cutting boards. Use wrapping or other effective barriers to protect from customer handling. Stored food should be in a clean, dry location, at least 6 inches off the ground.

For TCS foods *: Hot Holding is 135°F or higher and Cold Holding is 41°F or lower. Use a calibrated metal stem thermometer to ensure you are meeting the required temperatures. Ice should be drained frequently at an approved dump site.

*Time and Temperature Controlled for Safety (TCS) Foods: Please see important note in bottom right corner of previous page.

See bottom of page for VDACS contacts.

Albemarle County/
Charlottesville: VDH
434-972-6200, 8 am –
4:30 pm, Monday- Friday

VDACS & VCE CONTACTS FOR MORE INFORMATION ...

Farmers' Market Resources: www.vdacs.virginia.gov/vagrown/frmsmkt-farmvend.shtml

| | | |
|---|--|---|
| Pam Miles, Program Supervisor Food Safety & Security Program Richmond, VA - 804-786-3520 pamela.miles@vdacs.virginia.gov | Connie White, Compliance Officer Office of Plant Industry Services Feed Licensing and Registrations Richmond, VA - 804-371-2667 connie.white@vdacs.virginia.gov | Allyn Olinger, Food Safety Specialist & VDACS Inspector 804-786-3520 Allyn.Olinger@vdacs.virginia.gov |
| Barry Jones, Inspection Manager Office of Meat and Poultry Services Lynchburg, VA - 434-200-9975 barry.jones@vdacs.virginia.gov | Richard Keller, Regional Supervisor Office of Weights and Measures Harrisonburg, VA - 540-209-9145 richard.keller@vdacs.virginia.gov | Carolyn Peterson, Program Manager Bob Trimmer, Regional Manager Office of Dairy and Foods Richmond, VA - 804-786-1452 carolyn.peterson@vdacs.virginia.gov robert.trimmer@vdacs.virginia.gov |

Virginia Tech Food Innovations Program: Food Testing Services
540-231-6806 - fsinfo@vt.edu - <http://www.fcs.ext.vt.edu/fnh/food-innovations/sample/index.html>

Starting a Food Business, Regulations, Food Labels, Acidified Foods Publications
http://pubs.ext.vt.edu/author/b/bacon_karleigh-res.html

For more information, please contact:
Cathryn Kloetzli, Extension Agent, Agriculture & Natural Resources - cathryn@vt.edu
Christine Kastan, Extension Agent, Family & Consumer Sciences - cakastan@vt.edu
Virginia Cooperative Extension: Albemarle Office - 460 Stagecoach Road Charlottesville, VA (434) 872-4580

GOING TO MARKET



A Guide to Selling Raw, Processed and Prepared Food Products at Farmers' Markets, Stores & Roadside Stands








Do I need to get inspected? By whom?

On the following pages Farm Market & Food Service Vendors will find the answers to these questions, which vary depending on the type of food product and preparation process used. The contact information for permitting and/or inspection requirements is on the back page.

By Cathryn Kloetzli, Horticulture Extension Agent & Rachel Wallace, Summer Intern 2012,
Virginia Cooperative Extension-Albemarle County & Charlottesville
Edited by Dr. Karleigh Bacon, Director, Virginia Tech Food Innovations Program

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If you are a person with a disability and desire assistance or accommodation, please notify Cathryn Kloetzli, VCE-Albemarle at 434-872-4580/TDD*) during business hours of 8 am to 5 pm. *TDD number is (800) 828-1120.

FARM MARKET VENDORS

| VDACS INSPECTION REQUIRED* | | NO INSPECTION NEEDED – WITH CONDITIONS | | | | | |
|--|--|---|---|--|--|--|--|
| ACIDIFIED FOODS/HONEY | DAIRY | MEAT | LICENSING | PET TREATS | BAKED GOODS&JAMS | EGGS | PRODUCE |
|  Low acid and acidified low-acid foods (pickled products, salsa, pumpkin/sweet potato butter, barbecue sauces, chow-chow, relishes, hot pepper jelly, hot sauces, garlic in oil, etc.) must be inspected by VDACS and approved by a processing authority. Contact VDACS' Food Safety & Security Program and the Virginia Tech Food Innovations Program: Food Testing Services. |  All dairy products to be sold must be inspected. Sale of raw milk is prohibited. Sale of cheese made from raw milk must be aged at least sixty days above 35 degrees. Contact the VDACS Office of Dairy & Foods. |  All meat that is to be sold must be slaughtered at a USDA/state-inspected facility. The VDACS Office of Meat and Poultry Services (OMPS) provides free inspections for amenable species (cattle, hogs, sheep, goats, chickens, turkeys, ducks, geese, guineas, ratties and squabs). |  Home/facility inspection not required, but it is suggested to contact your local health department for any local inspection requirements. You must obtain local licensing and permitting. Product registration may also be required. |  Home-based food operations can process, prepare and sell candies, jams and jellies (no low-acid ingredients), and baked goods that don't require temperature control, if they are sold to an individual for that person's own consumption. |  Exempt from Virginia Egg Law and do not need inspection if selling less than 150 dozen of your own eggs per week or less than 60 dozen of another producer's eggs per week. |  If you only grow and sell fresh fruits and vegetables, you do not need to be inspected. However, if you grow sprouts for distribution to restaurants or retail stores, you are classified as a food manufacturer and are required to be under inspection. Also note that only cultivated mushrooms can be offered for distribution to restaurants and retail stores. | AT MARKET Most fruits and vegetables only require basic coverage for protection from outside contamination, but since, for example, cut melon, cut leafy greens and cut tomatoes are a TCS Food* (see note below), they must be held at 41°F or lower. This applies to samples as well. |
| EXEMPTIONS Honey Exemption: Those who process & prepare honey in their private residence from hives they own, who sell less than 250 gallons of honey a year, & who do not process or sell other foods are exempt from inspection. | LABELING 1. Product Name 2. Net Weight 3. Ingredient Statement 4. Name and Address of Manufacturer/Distributor 5. Sell-by date AT MARKET Keep frozen products frozen and other products at 41°F or lower. If storing products on ice, drain often. Products offered as samples should be prepped on-site or in your VDACS approved facility. Un-refrigerated samples may be left out for tasting no more than 4 hours (any leftovers then cannot be re-cooled or used again, they must be thrown away). | EXEMPTIONS <ul style="list-style-type: none"> • 1,000 Bird Exemption • 20,000 Bird Exemption • Custom Exemption: with permit from OMPS, allows businesses to slaughter animals, only for their owners consumption, without an inspector present. | LABELING 1. Product Name 2. Intended Species 3. Quantity Statement 4. Guaranteed Analysis 5. Ingredient Statement 6. Nutritional Adequacy Statement 7. Feeding Directions 8. Name and Address of Manufacturer/Distributor AT MARKET Can be sold either pre-packaged or in a bulk, self-serve style. | LABELING Label must contain: 1. Product name 2. Net weight 3. Ingredient statement 4. Name and address of manufacturer, distributor, or packer 5. Nutritional labeling (exemptions apply) 6. List of allergens If under the above exemption, product must be labeled with the following: NOT FOR RESALE—PROCESSED AND PREPARED WITHOUT STATE INSPECTION AT MARKET Cover baked goods to protect them from environmental contaminants, such as flies and dirt. If providing samples, prepare them at your VDACS approved and inspected facility prior to arriving at the market. Cut baked goods into pieces at your inspected facility, place them on a tray, insert a toothpick into each piece, and keep the tray covered in food safe wrapping, such as plastic wrap. | LABELING 1. Product Name (term "fresh eggs" can only be used if product meets requirement for Grade A or higher) 2. Safe Handling Instructions 3. Name & Address of Packer 4. Grade (AA, A, B) or "Ungraded" if not inspected or packer 5. Nutritional labeling (exemptions apply) 6. List of allergens AT MARKET Eggs must be clean and held at 41°F or lower at all times. Note that reusing egg cartons runs the risk of contamination; consider asking patrons to bring their own. | LABELING 1. Product Name (term "fresh eggs" can only be used if product meets requirement for Grade A or higher) 2. Safe Handling Instructions 3. Name & Address of Packer 4. Grade (AA, A, B) or "Ungraded" if not inspected or packer 5. Nutritional labeling (exemptions apply) 6. List of allergens AT MARKET Eggs must be clean and held at 41°F or lower at all times. Note that reusing egg cartons runs the risk of contamination; consider asking patrons to bring their own. | *Time and Temperature Controlled for Safety (TCS) Foods require temperature control because they are capable of supporting the growth of various infectious microorganisms or toxins. These foods include meats, dairy products, eggs, mushrooms, cut melons, cut tomatoes, cut leafy greens, and heat-treated plant food such as cooked rice, beans, and vegetables. |
| All acidified foods must have a unique identifying code visible to the naked eye. If under the honey exemption, honey must be labeled with: "PROCESSED AND PREPARED WITHOUT STATE INSPECTION. WARNING: Do Not Feed Honey to Infants Under One Year Old" | | | | | | | |

*Please keep your most recent VDACS inspection reports on hand with you at market.