



— THE MARKET AT —
Cloverhill Church

2024 Market Rules & Protocols

The Market at Cloverhill Church is a destination for fresh vegetables, herbs, flowers, bakery items, meats, and numerous other gourmet items. Our market is also home to a diverse collection of vendors selling unique artwork, handmade goods, jewelry, and other intriguing, one-of-a-kind pieces.

Location:

Cloverhill Church

12310 Bailey Bridge Road

Midlothian, VA 23112

Operating Hours and Sale Period:

May 18th - October 27th, 2024

Every Saturday from 8am-12pm, rain or shine

Vendors:

Only those who personally produce the goods in Virginia are allowed to sell at this Market. This includes the cultivator or artisan, their immediate family, legal partners, and direct employees. The only exception is for seafood, which can originate from Virginia, Maryland, or North Carolina. Selling items obtained from or supplied by another producer, wholesaler, or market is not allowed unless given specific approval by the market manager. Any concerns regarding potential violations of this rule must be presented in writing, signed by the concerned vendor, and handed to the market manager.

The market manager and proprietors have the right to inspect Producers' farms, including any leased land, to ensure conformity with the "Producer only" rule. Producers who decline an inspection will be expelled from the market and lose any paid fees. Producers found violating the "Producer only" rule may face expulsion from the market and forfeit any paid fees.

All food items must adhere to rules and regulations set by the Virginia Department of Agriculture and Consumer Services' Food Inspection Service, the Virginia Department of Health, or any corresponding department/division and the United States Department of Agriculture.

**It is the sole responsibility of each vendor/producer(and their staff) to know and abide by all state and federal regulations pertaining to the harvest, preparation, production, packaging, labeling, preservation, and safety of products brought to the market.

Producers are responsible for their products and it is suggested that all vendors have product liability insurance. It is required for food vendors(with a minimum of \$2M coverage). Food producers must include their Certificate Of Insurance (COI) with their application, with Cloverhill Church listed as a Certificate Holder, to be alerted of any alterations.

Artisans, defined as a specialist in a practical art, could be considered producers. All artisan products must be handmade by the producer, using high-quality materials, tasteful and approved by the market manager. Acceptable examples of artisan works include wreaths, iron works, paintings, handmade jewelry, pottery, and quilts. No craft, flea market, or politically charged items are allowed. The sale of tobacco products, alcohol, and livestock is prohibited at the market.

Samples:

Vendors offering samples must adhere to the following rules: Samples must be under a dome (or something similar) to protect them from the elements. Gloves must be worn when preparing samples.

Application:

Every Producer must fill out one vendor application per selling season (annually). The market manager and owners will decide on the suitability of your product for the market based on your application. There is a \$75 application fee will be charged upon completion of the application for the current market season. There is no prorating of the application fee.

Rental Fees:

Full-Time Vendors (20 or more Saturdays)

\$20/week for regular space (approx 18x18)

\$40/week for double space (approx 36x18)

Part-Time Vendors (10-19 Saturdays)

\$30/week for regular space (approx 18x18)

\$60/week for double space (approx 36x18)

Pop-Up Vendors (9 or less Saturdays)

\$40/week for regular space (approx 18x18)

\$80/week for double space (approx 36x18)

The Market at Cloverhill Church does NOT take a share of your sales.

Payment for all Vendors is expected in cash, check, or credit card no later than the Tuesday before the market.

Vendor Cancellations:

Any vendor cancellations past 11:59pm on Tuesday before the market will result in a cancellation fee equivalent to the rental fee of the reserved space.

Vendor Booths:

Spaces are allocated by the market manager. One regular space is equivalent to two parking spaces, approximately 18'x18'. You will need to specify in your application the size of your tents being used. If requested and available, you will also have a designated parking space nearby your booth. Please indicate in your application if your vehicle is a part of your booth. The market has the right to rearrange spacing if necessary. Vendors needing more space will incur additional charges.

Generators are acceptable and must be noted in application—electricity is not available.

Restrooms in the church are open to all vendors and shoppers.

Tents

Vendors/Producers must bring their own tables, tents, and tent weights. All tents MUST be secured with sand bag weights (stakes and plate weights are NOT allowed). All tents must be solid in color and can carry the vendor's name and logo. No other writing or logos are allowed.

All tents MUST use ONLY weighted sand bags that attach to EACH leg of the tent.

We recommend Eurmax Canopy Weight Bags for Pop up Canopy Tent, Sand Bags Without Sand, Set of 4, which can be found at www.amazon.com. You will need to fill the bags with sand. Every tent will be inspected by the Day-Of Coordinator each market day. If a tent is not properly weighted, the vendor will be required to rent weights for the day at an added \$5. This policy is to ensure the safety of our customers and fellow vendors.

The Day-Of Coordinator may require all vendors to remove their tents mid-market in the event of high winds. Vendors are responsible for any damage caused by tents.

Setting Up:

Setup starts no earlier than 1 hour before the market opens to the public. Vendors who regularly arrive after 7:45am will be charged a \$15 late fee.

Vendors offering food must also provide a plastic trash can for public use and have a handwashing station.

Aisles must be kept open so booths are accessible to customers. All merchandise must be limited to your booth and not encroach into your neighbor's space.

No boxes or debris should be left in the parking lot or outside your assigned area.

Absolutely no sales outside the market sales area.

Closing and Clean Up:

Vendors are required to stay for the entire market and may not leave early. If you sell out, you may not break down your space early. Please wait until noon. Vendors are required to pack up and vacate spaces within one hour of the market closing. Vendors must take all trash with them or deposit it in the church dumpster. Please leave your space clean when you leave.

Schedule Changes:

All schedule changes must be made via email market@cloverhill.church. The market manager will NOT be able to take schedule requests during market hours. Please text or phone in your requests ONLY if you do not have access to email.

E-Newsletter:

All vendors have the chance to submit information for our weekly e-newsletter. More information to be provided by the Market Manager.

Required Permits – Food Vendors :

Vendors who prepare food and/or beverages at the market need to have a Temporary Food Establishment Permit from the Virginia Department of Health. This permit needs to be visible to customers at your table.

If you prepare food at home to bring to the market and not at a commercial kitchen you must possess a Home Food Processing Operation Permit from VDACS and it must be displayed at your table. Click here to see if you fall under the exemptions for this permit <https://www.vdacs.virginia.gov/pdf/kitchenbillfaq.pdf>

Sales tax & business license:

Vendors are required to collect Virginia sales tax on all items unless sold to dealers with a tax ID number. Vendors are required to provide a copy of a valid Virginia business license if required by your county of operation.

Appearance:

Proper attire is required for the market. Ensure that shirts and shoes are worn at all times, and maintain cleanliness in your vendor space.

Prohibited Behavior:

Prohibited behavior includes abusive conduct, smoking within the market boundaries, drinking alcohol, use of profanity, inappropriate attire, untidy area, failure to dispose of trash and the sale of prohibited merchandise. The market manager reserves the right to refuse to rent to any vendor exhibiting this behavior.

Cash Control Measures:

All vendors are encouraged to follow cash control safety procedures, for their own protection. Do NOT leave your cash drawers unattended.

Emergencies:

In case of an emergency, such as a lost child or injury, the market manager will be available at the market entrance to provide assistance and first aid. For medical emergencies, please call 911 before reaching out to the manager. The market manager will be present one hour before the market opens and will stay until the market closes.

Inclement Weather Policy:

The market operates regardless of weather conditions. In cases of severe inclement weather like hail or strong winds, the market manager may opt to shut down for the day. Updates will be sent via email and text promptly. If the market closes, no charges will apply for the day. However, if the market remains open and you have a reserved spot, you will be billed for the day if you decide not to attend.

Questions:

If you have questions regarding these policies, please contact us at market@cloverhill.church

We appreciate our vendors! Thanks a ton for being part of this market season!