

GrowRVA

Application to vend at the *GrowRVA SOJ MKT* *Summer 2024 Season in Forest Hill Park*

Take the time to fill in all requested information; **references to previous applications cannot be accepted.** Take note of all deadlines, and the requirement to MAIL, not email, your application regardless of how close the deadline is. **Be sure to include all requested documentation; failure to do any of the above will delay the review process.**

There will be an additional charge for incomplete applications (\$25), per postal issues, we will accept applications at the information tent BEFORE 11:30am, and we are not responsible for mail delays.

The following is a list of descriptions of vending categories. If your business overlaps, fill out each category page.

Apparel Artisan – an artist/artisan whose end product is clothing or clothing related.

Artist/Artisan – vendors who take materials – paint, beads, wood, glass, clay, wool, etc. – and create art, be it jewelry, paintings, photography, soaps, lotions, detergent, furniture, etc.

Culinary artists – vendors who produce baked goods, pickles, salsas, kombucha, elixirs, juices, and similar; consumable products packaged and generally intended for home consumption.

Food Trucks, Stands, Carts – vendors who produce hot/cold food/beverages primarily intended to be consumed on-site. Food Truck vendors prepare and/or serve from a typical food truck or van; Food Stand vendors prepare and/or serve from under a tent. Food Cart vendors prepare and/or serve from a small cart or refrigeration unit. Choosing the correct category here is extremely important, as it dictates the type of space or location required.

Grower – vendors selling what they have grown/raised themselves and/or the byproducts of same, as in fruits, vegetables, flowers, plants, honey, meats, poultry, eggs, cheeses, etc., including milk products (such as soap) from their own animals.

Nonprofit 501c3 – A copy of your letter needs to be included with your application. A description of what you plan to sell or give away needs to be included in your application.

Other – Any type of business that does not fall within the scope of the above categories. A detailed description of your intentions or set up needs to be included.

ONCE ACCEPTED CONTRACTS AND PAYMENT SCHEDULES WILL BE EMAILED.

PLEASE NOTE ALL THE DEADLINES. RETURNING VENDORS MUST COMPLETE A NEW APPLICATION EACH SEASON AND RESUBMIT ALL FORMS AND PAPERWORK.

NOTE THE \$25 FEE FOR EACH MISSING ITEM.

GrowRVA

South of the James Farmers Market in Forest Hill Park Summer 2024
Owned and operated by Karen and Doug Grisevich

www.GrowRVA.com – web site vendors@growrva.com – email address

Please make your entries legible!

Business/Vending as Name: _____

Contact person: _____

Job title (owner, chef, employee, etc.): _____

To ensure accuracy and aid in the proper routing of information, business/vending as name and other requested information may be required on multiple pages.

Number of years you have vended with GrowRVA: _____ SOJ MKT: _____

Email address at which you would like to receive GrowRVA communication – for internal use only; this address will not be shared: _____

Contact Person's Phone Number(s): _____

Complete Mailing Address: _____

Preferred method of contact by customers: _____

Va. Tax ID number: _____

Do you have a brick & mortar location? _____ If yes, please list address here: _____

Please list the names of helpers or anyone who would be running your space in your absence: _____

Emergency contact(s) – names and phone numbers: _____

Vendor Category (please circle): **Apparel Artisan** **Artist/Artisan**

Culinary Artist **Food Cart** **Food/Drink Stand** **Food Truck**

Grower **Nonprofit 501c3**

Application Requirements: All vendors/participants must provide a copy of any of the following permits, licenses, and certificates which apply to your business, and **any others not included here; missing information/forms will delay app review until received:**

- Sales & Use Tax Certificate including account number
- Scale Inspection
- Dept. of Health Permit
- VDACS kitchen inspection
- Food & Safety Inspection

GrowRVA

Vendor business name: _____

I am applying for:

___ **SOJ Market** in Forest Hill Park, New Kent and 42nd Street
Sundays May – October 10am – 1pm

All products for sale, **including those to CSA members**, must be handmade, homegrown, or homemade in Virginia by the vendor. If you wish to add new items beyond those listed on your application, you must notify us in writing or via email to vendors@growrva.com so that your application can be updated, and these items can be reviewed and approved prior to sale at the Market. No products may be sold without prior approval.

Application Fee: \$150 This increases to \$200 if received after February 15, 2024. Incomplete applications will be charged an additional \$25 per item.

Business/vending as name must be listed on your check. Include application fee only – No prepayments will be accepted until applications are reviewed and accepted, and vending fees may not be combined with app fees. There is no guarantee of acceptance. If your application is approved and you withdraw or are unable to vend, a partial refund may or may not be issued, to be decided on an individual basis depending on that applicant's particular circumstances.

FEE SCHEDULE: SOJ MKT (Each vendor is allowed one ten by ten tent. Anything larger must be noted.) \$25 PER ITEM additional fee for incomplete applications

___ Full Time \$999, three payments of \$333.

___ \$20 trailer – per week

___ \$20 each – extra 10x10 tent per week Total number of tents _____ Size _____

___ \$20 each, extra vehicle in/near your space (there is a vendor lot available)

___ \$40 per week - food/drink stand

___ \$50 per week food trucks/carts

___ \$40 per week part time, 12 dates or more

___ \$45 per week, select dates, 11 dates or less

Vending Payment Schedule will be addressed in your contract. Payments will be sent with the contract once you are approved.

GrowRVA

Vendor business name: _____

****If you are unable to vend full-time at the *SOJ MKT*, indicate below the dates on which you **would like to vend** by circling. This does not guarantee you will be approved to vend on each of those dates. Approved dates will be sent to you via email. ***Full time vendors should X out any dates on which they are now aware they will not be vending.****

EMAIL ADDRESS: _____

SOJ MKT Sundays in Forest Hill Park

May 5	June 2	July 7	Aug 4	Sept 1	Oct 6
May 12	June 9	July 14	Aug 11	Sept 8	Oct 13
May 19	June 16	July 21	Aug 18	Sept 15	Oct 20
May 26	June 23	July 28	Aug 25	Sept 22	Oct 27
	June 30			Sept 29	

GrowRVA

TO BE READ BY ALL VENDORS; COMPLIANCE IS REQUIRED

Policy for all vendors selling baked goods or any other prepared consumable product packaged primarily for home consumption, and for all growers wishing to sell jams, jellies, other canned goods from their own produce/fruit

All vendors selling baked goods or any prepared consumable product packaged primarily for home consumption, as their primary or secondary product, are required to adhere to VDACS regulations regarding prepackaging and labeling of product. This includes those baking in an uninspected kitchen/operating under the Cottage Bakery Law. Sample copies of product labels must be mailed with your application and must be approved prior to sale of these items; sample labels must also be mailed to and approved by GrowRVA for any items you request to add after those listed on your application are approved. New applicants operating from an inspected kitchen must also submit a copy of their VDACS packet.

Growers wishing to sell canned products, including jams and jellies, are required to adhere to the same VDACS regulations regarding labeling of these products. Sample labels for each product must be mailed with your application and be approved prior to sale of these items. This includes those products prepared in an uninspected kitchen/operating under the Cottage Bakery Law. Sample copies of product labels must be mailed with your application and must be approved prior to sale of these items. If you wish to request to sell additional items after your application has been approved, please follow the instructions listed above.

If you will be handing out samples of your product(s), you must adhere to the VDACS regulations regarding sampling; there will be a line on your category specific page requiring your initials, indicating your knowledge of and intent to adhere to these regulations.

Links for VDACS packaging and labeling regulations information are included, here:

<http://www.vdacs.virginia.gov/vagrown/pdf/goingmarket.pdf>

<http://www.vdacs.virginia.gov/vagrown/pdf/FoodSafetyGuide.pdf>

Also, page 8 of the <http://www.vdacs.virginia.gov/pdf/homefdapplication.pdf> is another useful resource and includes a sample label.

Power Sources: Generators are permitted at the markets if they do not exceed 75 decibels in the vicinity of market vendors or shoppers. **No electricity is accessible by Market vendors.**

No amplified music is allowed at the market; this includes vendors' personal phones, etc.

GrowRVA

Vendor business name: _____

TO BE COMPLETED BY ALL VENDORS/PARTICIPANTS

This is your application to vend with GrowRVA. A Vendor Contract will be forwarded to all accepted vendors; this form must be read, and the required pages completed and received by GrowRVA as instructed in the contract or the email to which it is attached.

By signing below, I agree to adhere to the rules and regulations set forth by GrowRVA plus all local, state, and federal regulations required of my business. Failure to do so may result in permanent dismissal from the Market(s) with no refund of fees.

Signed: _____ Date: _____

Please make your check payable to GrowRVA. Mail completed application and fee to:

**GrowRVA
P.O. Box 28364
Henrico, VA 23228**

Applications must be mailed to this address. NO emailed applications will be accepted, prior to or after the deadline. No applications will be processed before the February 15, 2024. Applications received after February 15 will not be processed until all others have been processed, and those received after March 15 or later, may not be processed until after opening day in May. You will be notified when processing has been completed; phone calls and emails to GrowRVA staff will slow down, not speed up, this process.

*******Per postal complications, applications can be turned in at the Market information tent, if in an envelope with vendors name on the outside, before 11:30pm.**

Checklist: REMEMBER A \$25 PER ITEM PROCESSING FEE WILL BE CHARGED FOR INCOMPLETE APPLICATIONS

Complete All of the Following:

- ___ Signed and completed application
- ___ Copies of ALL applicable certifications/permits/licenses **including Sales & Use Tax certs**
- ___ Application fee
- ___ Category specific pages and extra requirements when applicable

GrowRVA STRONGLY suggests all first-time applicants visit our *GrowRVA* Markets prior to applying. We are not your typical farmers' market; your visit will give you an idea of our standards, what we and our vendors have to offer, and what setup supplies you may need if your application is approved.

GrowRVA

Vendor business name: _____

Type of Vehicle: _____

I use a generator: ___Yes ___No

Number of Tents: _____ Tent size _____

I use a trailer that is _____ feet long.

Website: _____

Social Media Sites:

I have CPR or other medical training; please explain: _____

Number of Workers coming in a different vehicle: _____

I participate in the following other markets/events: _____

I collaborate or work with the following RVA businesses in a professional capacity: _____

GrowRVA

Vendor business name: _____

ARTISTS/ARTISANS/APPAREL ARTISTS – the following information must be provided before your application can be considered.

Artists who have not previously vended with GrowRVA must provide sample photos of their creations – your application will not be processed without these photos, and website referrals/emailed pics will not be accepted. If you would like your photographs back after your application has been reviewed, please check here _____, and include a self-addressed, stamped envelope with your application.

Brief list of products and description – attach extra sheets as needed. For internal use only, can be brief.

Please include here, a statement regarding your work – how many years have you been creating, what inspires you, how you feel about your work, what you hope others get from your creations, etc.

List of other markets at which you vend and/or other locations where your work has been or is currently being shown

List of any retail locations where your work is being sold

Website: _____

Facebook: _____

Twitter: _____

Instagram: _____

Other: _____

GrowRVA

Vendor business name: _____

BAKERS/ALL OTHER CULINARY ARTISTS – the following information must be provided before your application can be considered.

Brief list of products and description – attach extra sheets as needed. For internal use only, can be brief.

A sample list of typical offerings must be attached to your application. New requirements regarding all baked and/or canned goods can be found on page g; please review and include all required documentation with your application; this includes those baking in an uninspected kitchen, i.e. operating under the Cottage Bakery Law.

Are you are baking in an uninspected kitchen? Yes _____ No _____

Commissary address (if applicable) _____

Inspector's name (if applicable) _____

How many years have you been baking or pursuing your current culinary career _____

List of other markets and venues at which you vend, including any retail locations where your products are being sold

Website: _____

Facebook: _____

Twitter: _____

Instagram: _____

Other: _____

GrowRVA

Vendor business name: _____
FOOD TRUCKS/STANDS/CARTS – the following information must be provided before your application can be considered.

Brief list of products and description – attach extra sheets as needed. For internal use only, can be brief.

A sample menu of your typical offerings must be attached to your application.

Commissary address _____

Inspector's name _____

How many years have you been operating your own food truck/stand/cart _____

List of other markets, venues, events at which you vend, including any retail locations

Website: _____

Facebook: _____

Twitter: _____

Instagram: _____

Other: _____

GrowRVA

Vendor business name: _____

GROWERS – the following information *must* be provided before your application can be considered.

Products and *brief* descriptions (attach extra pages as needed). **For internal use only.**

Farm map which shows the layout of your crops, livestock housing, etc., must be attached. Hand drawn maps will be accepted.

If applying to sell jams, jellies, other canned or baked goods from your own produce/fruit, see requirements for these items on page f. As stated, compliance is required to sell these and/or related products. **If you plan to give out samples, initial here _____ to confirm your understanding and plan to follow VDACS regulations regarding samples.**

Physical address of and directions to your farm from the City of Richmond

Seasonal list of produce you expect to sell, listed by date on the next page

On how many acres are you growing and/or do you use for grazing? _____

Inspector's name (where applicable) _____

If a meat vendor, name of your processor _____

How would you classify your practices? (Certified Organic, Certified Naturally Grown, Organic or Naturally Grown Practices, Conventional Farming, etc.) **Be aware that inaccurate labeling can result in large fines/other civil penalties via Quality Certification Services if they should receive a complaint regarding the marketing of your crops**

Has your farm previously been visited by GrowRVA? _____ Farms may be visited/revisited by GrowRVA this season; such visits are often compliance driven. Please list the best times and dates for a visit _____

Website: _____

Facebook: _____

Twitter: _____

Instagram: _____

Other: _____

List of other markets and venues at which you vend, including any retail locations where your products are being sold: _____
