

2017 LEAP Community Market Vendor Information Packet and Application

About LEAP

LEAP (Local Environmental Agriculture Project) is a 501(c)3 non-profit based in Roanoke Virginia. Our mission is to nurture healthy communities and resilient local food systems. LEAP has a number of programs that work to meet this mission, one of which is coordinating and managing Community Markets. LEAP Community Markets support local sustainable agriculture by connecting the public with local farmers, artisans, and other producers in a vibrant and economically viable marketplace.

- LEAP Community Market Guiding Principles:
 - Prioritize, in all decision-making, the interests of local, sustainable agriculture.
 - Provide an accessible, profitable venue for small-scale businesses that produce and distribute their products locally.
 - Present a diversity of the highest quality local vendors and handmade products in a vibrant marketplace.
 - Encourage environmentally sound, economically viable, and socially just practices in LEAP's organizational practices and market vendor operations.
 - Foster member involvement in the organization.
 - Create an environment for our community to gather and participate in local culture and commerce.
 - Educate customers and the general public about local agriculture, eating seasonally, and healthful foods.

Market Season/Hours/ Location

- Grandin Village Community Market:
 - Season: Saturday April 22nd 2017 - Saturday October 28th 2017. Held every Saturday, rain or shine.
 - Hours: The market is open from 8:00 am - 12:00 noon. Vendors, if they want, may stay and sell their products until 12:30 pm.
 - Location: Held on the raised terrace parking lot behind and above the BNC Bank/Grandin CoLab (1327 Grandin Road SW Roanoke VA 24015) in Grandin Village. The parking lot is accessed from Westover Ave.
- Grandin Winter Market
 - Season: Saturday November 18th-Saturday March 17th 2018, once per month on the 3rd Saturday of the month
 - Hours: 10:00am - 2:00pm
 - Location: Indoors in the CoLab, (1327 Grandin Rd SW Roanoke VA 24015)
- The West End Community Market:
 - Season: Operates year-round. Held every Tuesday, rain, snow, or shine.
 - Hours: 3:00pm – 6:00pm
 - Location: Held in the Market Pavilion located behind the Freedom First Credit Union in West End (1210 Patterson Avenue Roanoke VA 24016). Held outside year-round. Vinyl enclosures and heaters provided in the winter.

LEAP Community Market Management

- The markets are all overseen by Program Coordinator Sam Lev. On-site Market Managers will include Sam Lev, Alex Stewart and other LEAP staff and volunteers.

- All on-site Market Managers are aware of and able to enforce Market Rules and Regulations.
- If there are any market concerns related to the daily operation of the market, please discuss them with the on-site Market Manager that day.
- All operational, programmatic, and regulation concerns should be addressed to the Program Coordinator, Sam Lev.
- Any vendor absences or scheduling concerns need to be communicated directly to the Market Coordinator by phone, email, or in person. The on-site Market Manager will not handle vendor absences; see the “Vendor Commitment” section for more information.
- All LEAP-related concerns should be addressed to LEAP Executive Director, Maureen Best.

LEAP Program Coordinator:

Sam Lev

sam@leapforlocalfood.org

540.632.1360

GVCN Day-of Market Manager:

Alex Stewart

alex@leapforlocalfood.org

LEAP Executive Director:

Maureen McNamara Best

maureen@leapforlocalfood.org

540.339.6266

Vendor Information

Eligible Vendors

- Producers: A producer grows, raises, and/or makes all items sold (within 100-mile radius). A producer includes the family and any employees of the producer.
- Producer Collaborative: An organization in which one or more local producers combine resources to provide local goods (within 100-mile radius) to sell at the market.

Code of Conduct for all Vendors

1. All signage and product advertisements must be honest.
2. All vendors are expected to behave in a professional manner.
3. All vendors are expected to resolve conflicts in an unobtrusive manner.
4. Notify the on-site Market Manager immediately of any unsafe or unsanitary conditions.
5. All vendors must abide by the market rules and regulations, which are outlined in this packet and become contractual upon the signing of the application.
6. Immediately notify the Market Coordinator if you observe unethical practices or if you observe market rules being broken. Notify the Market Coordinator by fully completing and submitting the market complaint form. The complaint form can be obtained from the on-site Market Manager or online at www.leapforlocalfood.org/feedback-form.

Vendor Commitment

- Vendors who have communicated with LEAP and confirmed their reserved space at either community market are expected to be there as agreed upon. When vendors do not show up at market, this affects not only vendor sales and customer relationships but it also negatively affects the whole market and customer base.

- **Any vendor who will not be in attendance at the next market must contact the Market Coordinator in advance.**
 - For Grandin Village Community Market this means **no later than 5:00 pm on the Saturday preceding** the expected Saturday absence.
 - For West End Community Market this means **no later than 5:00 pm on the Tuesday preceding** the expected Tuesday absence.
 - If a vendor is absent, LEAP reserves the right to fill the reserved vendor space by another vendor of our choice.
- Any vendor who does not notify the Market Coordinator by the day and time listed above and does not show up to market is required to pay the \$5.00 daily minimum. This fee will be taken out of the month-end SNAP-EBT and \$5 token reimbursement.
- If you are not able to make it to market due to an emergency situation, please notify the Market Coordinator as soon as possible. Emergency situations should not happen on a regular basis.
- **New in 2017:** LEAP is putting out the call to vendors for help creating signage, planning events, and other projects. Sign up this winter to participate!

Market Requirements and Fees

1. All farm vendors are required to obtain (and have on-site at the market) a Grower's Permit:
 - Grower's Permit from the Extension office and needed to legally operate within the City of Roanoke. A Grower's Permit can ONLY be used if the vendor grows and/or raises the products being sold. The Grower's Permit is free and is valid for anyone growing their own crops or raising their own livestock. Call the Extension Office to get a Grower's Permit (540-772-7524).
2. All products labeled "Organic" must meet all USDA Organic Standards and be part of the USDA certified organic program.
3. All products labeled "Naturally Grown" must meet the Certified Naturally Grown standards and be enrolled in the program.
4. All vendors must submit a list of products (part of the application at the end) they plan to sell this season. If a vendor plans to sell items that are produced by someone else, the vendor must submit the items, the name, address, and contact information for the person producing these items. Having a good mix of products for sale at the market is important to market's success. Vendors may be selected based on product offerings. Not all vendors may be able to sell all products listed in the application. LEAP reserves the right to inspect all vendors and their associated producers at any time and at LEAP's discretion, LEAP may limit certain items in order to achieve a comprehensive market product mix.
5. 100 mile radius requirement
 - All items sold at the Grandin Village or West End markets must originate from and/or be produced within a 100 mile radius from the intersection of Grandin Rd and Memorial Ave in Roanoke City.
 - The intent of the markets is to provide a marketplace for local producers to sell local, seasonal products. Preference will be given to products produced closest to market locations.
 - LEAP has the right to make exceptions and allow goods to be sold from outside of the 100 mile radius in order to add direct benefit and viability to the markets. However, vendors at

the market cannot bring in goods from outside of the 100 mile radius that directly compete with local producers. Two examples of these possible exceptions are:

- Regional and/or sustainably raised or harvested seafood. Although the products do not have to originate within the 100 mile radius, the vendor must reside within this radius. One allowed per market.
- Coffee, grown elsewhere in the world, may be sold at the market. However, the coffee must be roasted and packaged within the 100 mile radius by a roaster who operates within this radius.

6. Vendor space assignments will be made based on the distribution and arrangement of goods that benefits the overall success of the market. Vendor assignments and booth layout will be determined by the Market Coordinator.

7. Fee structure

- All vendors will be charged 10% of daily sales, with a minimum and maximum per day. The minimum payment is \$5.00 per day and the maximum is \$15.00 per day.
- Payments shall be made to the on-site Market Manager at the end of each market session. Payments can be made in the form of cash or check. Tokens cannot be used to pay the daily fee.
- **New in 2017:** Vendors may pay for the full season ahead of time. Payment is due before the first GVCM date of the year. Payment may be calculated by adding the maximum payment (\$15) for every market date of the season (52 for WECM, 28 for GVCM) minus any expected absences. Refunds will not be given for additional absences.
- Payment process:
 - At the beginning of each market, the on-site Market Manager will give each vendor a folder with the vendor's name written on it.
 - At the end of the market, each vendor will complete a vendor sheet and list total market sales (include value of \$1 and \$5 tokens in total sale numbers), daily market fee, number of \$1 SNAP-EBT tokens, number of \$1 Fruit and Veggie Only tokens and number of \$5 tokens.
 - LEAP sponsored vouchers (usually \$2 or \$5 vouchers with the LEAP logo) should also be counted and noted in the appropriate column.
 - Once the sheet is complete, place your sheet, daily fee (paid in cash or check) and any collected tokens and vouchers in the folder.
 - Be sure all tokens bear the LEAP name. Other local markets use similar wooden tokens. LEAP will not reimburse you for tokens from other markets, so you should not accept them from customers.
 - Return the folder to the on-site Market Manager at the end of each market.
 - The on-site Market Manager will verify your token count and sign the vendor sheet. Please ensure the Market Manager has signed the vendor sheet before you leave the market. **If you have a lot of tokens, please ask the on-site Market Manager to come to your booth to verify your token count before you place them all in the folder.

8. **New in 2017:** Vendor information sign

- In an effort to increase brand awareness of the market and provide consumers easy access to helpful information, LEAP will be creating "vendor information" signs for every market vendor. The signs will include distance from the market, growing methods, etc, in an easy to digest format. Before the season starts, LEAP will ask each vendor for this information (via a quick survey). If you would like your logo included, please email the file to

sam@leapforlocalfood.org. If you do not give your input, a sign will be created for you based on information we have about your business. LEAP will provide these signs (and laminate) for each vendor. Signs should be displayed at each vendor booth at each market. LEAP will keep these signs between markets.

Booth and Vendor Set-up at the Market

Vendor spaces

The Grandin Village Community Market consists of two types of vendor spaces:

- A parking space for one vehicle with a 10' x 10' vending space directly behind that vehicle.
- A 10' x 10' vending space with no adjoining parking space.
- Vendors will be assigned one of these two types of spaces.
- Vendors' regular spaces are subject to change based on the discretion of the on-site Market Manager and/or Market Coordinator.

The West End Community Market consists of one type of vendor space. All spaces allow for one 8' x 5' vending space.

The market will provide vendors (at no extra charge) with:

- Ice
- One table (vendor must set up and take down)
- One pop up tent for use during market hours at GVCM (vendor must set up and take down)
- Tie downs for tents (any vendor using a LEAP tent must secure the tent with tie downs)
- Additional shades for pop up tents are available on a first come first serve basis
- Access to electricity. LEAP has some extension cords and will provide them on a first come first serve basis. Please supply your own to ensure electricity access.
- Disinfectant and paper towels to clean tables

Vendors can bring additional tables and items to decorate their booth. All items must remain inside of the allotted vendor space and cannot encroach on neighboring vendors.

LEAP will continue to provide tents (for GVCM) and tables (for WECM and GVCM) for all vendors. It is the vendor's responsibility to take the tent and/table from storage and correctly set up tent and/or table prior to market opening. If you are physically unable to set up your tent and/or table, notify the Market Manager or seek help from a neighboring vendor. When using tents, all tents need to be properly tied down in order to protect the equipment, customers and other vendors from flying tents. **If tents and tables are not properly used, vendors may lose the privilege of using LEAP tents and tables at markets.** At the end of the market, it is the vendor's responsibility to fold up tent and/or table and return them to their storage location. Notify LEAP staff of any issues with tents or tables: broken pieces, leaks, tears, etc. All vendors must be trained by LEAP staff about how to set up, tie down, and take down tents before being allowed to use tents. This will be covered at the mandatory March pre-season market meeting.

Signage

- Only products that are USDA Certified Organic can be labeled as "organic." Only products that are Certified Naturally Grown can be labeled as "naturally grown."
- Any product that was not produced by the seller must have an accurate and honest sign attached that lists who produced the product, how the product was produced and where the product was produced.
- All "claims" on signage for meats must also be on the approved labels. Claims like "pastured", "non-GMO", "grass-fed", and others must be approved at the state level before adding to signage or

labels. Refer to the [VDACS Office of Meat and Poultry](#) for more information, or contact Steven Garman at Steven.Garman@vdacs.virginia.gov.

Vendor requirements

- All vendors must attend a **pre-market meeting on Thursday, March 16th, 2017 from 3:00-5:00** at the Grandin CoLab (1327 Grandin Ave). If you are unable to make this meeting, you must set up a time to meet individually with the Market Coordinator to discuss items covered.
- Vendors set their own prices and are responsible for accurately representing their products.
- As much as possible, label products and prices ahead of time so they are visible to market customers.
- Vendors must accept \$5 tokens, \$1 SNAP-EBT tokens, and LEAP vouchers (for approved items). See below for more information.
- All scales and weighing devices must have a current and valid certification sticker signed by the Virginia Department of Weights and Measures. There are many opportunities before the start of GVCM to have your scales certified.
- Vendors must make appropriate adjustments of any customer's claim of unsatisfactory quality or condition.

Vendor set-up and clean-up

- Vendors must be completely set up and ready to sell prior to the market's designated opening time of 8:00am for the GVCM or 3:00pm for the WECM.
- No customers are allowed into the market, and therefore no sales are allowed, prior to opening time at each market.
- Please call the Market Coordinator if you will be late due to unusual or emergency circumstances.
- If you arrive to GVCM after 8:00am, you will not be permitted to bring your car into the market area to unload. If cars enter the market area after 8:00, this disrupts the market and can cause safety concerns for customers and other vendors.
- As much as possible, please plan to stay at the market until the listed closing time. At GVCM this year, we will sometimes have a tent in the driveway for programming. If you want to leave early, be sure not to park in the market lot.
- Vendors are expected to have their tables and/or tents placed back in storage and their respective spaces cleaned and vacated by 1:30 pm for the GVCM and 7:00pm for the WECM.
- Brooms, dustpans, and garbage receptacles are offered at both markets. Please ensure your space is cleaned of all garbage and food scraps prior to leaving.

Parking

- Please park where the on-site Market Manager requests and/or as far away from the market as possible. In our car-oriented society, businesses are affected by customer parking availability. If and when you choose to park in a prime space next to the market, that immediately takes an option away from one of your potential customers.
- **Grandin Village Community Market:** Fill up the spaces immediately behind and below the market parking deck, "down in the hole," then park in the large parking lot behind the market, as far away from the market location as possible. Please do not park on the street in front of the market.
- **West End Community Market:** You may park in the paved lot during set-up and clean-up. Once unloaded, you must move your car to either the dirt lot, lot across the street, or on-street parking (the on-site Market Manager can direct you if needed). No vendor vehicles are allowed in the paved lot during market hours.

Lawful Compliance

It is the sole responsibility of each vendor to pay all applicable taxes, retain any necessary insurance, and obtain any necessary permits or certificates of inspection.

Liability insurance

All vendors participating in the Community Market are responsible for their own product liability insurance and for complying with all local, state, and federal regulations. LEAP strongly recommends that all vendors purchase liability insurance to protect themselves and their customers. Affordable liability insurance plans for farmers market vendors can be purchased through various sources including but not limited to: your existing insurance provider, Campbell Risk Management Farmers Market Insurance (<http://www.campbellriskmanagement.com/farmers-market-vendors>) and Farmers Market Insure Now (<https://www.farmersmarketinsurenow.com/>).

Sales tax

All vendors are responsible for collecting and remitting the appropriate sales tax to the Virginia Department of Taxation. To register your business and get your sales tax certificate: register online ([click here](#)) or call by phone (804-367-8057).

Itinerant Business License

Farmers who sell only products they grew or raised are exempt from the Roanoke City Itinerant Merchant License requirement. All other vendors are required to obtain an Itinerant Business License from the City of Roanoke. The fee for the license is \$50.00. Information about the Business License and the application can be found online ([click here](#)). You can apply and pay in person at the Roanoke City Municipal Building (215 Church Ave Roanoke, VA 24011). For more information, call the revenue office (540-853-2524).

Food safety

At the market:

- All hot prepared foods made with any animal products must be kept at a constant temperature of 135°F or higher.
- All cold food items must be kept at a constant temperature of 41°F or lower and all coolers must have a working thermometer in them, and be properly iced.
- Vendors preparing food on-site at the market must be registered with the Virginia Department of Health.
- Vendors offering samples must prepare samples at their home kitchen before coming to the market. Keep samples covered at market to keep them safe from contaminants. Always use toothpicks, clean utensils, single-serve cups, or gloves to dispense samples. Do not use your bare hands.
- Vendors handling prepared and baked foods must have and use appropriate hand washing stations with soap and free flowing water.
- Ready to eat food (ex: pastries, breads, cooked foods) cannot be handled with bare hands. Gloves, utensils, deli tissue or other barrier must be used.
- LEAP staff reserves the right to ask vendors to remove product from sale if it is not properly handled, stored or labeled. If non-compliance continues, LEAP staff reserves the right to temporarily or permanently prohibit vendors from selling items in question.

- **New in 2017:** To ensure food safety, dogs and other pets are not allowed under vendor tents. They may stay in the open market space.

Virginia Department of Agriculture and Consumer Services (VDACS) related licenses and requirements:

- All prepared foods made under inspection (have a food license to produce) must be individually packaged with labels denoting the following info:
 - Name of the product
 - Name and address of the manufacturer, packer, or distributor
 - An ingredients statement, including sub-ingredients, in descending order
 - A net-weight statement (in both metric and U.S. customary system)
- Any vendor claiming the home exemption for baked or prepared foods must have all of their products individually packaged and labeled with the information above as well as the following information:
 - Processing date
 - Producer's phone number
 - Following statement: "NOT FOR RESALE – PROCESSED AND PREPARED WITHOUT STATE INSPECTION"
- Eggs must be labeled with the following information:
 - Product Name (term "fresh eggs" can only be used if product meets requirement for Grade A or higher)
 - Safe Handling Instructions
 - Name & Address of Packer
 - Grade (AA, A, B) or "Ungraded" if not inspected

For a comprehensive list of regulations, visit the following websites or contact the local VDACS office (540-562-3641).

- VDACS: <http://www.vdacs.virginia.gov/regulatory/index.shtml>
- VA Food Laws: <http://law.lis.virginia.gov/vacode/title3.2/chapter51/>
- VA Food Establishment Regulations: <https://www.vdh.virginia.gov/EnvironmentalHealth/FOOD/Regulations/documents/2009/2010%20Food%20Regulations%20Final%20with%20TOC.pdf>

Market Products

Produce

- Produce includes vegetables, annual fruits, herbs, sprouts, mushrooms, and any other food items grown by the vendor or the members of the vendor's collaborative.
- All produce must be grown within the 100 mile market radius.

Cut flowers and plants

- This includes bedding plants, bouquets, seedlings, trees, and bulbs.
- All cut flowers and plants must be grown within the 100 mile market radius.

Baked goods and other prepared foods

- Baked goods and other prepared food include bread, cakes, cookies, jellies and jams, sauces, candy, and beverages.
- All items must be certified by VDACS or by the Virginia Department of Health. If the prepared foods fall within the exemption of certification, the products must be properly labeled to explain that the products are not inspected (see section on food safety above).

Animal products

- This includes meat, cheese, honey, and eggs.
- Vendors of these products must obtain all certifications and inspections required by federal, state, or local laws and regulations.
- All claims about meat products must be approved and included on the state-approved label
- Meat vendors are required to raise their product on a farm within the 100 mile market radius.
- All cheeses must be made within the 100 mile market radius.

Crafts

- Art and craft vendors and items will be reviewed and selected on an individual basis.
- All art and craft items must be produced within the 100 mile market radius.

Sanitation and Safety

- All public litter containers in the market area are for reasonable use by vendors and customers. Excessive or improper use by the vendors is not permitted.
- The use of tobacco, alcohol or illegal substances are not permitted at the market location. If you need to smoke, please do so at least 100 feet from the market. The one exception to this rule will be the allowance of wine or beer tastings provided by local wineries or breweries.
- Firearms are not allowed within the market location.
- Any unsafe or unsanitary conditions should be brought to the immediate attention of the on-site Market Manager.
- Behavior by vendors judged to be disruptive or detrimental to the peaceful operation of the market will not be allowed. The on-site Market Manager or Market Coordinator reserves the right to ask a vendor to leave at any time.

SNAP and LEAP Token Programs

SNAP-EBT Program

- LEAP accepts SNAP-EBT (formerly known as food stamps) benefits as payment at all of our community markets.
- We collect payment from SNAP-EBT recipients and provide them with “market money” (wooden nickels) to use as payment for products at the market.
- Wooden nickels for SNAP-EBT benefits say “**For eligible items only, no change given,**” and have a \$1 value posted on them. As denoted, no change can be given, so please round up or down if a non-whole dollar amount is charged.
 - A portion of the matched tokens each SNAP-EBT user receives are restricted only to the purchase of raw, unprocessed fruits and vegetables. These tokens have red writing and a red border, feature an apple on one side, and say “**Fruits and vegetables only, no change given**”.
- Items eligible for Fruit and Veggie tokens:
 - Whole, raw fruits
 - Whole, raw vegetables
 - Bagged and cut raw lettuces and greens
 - Food-producing plants
- Items NOT eligible for Fruit and Veggie tokens:
 - Juices
 - Cut Flowers
 - Cut vegetables or fruits

- Jams, jellies, sauces
- **NO SALES TAX IS TO BE COLLECTED ON SNAP-EBT SALES.**
- Items NOT eligible for SNAP-EBT purchase:
 - Non-food items such as pet food and cut flowers
 - Soaps, crafts, art, and paper products
 - Hot food or food made to be eaten immediately

Debit cards, gift certificates and \$5 tokens

- Not all customers come prepared with cash or check. To help vendors out, LEAP accepts debit cards at our Market Manager Booth. Customers run their card and receive green, \$5-value wooden tokens that can then be used to purchase any item from any vendor. These tokens are same as cash, and the customer will receive change for their purchases. Customers can also go to FFCU (at West End) to take out cash or to either of the ATMs (BNC Bank and Wells Fargo) on Grandin Rd to take out cash. The Co-op also has a cash back option at their check out register.
- If a customer (or vendor!) wants to buy a gift certificate, direct them to LEAP's website (<http://leapforlocalfood.org/leap-community-market-gift-certificates/>) or the Market Coordinator.
- Gift certificate process: to “cash in” the gift certificate, the customer will visit the on-site Market manager who will collect the paper gift certificate and give the customer the value in \$5-value wooden nickels
- **Note:** The \$5 wooden nickels look similar to the SNAP-EBT nickels but with \$5 on them instead of \$1. They are also colored green on the border and have green writing. Customers can use the \$5 tokens to purchase any items at the markets. Vendors can give change for the \$5 tokens (cash only). SNAP (\$1) tokens cannot be used as change for debit/gift certificate tokens (\$5).

Reimbursement for LEAP tokens

- LEAP reimburses vendors at the start of the month for all \$1 and \$5 tokens collected during the previous month. All vendors should keep their own records of token counts throughout the season. If there are any discrepancies, please contact the Market Coordinator.
- LEAP will reimburse vendors through the online banking system, Dwolla. LEAP vendors are required to sign up for a Dwolla account. If you already have an account, no additional steps are needed. If you are a new LEAP vendor, the Market Coordinator will provide you with step-by-step instructions on how to set up an account and receive payments.
- **PLEASE NOTE:** Several other regional markets have programs that use similar-looking wooden nickels. Look carefully at all wooden nickels offered as payment and make sure that the nickels have the LEAP name. LEAP will not reimburse vendors for non-LEAP tokens.

Three Strikes Policy

- In order to promote a smooth market and ensure food safety protocols are followed, vendors are subject to a “three strikes” policy regarding violations of LEAP market policies. Strikes will be given for violations of food safety regulations, “no-shows”, repeated tardiness, and any other policy violations deemed by the Market Manager to be disruptive or detrimental to the market as a whole.
 - For the first strike, the vendor will receive a verbal and written warning, as well as suggestions on how to remedy the violation in the future.
 - For the second strike, the vendor will receive a verbal and written warning.
 - After the third strike, the vendor will lose their spot at the market for the rest of market season.

- Strikes reset each year, and are specific to the market where the violations occur (i.e. three strikes at West End and three strikes at Grandin)

Disputes

- Occasionally there will be disputes between vendors.
- All complaints must be presented in writing to the Market Coordinator and LEAP Executive Director, who will employ all possible means to resolve these disputes in a timely manner and will in all cases make the final decision.
- To make a complaint, comment, suggestion, dispute please complete the feedback form on LEAP's website (www.leapforlocalfood.org/feedback-form) or complete and submit a paper version (available from on-site Market Manager).

Reminders for 2017:

- Meat vendors are recommended to revisit their market signage and ensure that any claims are approved and listed on the product label as well (see sources in information packet for more)
- Vendors must create a Dwolla account to receive token reimbursements.
- All vendors must attend a pre-market meeting on Thursday, March 16th from 3:00-5:00 at the Grandin CoLab (1327 Grandin Ave).
- Dogs are not allowed under vendor tents.
- LEAP will be making Vendor Information signs for all vendors this year. You will have an opportunity to offer your input for some of the content of your sign. LEAP will keep these signs between markets. Read above under Vendor Information signs for more.

LEAP Community Market Application Procedure:

1. Vendor application due: Wednesday, February 8, 2017
2. Read through Vendor Information Packet
3. Complete and sign application
4. Prepare and include any necessary required documents (inspection certificates, growers permit, business license, etc.)
5. Applications may be submitted electronically through a Google Form on LEAP's website. Email required documents to sam@leapforlocalfood.org
6. Mail signed application and required attachments to LEAP Market Coordinator; PO Box 3249 Roanoke VA 24015 or e-mail completed and signed application with required attachments to sam@leapforlocalfood.org.
7. Applications will be reviewed by committee and the selection will be communicated to applicants within three weeks.
8. All vendors must attend a pre-market meeting on March 16th, 2017 from 3:00-5:00 at the Grandin CoLab (1327 Grandin Ave).

LEAP Community Market Vendor Application 2017

All vendors must complete the following application and sign this agreement prior to vending at LEAP Community Markets.

Business / Farm Name _____

Applicants Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

Phone (Primary Contact #) _____ Phone (Secondary) _____

Email Address _____ Website _____

Name of person/s managing your booth at market _____

Applying to be a vendor at (check all that apply):

- 2017 Grandin Village Community Market (every week)
- 2017 Grandin Village Community Market flex booth (every other week)
- 2017 West End Community Market (every week)
- 2017 West End Community Market flex booth (every other week)
- 2017 West End Community Market (early season or late season)
- Other (please describe) _____

Anticipated start date for Grandin (Grandin Market opens April 22): _____

Anticipated end date for Grandin (Grandin Market ends October 28): _____

Any dates you anticipate not being present at the Grandin Market: _____

Anticipated start date for West End (open year-round): _____

Anticipated end date for West End (open year-round): _____

Any dates you anticipate not being present at the West End Market: _____

Products you plan to sell at the Market. Be specific. (Use additional sheet if necessary)

Product	Source

** If a vendor plans to sell items that are produced by someone else, the vendor must submit the items and the

name, address, and contact information for the person producing these items.

Have you sold products at a farmers market before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will all products sold originate at your farm or facility?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will you be selling organically certified products?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will you be selling naturally grown certified products?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If selling products you grew or raised:

Copy of growers permit	<input type="checkbox"/> Attached	<input type="checkbox"/> N/A
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If selling anything other than products you grew or raised:

Copy of business license	<input type="checkbox"/> Attached	<input type="checkbox"/> N/A
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If selling prepared foods:

Copy of VDACS license (unless under home exemption)	<input type="checkbox"/> Attached	<input type="checkbox"/> N/A
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Copy of last VDACS kitchen inspection (if applicable)	<input type="checkbox"/> Attached	<input type="checkbox"/> N/A
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If selling meat or poultry products:

Copy of meat and poultry handlers permit	<input type="checkbox"/> Attached	<input type="checkbox"/> N/A
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Copy of Poultry Permit of Exemption (if selling over 1000 birds)	<input type="checkbox"/> Attached	<input type="checkbox"/> N/A
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If selling meat products that do not fall under the poultry exemption:

Copy of most recent VDACS inspection report	<input type="checkbox"/> Attached	<input type="checkbox"/> N/A
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Reminders for 2017:

- o Meat vendors are recommended to revisit their market signage and ensure that any claims are approved and listed on the product label as well (see sources in information packet for more)
- o Vendors must create a Dwolla account to receive token reimbursements.
- o All vendors must attend a pre-market meeting on Thursday, March 16th from 3:00-5:00 at the Grandin CoLab (1327 Grandin Ave).
- o Dogs are not allowed under vendor tents.
- o LEAP will be making Vendor Information signs for all vendors this year. You will have an opportunity to offer your input for some of the content of your sign. LEAP will keep these signs between markets. See above in information packet for more.

By signing this agreement, the undersigned hereby agrees that they have FULLY READ AND UNDERSTAND the information presented in the LEAP Producer Information Packet as well as any related local, state, or federal regulations. The undersigned also agrees that while vending at LEAP community markets they are in compliance and will remain in compliance with the rules and regulations set forth in this information packet and all those governing their respective business. Failure to follow these guidelines can result in the vendor being removed from the markets by the Market Coordinator or LEAP's Executive Director.

Signature _____ Date _____