

**LOUDOUN VALLEY HOMEGROWN MARKETS ASSOCIATION**

*"Proud to be a Producer-Only Market"*

**LVHMA Farmers Market Application 2010<sup>®</sup>**

**I am interested in participating in the following LVHMA Markets:**

Ashburn  Brambleton  Cascades  Leesburg  Purcellville

**If I am unable to be assigned a location above my second choice(s) is/are:**

Ashburn  Brambleton  Cascades  Leesburg  Purcellville

**(please submit a separate check for each market you are applying for)**

Farm/Producer Name \_\_\_\_\_

Contact(s) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Farm/Producer Address (if different from mailing address)

\_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Business Phone \_\_\_\_\_

Email \_\_\_\_\_

VA sales tax # (mandatory) \_\_\_\_\_

Vehicle(s) used at market \_\_\_\_\_

1. I accept the terms of agreement and conditions of the Loudoun Valley HomeGrown Markets Association and certify that I am in conformance with applicable regulations with the Virginia Department of Agriculture and Consumer Services; the Virginia Health Department and the VA Department of Taxation. I agree to on-site inspection as needed for verification of production.
2. I agree to abide by the LVHMA tent weight policy, **reporting policy and attendance policy.**
3. I will abide by the complaint procedures and disciplinary actions outlined by LVHMA.
4. I understand that individual product liability is my responsibility and hereby release LVHMA, the LVHMA Board of Directors, Market Managers and Coordinator, from liability due to my products.
5. I agree that as a condition of my LVHMA Markets participation, I will attempt in good faith to resolve any disputes through the complaint procedure as outlined in this application before resorting to litigation. Furthermore, I will limit any claim I may have against the LVHMA Markets resulting from a suspension or termination from these Markets. If I am unsuccessful in my litigation, I agree to pay all of LVHMA's costs deriving from that litigation including but not limited to attorney's fees.

By signing this application I acknowledge that I have read the LVHMA Market Rules & Regulations and Terms of Agreement and agree to abide by them.

Signature \_\_\_\_\_

Date \_\_\_\_\_

<sup>®</sup> Please send this page to LVHMA, PO Box 716, Hamilton, VA 20159 and retain a copy for your records.

# LOUDOUN VALLEY HOMEGROWN MARKETS ASSOCIATION

"Proud to be a Producer-Only Market"

## LVHMA Farmers Market Fees 2010

All Producers/Growers wishing to sell at LVHMA Farmers Markets are required to join the Association. Dues for the yearly membership are \$25 and run from January 1 to December 31. Please see the separate membership form included with this application.

### Market Fees:

Ashburn	May 1 – Oct 30	\$125 (27 markets)
Brambleton	May 2 – Oct 31	\$125 (27 markets)
Cascades	May 2 – Nov 21	\$125 (30 markets)
Leesburg	May 1 – Oct 30	\$125 (27 markets)
Purcellville	May 1 – Dec 18	\$125 (34 markets - extended summer season)

A Market Fee must be submitted for each location you apply for. Checks will not be deposited until the vendor is notified of acceptance to a Market. Vendors not accepted to Markets will have their checks destroyed unless they specifically request to have their check returned.

In addition, each vendor is required to pay 3% of their gross sales (not including any sales tax). The vendor is responsible for reporting their sales on a weekly basis by midnight of the Monday following each Market using the Vendor's section of the LVHMA website [www.loudounfarmersmarkets.org](http://www.loudounfarmersmarkets.org). Payment of the 3% of gross sales is done on a monthly basis by mailing a check or money order to: LVHMA PO Box 716 Hamilton, VA 20159 postmarked no later than the 5<sup>th</sup> of the following month. **PLEASE NOTE! You will be charged a \$30 fee for any check returned for insufficient funds and the vendor will not be permitted to attend any market until payment is received in full.**

## LVHMA Market Drop-in Procedures

LVHMA would like to invite Producers to participate in the markets as a "Drop-in" if your specialty is an item that would not be available during the entire market season. As there will be times when Producers accepted to the Market may not be able to attend, we would like to establish an additional list of Producers to call on to keep our Markets full and dynamic.

All Producers interested in "dropping-in" when space is available in the Market:

- **Must submit a complete application for review by the LVHMA Board of Directors.** This should be done as far in advance as possible to assure you will be considered for any available space.
- **Must be a member in good standing of LVHMA.**
- Once the application is approved, the Producer will be notified by the Market Coordinator when a space becomes available. All efforts will be made to give the Drop-in Producer as much notice as possible for scheduling and advertising purposes.
- Pay a Drop-in fee of **\$25** per market, up to a total amount equal to a season's market fee **plus** 3% of the Producer's daily gross sales as outlined in the Market Fees section above. **The first Drop-in fee of \$25 must be included with your application.**
- **Vendors may not abandon a market they have been accepted to in order to drop-in at another market.**

If you are interested in joining any of our Farmers Markets as a Drop-in, please send your completed application including the Markets and dates you would be interested in participating, \$25 for the first Drop-in fee, LVHMA Membership fee and application to LVHMA, PO Box 716, Hamilton, VA 20159.

**Payment of the above fees indicates that the Producer agrees to abide by the rules and regulations of the LVHMA Farmers Markets and will maintain the integrity of our "producer only" markets by assuring that all items sold are products they have grown or produced themselves.**

If you have questions, please call or email the LVHMA Market Coordinator, Judy Stroske, at 540-454-8089 or [judy@loudounfarmersmarkets.org](mailto:judy@loudounfarmersmarkets.org)

# LOUDOUN VALLEY HOMEGROWN MARKETS ASSOCIATION

"Proud to be a Producer-Only Market"

## 2010 LVHMA Market Producer Availability<sup>①</sup>

In order to provide the best possible variety of products for our consumers, please submit your projected participation in market(s) on a weekly basis. We will plan special events, advertising and drop-ins around this schedule and expect this to reflect the Producer attendance for the season. This is your opportunity to schedule time off for vacation, graduation, holidays, etc. Where you will not be penalized for these scheduled absences, vendors willing to participate in the entire Market season may be given preference by the LVHMA Board of Directors.

5/2/10	Ashburn _____	Leesburg _____	Purcellville _____	
5/3/10	Brambleton _____	Cascades _____		
5/8/10	Ashburn _____	Leesburg _____	Purcellville _____	
5/9/10	Brambleton _____	Cascades _____		
5/15/10	Ashburn _____	Leesburg _____	Purcellville _____	
5/16/10	Brambleton _____	Cascades _____		
5/22/10	Ashburn _____	Leesburg _____	Purcellville _____	
5/23/10	Brambleton _____	Cascades _____		
5/29/10	Ashburn _____	Leesburg _____	Purcellville _____	
5/30/10	Brambleton _____	Cascades _____		
6/5/10	Ashburn _____	Leesburg _____	Purcellville _____	
6/6/10	Brambleton _____	Cascades _____		
6/12/10	Ashburn _____	Leesburg _____	Purcellville _____	
6/13/10	Brambleton _____	Cascades _____		
6/19/10	Ashburn _____	Leesburg _____	Purcellville _____	
6/20/10	Brambleton _____	Cascades _____		
6/26/10	Ashburn _____	Leesburg _____	Purcellville _____	
6/27/10	Brambleton _____	Cascades _____		
7/3/10	Ashburn _____	Leesburg _____	Purcellville _____	<b>Independence Day Weekend</b>
7/4/10	Brambleton _____	Cascades _____	<b>Independence Day</b>	
7/10/10	Ashburn _____	Leesburg _____	Purcellville _____	
7/11/10	Brambleton _____	Cascades _____		
7/17/10	Ashburn _____	Leesburg _____	Purcellville _____	
7/18/10	Brambleton _____	Cascades _____		
7/24/10	Ashburn _____	Leesburg _____	Purcellville _____	
7/25/10	Brambleton _____	Cascades _____		
7/31/10	Ashburn _____	Leesburg _____	Purcellville _____	
8/1/10	Brambleton _____	Cascades _____		
8/7/10	Ashburn _____	Leesburg _____	Purcellville _____	
8/8/10	Brambleton _____	Cascades _____		
8/14/10	Ashburn _____	Leesburg _____	Purcellville _____	

<sup>①</sup> Please send this page to LVHMA, PO Box 716, Hamilton, VA 20159 and retain a copy for your records.

# LOUDOUN VALLEY HOMEGROWN MARKETS ASSOCIATION

"Proud to be a Producer-Only Market"

## 2010 LVHMA Market Producer Availability Con't<sup>①</sup>

8/15/10	Brambleton _____	Cascades _____	
8/21/10	Ashburn _____	Leesburg _____	Purcellville _____
8/22/10	Brambleton _____	Cascades _____	
8/28/10	Ashburn _____	Leesburg _____	Purcellville _____
8/29/10	Brambleton _____	Cascades _____	
9/4/10	Ashburn _____	Leesburg _____	Purcellville _____ <b>Labor Day Weekend</b>
9/5/10	Brambleton _____	Cascades _____	<b>Labor Day Weekend</b>
9/11/10	Ashburn _____	Leesburg _____	Purcellville _____
9/12/10	Brambleton _____	Cascades _____	
9/18/10	Ashburn _____	Leesburg _____	Purcellville _____
9/19/10	Brambleton _____	Cascades _____	
9/25/10	Ashburn _____	Leesburg _____	Purcellville _____
9/26/10	Brambleton _____	Cascades _____	
10/2/10	Ashburn _____	Leesburg _____	Purcellville _____
10/3/10	Brambleton _____	Cascades _____	
10/9/10	Ashburn _____	Leesburg _____	Purcellville _____
10/10/10	Brambleton _____	Cascades _____	
10/16/10	Ashburn _____	Leesburg _____	Purcellville _____
10/17/10	Brambleton _____	Cascades _____	
10/23/10	Ashburn _____	Leesburg _____	Purcellville _____
10/24/10	Brambleton _____	Cascades _____	
10/30/10	Ashburn _____	Leesburg _____	Purcellville _____
10/31/10	Brambleton _____	Cascades _____	
11/6/10	Purcellville _____		
11/7/10	Cascades _____		
11/13/10	Purcellville _____		
11/14/10	Cascades _____		
11/20/10	Purcellville _____		
11/21/10	Cascades _____		
11/27/10	Purcellville _____		
12/4/10	Purcellville _____		
12/11/10	Purcellville _____		
12/18/10	Purcellville _____		

<sup>①</sup> Please send this page to LVHMA, PO Box 716, Hamilton, VA 20159 and retain a copy for your records.

**LOUDOUN VALLEY HOMEGROWN MARKETS ASSOCIATION**

*"Proud to be a Producer-Only Market"*

**Food Vendor Information<sup>®</sup>**

Please use this form for any value-added edible product including baked goods, candy, jelly, sauces, pasta, cheese, vinegar, cider, and other prepared foods.

Baker/Cook's Name \_\_\_\_\_

Immediate Family Member Baker/Cook \_\_\_\_\_

Business Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

County \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Business Address (if different from above) \_\_\_\_\_

Indicate the products you make that you will be bringing to the markets. Please be as specific as possible. Please note that this list is not meant to be restrictive, but only a guideline for your placement in a market to provide variety.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional notes or comments:

I agree to sell only products that I, and/or my immediate family and my employees have produced on my property and/or property I lease. I will also follow VDACS regulations, and will follow the requirements as set forth in the LVHMA Baker/Food Vendor Criteria.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<sup>®</sup> Please send this page to LVHMA, PO Box 716, Hamilton, VA 20159 and retain a copy for your records.

# LOUDOUN VALLEY HOMEGROWN MARKETS ASSOCIATION

*"Proud to be a Producer-Only Market"*

## Criteria for Bakers and Food Vendors

All baked goods must strictly adhere to all regulations pertaining to baked goods that are set forth by the Virginia Department of Agriculture and Consumer Services (VDACS). Additionally, all Bakers & Food Vendors must meet the following guidelines:

Baked goods permitted for sale include: pies, cakes, breads, cookies, candies, jams and jellies.

"Baked goods" is defined "by the scratch rule" as a product that has been mixed, baked, finished and packaged for sale; repackaging of commercially prepared products is prohibited.

Bakers & Food Vendors must submit a copy of their most current kitchen inspection report from VDACS or an appropriate agency in your home state. This report must not contain any violations that pertain to kitchen cleanliness or food processing.

VDACS does not require a home kitchen inspection for certain baked goods, jams, jellies and candies sold at Farmers Markets provided the Producer labels each product "Not for resale—Processed and Prepared without State Inspection".

**Bakers & Food Vendors are required to follow the food labeling law as outlined by VDACS.** All individually wrapped baked goods must have the following on the label. Labels may be typed or handwritten in permanent ink or a combination of both.

- Name of the product (i.e. zucchini bread, brownies, etc.)
- List of all ingredients in sequential order from most used to least.
- Your name or name of your business.
- Your address or the address of your business
- Net weight of the item

Items that are not individually wrapped (such as cookies, brownies, fudge etc.) must contain the above items on the product label except that a total count of items in the package must be marked (such as 5 cookies, 6 brownies). Net weight of the package is not required. Items sold individually from a bulk container without packaging must have a sign posted listing the ingredients of the items.

If proper labeling, as listed in this agreement is not followed, the Market Manager may issue warnings or suspensions from one or all of the LVHMA markets.

If free samples are offered to customers, those samples should be kept covered at all times. If samples are to be cut the baker must wash the utensil in soapy water and rinse in clean water after each slice. The vendor is required to keep soapy water and clean water on hand during the market hours.

Baked goods that contain cheese must meet the minimum moisture content requirements as outlined by VDACS.

**NO "prepared-on-site" and ready to eat" foods (i.e. popcorn, hot-dogs, etc.) or any type of drinks (i.e. coffee, bottled water, etc.) are permitted to be sold at any LVHMA Farmers Market. Refrigerated or frozen, take home to heat-and-eat foods are permitted as long as VDACS and Health Department regulations are followed and the items are made "from scratch" by the Vendor, preferably using product grown or raised by the Vendor. Food Vendors must submit a copy of their latest Kitchen Inspection with their application.**

# LOUDOUN VALLEY HOMEGROWN MARKETS ASSOCIATION

*"Proud to be a Producer-Only Market"*

## LVHMA Application Checklist

**All Bakers and Food Vendors applicants must enclose:**

- ◆ 2010 LVHMA Annual Membership Fee and application if needed (page 8) *(Please send separate check)*
- ◆ **LVHMA Farmers Market Application 2010** (page 1)
- ◆ Market Fee for each market applying *(Please send separate check for each market)*
- ◆ Certificate of Insurance
- ◆ **Food Vendor Information** --New **Food Vendor** must enclose a copy of their Kitchen Inspection; Un-inspected Home Bakers please enclose a copy of your label.
- ◆ **LVHMA Market Producer Availability** (pages 3 & 4)
- ◆ **Food Vendor Information** (page 5)

Please make checks payable to: LVHMA

Mail check and completed application to:

LVHMA  
PO Box 716  
Hamilton, VA 20159

*PLEASE NOTE! You will be charged a \$30 fee for any check returned for insufficient funds and will not be able to attend any markets until restitution is made in full.*

# LOUDOUN VALLEY HOMEGROWN MARKETS ASSOCIATION

*"Proud to be a Producer-Only Market"*

## Membership Application January-December 2010

Farm/Producer Name \_\_\_\_\_

Contact(s) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Farm/Producer Address (if different from mailing address)

\_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Business Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

I am a New Member of LVHMA

I have been a LVHMA Member for approximately \_\_\_\_\_ year(s).

Types of LVHMA Membership (Please check the one that applies to you):

**Farm Based Member** - Producer of agricultural, horticultural or animal husbandry, farm based products. This is a voting membership. Dues are \$25 a calendar year Jan-Dec.

**Non-farm Based Member** - Producer of non-farm based products. Sales of these products are subject to approval by the LVHMA Board of Directors. This is a voting membership. Dues are \$25 a calendar year Jan-Dec.

**Sustaining Member** - Any person, partnership, firm, cooperative or corporation not actively engaged in selling at LVHMA markets, but wishing to further the aims of the Association, is welcome to contribute to LVHMA. This is not a voting membership.

I am applying for membership in the Loudoun Valley HomeGrown Markets Association and agree to abide by their By-Laws and Terms of Agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PLEASE NOTE! You will be charged a \$30 fee for any check returned for insufficient funds and will not be able to attend any markets until restitution is made in full.**