



# **Fairfax County Farmers Markets 2023 Vendor Handbook & Additional Resources**

*Sponsored by*

*Community Horticulture Office*

*Green Spring Gardens*

*Fairfax County Park Authority*



## FCPA Farmers Market Vendor Handbook & Additional Resources

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## **Fairfax County Farmers Markets 2023 Vendor Handbook**

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Green Spring Gardens Fairfax County Park Authority*

### **Mission**

The mission of the Fairfax County Farmers Markets is to provide residents access to locally grown products and create market opportunities for area farmers and food producers.

### **Vision**

Reconnect people with locally produced food in a fun, community atmosphere.

Fairfax County Park Authority operates 10 farmers markets across Fairfax County. Our markets are strictly producer-only, meaning that all our farmers and producers may only sell what they raise on their farms or make from scratch. Our vendors all come from within a 125-mile radius of Fairfax County, with a few exceptions for hard-to-find products such as dairy and organic produce. We encourage vendors to use local ingredients in the creation of their products as much as possible.

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## VENDOR REQUIREMENTS

### **Producer-Only Requirement**

- Fairfax County Farmers Markets are strictly producer-only, meaning vendors must grow, raise, or make from scratch all products sold at the market.
- Distributors, brokers, and the re-selling of products is strictly prohibited.
- A **producer** is defined as a grower, employee, partner, or family member who is directly engaged in the growth and production of the produce or products sold.
- Producers may include agricultural and horticultural producers, baked good, prepared food vendors, and value-added vendors.
- All farm products sold at the market must be grown or produced by the vendor. All baked and value-added food items must be made from scratch by the vendor. Produce must be fresh and of the best quality.

### **Local Requirement**

All items sold must be grown or produced by the vendor or his designee on land or in a facility owned or leased by the vendor within 125 miles of Green Spring Gardens (4603 Green Spring Road, Alexandria, Virginia). Exceptions might be made for certified organic produce and dairy farmers that are just outside the 125-mile limit.

### **Food and Agriculture-based Requirement**

- Fairfax County Farmers Markets only allow the sale of food, agricultural, and horticultural items and does not offer space to craft vendors or other non-food businesses.
- A Community Use Area (CUA) is available directly outside of our markets for non-profits, political organizations, and community groups to use on a “first come, first served” basis.

#### **To qualify to sell at market, your business must be able to confirm all the following statements:**

- My business location is within 125 miles of Green Spring Gardens (4603 Green Spring Road, Alexandria, Virginia).
- I grow, raise, or make from scratch all the products that I sell.
- I do not sell olives, chocolates, or other non-local products except for locally roasted coffee.
- I sell food, agricultural, or horticultural products only.

**See Page 12 for a complete list of acceptable and prohibited products**

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## APPLICATION AND SELECTION PROCESS

### 2023 Application Timeline

The application process occurs on [farmspread.com](https://farmspread.com), the market management software platform used by Fairfax County Farmers Markets.

**JANUARY 20:** Vendor Interest Meeting held & Applications open on Farmspread

**FEBRUARY 10:** Applications close and application fee is due at 4:00 p.m.

**FEBRUARY 13-17:** Vendor Selection Process

**FEBRUARY 22:** Notify vendors of selection status and send out invoices

**MARCH 10:** Market Space Fees are due

**MARCH 10:** Liability Insurance and Food Safety Certificates are due

**APRIL 7:** Market Space Fees are not refundable after this date

**APRIL – MAY:** Markets begin

Vendors may not enter the markets until all fees are paid, insurance is approved, and applicable food safety inspections and certifications are turned in.

### Selection Process

**Once it is determined that a vendor meets all the “producer-only” and “local” requirements, final placement is based on several factors.**

- Previous vendors in good standing receive preferential consideration for market acceptance.
- Space available at each market for new vendors.
- Special consideration is given to farmers that are certified organic or certified naturally grown.
- Preference is given to vendors who source their ingredients locally.
  - Fairfax County supports local sourcing of ingredients within the Fairfax network of farmers and producers. We encourage producers to source from neighboring vendors and advertise these partnerships at their booths.
- Vendor’s availability to consistently attend through the end of the individual market season. **Past attendance is taken into consideration.**
- The vendor’s capacity to produce enough products for the entire market season.
- Preference is given to vendors who are business-ready, have a website and branding, and have previous experience selling their product.
- Fairfax County Farmers Markets has identified our preferred ratio of products, for the benefit of customers and vendors. Vendors will be accepted to fill a product need for a particular market using the guidelines listed below.
  - Fruits and Vegetables: 45 – 55%
  - The remaining 45 – 55% will be split among the following vendor types, based on the needs of the market:
    - Baked Goods

- Meat and Dairy
- Plants and cut flowers
- Other (honey, jams, prepared food, etc.)

\*Fairfax County Farmers Markets reserves the right to limit vendor participation in multiple markets to allow entry of new vendors and support a wider diversity of food products.

## **Market Fees**

### **APPLICATION FEE**

To apply to FCPA Farmers Markets, vendors are charged a \$50 application fee.

- Applications and fees are due **Friday, February 10<sup>th</sup> at 4:00 p.m.**
- Please note that application fees are not refundable, and applications will not be considered until the application fee is paid.
- The flat \$50 application fee covers all of the Fairfax County Farmers Market locations you apply to participate in this season.

### **MARKET FEE STRUCTURE**

Fees are calculated based on selling space used at market in high season (July/August). We reserve the right to adjust and modify your requests based on available space.

**Market space fees are due by Friday, March 10<sup>th</sup> at 4:00 p.m.**

**Market space fees are not refundable after Friday, April 7<sup>th</sup>, 2022.**

<b>SPACE REQUESTED</b>	<b>TOTAL SPACE FEE</b>
<b>100 Ft<sup>2</sup></b>	\$360
<b>150 Ft<sup>2</sup></b>	\$440
<b>200 Ft<sup>2</sup></b>	\$525
<b>250 Ft<sup>2</sup></b>	\$600
<b>300 Ft<sup>2</sup></b>	\$690
<b>400 Ft<sup>2</sup></b>	\$855
<b>500 Ft<sup>2</sup></b>	\$1020

**Application Fee: \$50**

**Pop-Up / Daily Market Fee: \$25**

See **Market Space Fee Structure** on page 21 for additional details

## Vendor Pop-Up Program

We are piloting a Pop-Up Market Program in the FCPA Farmers Markets. There will be a limited number of Pop-up opportunities during the 2023 regular season.

- Qualified farmers and producers can apply to ‘Pop Up’ at three dates per market, per season, at the discretion of the Farmers Market Coordinator and Managers.
- The purpose of this program is to create more flexibility for vendors within the Fairfax County Farmers Markets, to keep markets full and vibrant throughout the season and to create unique opportunities for vendors to test out new locations.
- Indicate your interest in being considered for pop-up space when applying. Pop-up opportunities are not guaranteed and are dependent on the markets’ needs.

See **Vendor Pop-Up Program** on pages 24-25 for more information

## Payment Information

- You will receive an invoice from Farmspread.com with a breakdown of your market fees.
- You must pay the application fee, due February 10<sup>th</sup> at 4:00 p.m., and the Market Space Fee payment due March 10<sup>th</sup> at 4:00 p.m. A \$50 fee will be applied to late payments.
- **Payment Options:**
  - Returning Vendors: We will send you a Username and Password to access your Payment Account to make a payment through the FCPA secure online portal
  - New Vendors: Call us at 703-642-0128 to set up your Payment Account to make a payment through the FCPA secure online portal.
  - Alternative Option: Mail a check payable to “**Fairfax County Park Authority.**” **Make sure to include your business name.**
  - **If you experience any technical difficulties when making your payment through the online portal, call us at 703-642-0128.**

### **Make checks payable to:**

“Fairfax County Park Authority”

### **Mail checks to:**

Green Spring Gardens  
Attn: Fairfax County Farmers Markets  
4603 Green Spring Road, Alexandria VA, 22312

## Payment Plan

- A **payment plan** is available for vendors owing more than \$900.00.
- You must reference your request for the payment plan on the FarmSpread application.
- **A \$50 administrative fee will be applied.**
- Payment installments will be due on **March 10, and the first Friday of April, May, and June.**
- A minimum of \$360 is due on March 10<sup>th</sup> for all vendors on the payment plan.
- Vendors with outstanding balances will not be permitted into the market until the balance is paid.
- If you choose to participate in the Payment Plan, we will contact you to determine the amount of each installment and method of payment.

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## INSURANCE REQUIREMENTS

### Liability Insurance

A copy of a current liability insurance certificate (Certificate of Insurance (COI)) in the amount of **\$1,000,000 per occurrence** is required by the Fairfax County Park Authority (FCPA), prior to the start of the market for all vendors.

**This certificate should identify**

- Commercial General Liability insurance
- Minimum of \$1,000,000 per occurrence
- Automobile coverage

Vehicle Class	Curb Weight Max	Coverage Requirement
Light-Duty Vehicle	<6,000 lbs.	\$100,000
Medium-Duty Vehicle	6,001 – 8,500 lbs.	\$500,000
Light Heavy-Duty Vehicle	8,501-26,000 lbs.	\$750,000
Heavy-Duty Vehicle (CDL Required)	>26,000 lbs.	\$1,000,000

- If vendor agent does not cover both auto and general liability, a separate COI is required for both with the same additionally insured language.

**The following additionally insured language is required by Fairfax County Risk Management, and should be placed under the Description of Operations (Additionally Insured):**

“The Fairfax County Park Authority and the County of Fairfax, their officers, employees and volunteers are included as an additional insured with respects to the Liability Policies as required by written contract. Insurance provided is primary and non-contributory with respect to the liability policies as required by written contract. The certificate holder will receive 30 days’ notice of cancellation for any reason except non-payment of premium. Waiver of subrogation applies as per policy language.”

We cannot accept a certificate unless this exact additionally insured line is added. Please present this contract to your insurance agent to ensure they can provide the additionally insured coverage.

**The certificate holder block must read:**

Fairfax County Park Authority  
Green Spring Gardens  
4603 Green Spring Road Alexandria, VA 22312



## Instructions for Submitting Certificates of Insurance

Certificates of Insurance are due by **March 10<sup>th</sup>, 2023** for the 2023 FCPA Farmers Market Season. Certificates of Insurance will be reviewed and approved on a rolling basis. If your COI does not meet the requirements listed below, our Risk Management Office will inform you of what needs to be changed.

- **Please send a digital copy of your Certificate of Liability Insurance to [FCPAFarmMarkets@fairfaxcounty.gov](mailto:FCPAFarmMarkets@fairfaxcounty.gov) by March 10, 2023, or risk being denied a space in the market.**
- If you need to send a paper copy, please have your insurance agent send the Certificate of Insurance and any additional insurance documents to:
  - Green Spring Gardens  
Attn: Fairfax County Farmers Markets  
4603 Green Spring Road, Alexandria VA, 22312

### 2023 Insurance Deadlines

- **All Certificates of Insurance must be emailed to Farmers Market Staff by the March 10<sup>th</sup> deadline.**
- Your COI will be approved or denied by the Farmers Market Staff and the Risk Management Office shortly after submission.
- If your COI is denied for having incorrect or incomplete information, you will need to make the necessary changes and submit a new COI **before your first market date or acceptance to markets may be withdrawn.**

Please contact Randy Jouben at [Randy.jouben@fairfaxcounty.gov](mailto:Randy.jouben@fairfaxcounty.gov) if you are having trouble obtaining a complete and accurate Certificate of Insurance.

**See Fairfax County Farmers Markets Sample Certificate of Insurance on pages 25-26 and 2023 Insurance Requirements for Fairfax County Farmers Markets on pages 29-35 for more information.**

**It is the responsibility of each vendor to make sure their insurance is up to date and on file with Fairfax County Park Authority.** If your policy expires mid-season you must resubmit your insurance information to Farmers Market Staff with each renewal.

Fairfax County Farmers Market staff reserve the right to remove vendors from the market who do not resubmit up-to-date insurance.

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## AT-MARKET RULES

### Basic Conduct at the Market

- All vendors must be set up at least 15 minutes before opening. Vendors arriving after the market's opening time will be permitted to participate in that day's market only at the discretion of the Market Manager.
- A vendor who disrupts the market by arriving chronically late, or frequently leaving early, after two written warnings, **may be expelled by the Farmers Market Staff** for the remainder of the season. No fees will be refunded.
- The market will be open for sales during regularly scheduled market hours, opening and closing times will be enforced by the Market Manager.
- Follow Market Manager instructions in the case of Inclement Weather
- **No Sell Before the Bell:** The markets will be open for sales to customers only during regularly scheduled market hours. Customers may bag items 15 minutes prior to the market opening but no sales are allowed until the market begins.
- All vendors are expected to remain at the market for the duration of the market times. **Vendors may not leave the market nor start taking down their stand before the closing bell.**
- **Early departure is not usually permitted.** Exceptions may be made for emergencies. The Market Manager must be notified so that they may assure that the departure is safe.
- At the close of market, vendors may wait on customers already under their canopy. **Selling after the market is closed will not be tolerated. If a vendor continues to sell after the market closes, they will be expelled from all Fairfax County Markets.** No fees will be refunded.
- There is no haggling or bargaining with customers. Vendors may offer a price to a customer but negotiating any price after the original offer is not an acceptable practice at the Fairfax County Farmers Markets.
- Refrain from profanity or playing music with profanity in the lyrics at the market.
- No smoking/vaping in the market. Smoke/vape at least 50ft away from market.
- Basic customer service includes being courteous in both words and actions towards customers, fellow representatives, employees and FM office staff and volunteer market managers. The FCPA Farmers Market will not tolerate any vendor who berates others at the market, by phone or by email. Please always conduct yourselves in the most courteous manner possible.
- Leave assigned area free of all trash and debris and take your trash with you when you leave. Vendors are not permitted to dump trash in on-site Park trashcans. Fairfax County Farmers Markets can refuse a vendor's participation if they fail to clean their area.
- Cars/trucks should not be idling in the market for an extended period of time.
- No dogs are allowed in the market. Only service animals are permitted.

## Attendance

- Each vendor will be **allowed two scheduled absences per market, per season.**
- Scheduled market absences should be specified by the vendor on their FarmSpread application registration form at the beginning of the season or announced to the Market Manager at least two weeks in advance.
- **Vendors must notify the Market Manager and Farmers Market Coordinator in advance of any anticipated absence. Vendors should notify Market Manager and Coordinator in an email or text with both parties copied.**
- Vendors will be given a contact list of Market Managers and Farmers Market Staff for notification of an absence.
- Emergency absences will be considered excused by the Farmers Market Coordinator on a case-by-case basis.
- **A vendor with excessive absences may be suspended or expelled from markets** by the Farmers Market Staff. No fees will be refunded.

## Inclement Weather

- Fairfax County Farmers Markets operate rain or shine
- Farmers Market Staff is likely to cancel markets before market day if severe winds are forecasted during market hours exceeding 30 mph, or a thunderstorm, tornado, severe snowstorm or flood **warning** has been issued during market hours
- **If markets remain open and vendors feel unsafe traveling to the market due to inclement weather, we will allow an excused absence if the market manager and Farmers Market Coordinator are alerted before the market starts.**
- **Procedures for closing a market in progress:**
  - Vendors must follow Market Manager instructions if a market in progress is shut down.
  - Vendors should finish only sales in progress and do not encourage further shopping.
  - Find safe shelter or remain in your car until the storm passes

## Tent Weights

We require that every tent, canopy, and umbrella used at any market be weighted down at all times. All tents, canopies and umbrellas must be sufficiently and safely secured *from the moment the stall cover is erected at the start of the Market Day to the moment immediately before it is taken down at the end of the Market.* This mandatory requirement will be enforced to ensure our vendors and customers safety.

### Tent Weight Requirements

- Minimum of 25lbs per leg
- Weights must be secured in a manner that does not create a safety hazard.
- Weights must not cause a tripping hazard
- Weights must be tethered with lines that are clearly visible
- Weights must be securely attached
- Weights must be sitting on the ground (NOT suspended in the air)
- Weighting the back of the canopy down by tying it to a vehicle is acceptable; however, the front legs must still be anchored with weights
- Weighting the canopy down by tying it to display tables is NOT acceptable.
- Vendors are responsible for determining if more than 25 lbs per leg is required for their specific tent, canopy or umbrella.
- Disk Weights are not preferred, but if they are used they must add up to at least 25 pounds of weight on each tent leg, and be attached securely.

**If tents, canopies, umbrellas or signs are NOT adequately secured, we will require the Vendor to take them down and sell without them.** If these items need to be taken down in the middle of the Market, Vendors are expected to direct customers to a safe place so they will not be injured while doing so.

### Examples of sufficient and safe weights include:

- Filling an empty paint can with cement and tying this to each corner of the tent with a rope or bungee long enough for the weight to sit on the ground. It is NOT sufficient to place the can on the feet of the tent.
- Filling containers, such as canvas bags or plastic buckets/containers that have a handle through which a rope or bungee can be secured, with sand/cement that can be anchored or secured with a rope or bungee long enough for the weight to sit on the ground.
- PVC pipe capped and filled with cement can be secured to the inside of canopy poles if it cannot collide with customers and the base rests on the ground.

## Plastic Bags in the Market

In 2023 we will encourage vendors to reduce plastic in markets, with the goal of eliminating plastic bags in the markets by 2024. We kindly ask vendors to:

- Remove plastic bags from customer view
- Replace plastic bags with reusable shopping baskets and compostable bags
- Encourage customers to bring reusable bags
- Vendors can charge for plastic bags if they desire

Managers will hand out reusable and compostable bags to customers at entrance to the market.

## Propane and Generator Use

Contact the Farmers Market Staff if you would like to run a generator or use propane in your tent. Use of propane and generators IS NOT guaranteed.

## Propane and Generator Safety

Vendors cooking or warming foods or beverages on-site must follow propane and generator safety rules

- Propane tanks must be securely attached to a stable object and located outside of your tent
- Fire extinguisher must be readily available for use (including Class K fire extinguisher if cooking with grease)
- Tent must be flame retardant if cooking with open flame
- Extra gas must be stored away from operating generators
- Limit one 10-gallon propane tank per vendor

## Required Information to Display

At the markets, every vendor must have this information clearly displayed at their booth and/or on their products:

- **Business Name**
- **Product Prices**
- **Product Labels and Ingredients List.**
  - *See page 15 for product label requirements.*
- Temporary Food Establishment Permit (if applicable)
- Local Sourcing Partnerships (if applicable)
- SNAP Tokens Accepted (if applicable)
- We recommend that vendors use signs or banners to display business name, prices, product selection, production methods, and partnerships

**You, the business owner, are responsible for ensuring that all vendor representatives and employees are fully aware of and will comply with all Vendor rules, guidelines, and behavioral expectations as outlined above.**

Please notify the market managers for day-of attendance issues and delays.  
Make sure all vendor representatives have their contact information.

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## PRODUCT REQUIREMENTS

### Eligible items

- **Produce** – vegetables, fruits, microgreens
- **Meats** – chicken, turkey, pork, beef, bison, rabbit, sausage, venison
- **Seafood** – finfish, shellfish & crustaceans harvested from Chesapeake Bay and other nearby tributaries
- **Dairy** – milk, eggs, cheese, butter, ice cream, kefir, yogurt
- **Honey** – bee pollen, beeswax bi-products
- **Baked goods** – bread, cookies, cupcakes, etc.
- **Prepared food** – soups, sandwiches, pastas, dumplings, etc.
- **Herbs** – fresh & dried herbs, teas
- **Plants** – vegetable starts, potted/cut herbs, potted/cut flowers
- **Coffee** – must be locally roasted
- **Wine** – grapes and wine must be locally produced
- **CBD Products** – must follow all VDACS, VDH, and USDA regulations
- **Additional Value-Added Products** – Jams, Jellies, pickled products

### Prohibited products

- Olives, olive oil, chocolate, or other non-local products except locally roasted coffee
- Crafts, body products, or any non-food items\*
- Highly Invasive Plant Species, as defined by Virginia Department of Conservation & Recreation  
[Click Here](#) for the list of prohibited Highly Invasive Plant Species

\* Agricultural vendors have the option to sell crafts and body products created using materials from the vendor's existing agricultural operation. An example would be candles or lip balms made from a honey farmer's leftover beeswax. All non-food items must have prior approval from the Farmers Market Staff.

## 2023 Hot Foods Pilot Program

The Park Authority will allow one to three vendors to sell hot foods prepared on site at each market in 2023. Farmers and producers can apply to sell hot foods prepared on-site at the discretion of the Farmers Market Coordinator and Market Managers. All vendors selling prepared foods and foods cooked on site must obtain a Temporary Food Establishment Permit.

- Selection is based on vendor's ability to obtain required permits, bring appropriate equipment, and their ability to source locally and/or grow or raise their ingredients.
- All products must be made from scratch featuring locally sourced products
- Vendors will apply by indicating their interest in selling hot foods and completing the Hot Food section in the regular 2023 application.
- All products must be approved by Farmers Market Staff, and vendors are NOT permitted to sell hot foods prepared on-site without written approval from Farmers Market Staff.

See the [2023 Hot Foods Pilot Program](#) document on pages 26-28 for more details

## Dairy/Ice Cream Requirements

**Milk, Dairy and Cheese:** Fresh milk must be from the dairyman's own herd or creamery. Cheese, cream, yogurt and other dairy products must be made by the vendor using milk from dairyman's own herd, or milk sourced from another local dairy farmer. Flavoring agents (fruit, herbs or honey) used in the products should come from local vendors.

**Frozen Dairy or Fruit Products:** Ice cream must be made by the vendor. A preference is given to vendors who uses milk or cream from the vendor's own herd or creamery, or who source milk from a local farmer. Flavoring agents (fruit, vegetables or honey) used in the products should come from local sources. Frozen dairy or fruit products should highlight regional produce and seasonal ingredients. Out of region, necessary flavorings (such as vanilla) may be purchased.

Under the **Producer-Only Dairy Exemption**, vendors can apply to resell dairy from other local farmers. Please read the full terms of participation. Vendors must be approved before reselling any local dairy products. Vendors interested in reselling dairy products must submit an application for approval to Farmers Market Staff and must re-apply for the program each year.

See **Dairy Exemption** document in on pages 36-39 for more information

## Coffee Requirements

**Coffee must be locally roasted within 125 miles of Fairfax County.**

- Coffee vendors must be producer-only, meaning all beans must be roasted by the vendor. Resale of locally roasted beans is not permitted.
- Coffee should be single origin, sourced from one farm or co-operative.
- Vendors that demonstrate fair or direct trade relationships with small farmers will be given primary consideration during the vendor selection process.
- Vendors that demonstrate use of sustainable farming practices will be given primary consideration during the vendor selection process.
- **Coffee vendors are highly encouraged to use compostable drinkware and materials.**

View the **2023 Coffee Guidelines Document** on pages 40-41

## Value-added Requirements

**A Value-Added Product is defined by FCPA as any product which has been processed or modified from a farm product or raw ingredient to add value to it.** Value-added producers include bakers, prepared food vendors, and any other vendors that grow or purchase ingredients to create a product from scratch.

Preference is given to value-added vendors who source their ingredients from local farmers and vendors, and vendors should source at least one ingredient locally in value-added products. All value-added food vendors must strictly adhere to all regulations pertaining to their specific product that are set forth by VDACS.

Value-added products are permitted for sale if they have received prior approval from the Farmers Market Staff.

**Value-added food vendors must meet the following guidelines:**

1. All value-added products, including baked goods and prepared foods, must be **made from scratch by the vendor**. Using prepared mixes or repackaging of commercially prepared products is prohibited.
2. Value-added Food Vendors **must submit a current copy of their kitchen inspection report from VDACS or an appropriate agency** in their home state with their application. This report must not contain any violations that pertain to kitchen cleanliness or food processing.
3. VDACS does not require a home kitchen inspection for certain baked goods, jams, jellies, and candies sold at Farmers Market, provided the producer properly labels each product. Please ensure that your operation is in compliance with all VDACS and Health Department regulations and food safety requirements

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## FOOD SAFETY REQUIREMENTS

[Click here](#) for the VDACS Food Safety Overview Presentation.

[Click here](#) for the VAFMA Food Safety Webinar.

[Click here](#) for more information on VDACS Regulations for Farmers Markets.

[Click here](#) for VCE Guide to selling raw, processed, & prepared food at market.

### Temporary Food Establishment Permit

**All farmers market vendors selling foods that are cooked, warmed, or prepared on site and/or are providing more than six types of food samples are required to get a Temporary Food Establishment (TFE) permit from the Fairfax County Healthy Department**

- Submit one TFE permit for each market location annually through the Fairfax County PLUS Portal: <https://plus.fairfaxcounty.gov/CitizenAccess/Default.aspx>
- A \$40 fee is to be paid once per year, and covers the entire state of Virginia
- The TFE Permit must be displayed in booth at all times.
- A copy of the TFE permit must be submitted to the Farmers Market Coordinator before the beginning of the market season, along with regular USDA and VDACS certifications.

[Click here](#) for Fairfax County Temporary Food Establishment Information

See Temporary Food Establishment Guidelines on pages 42-45

Contact us if you have issues navigating the PLUS Portal



## Safe Sampling

No TFE Permit is required for Product Sampling if the following conditions are met:

- Maximum of only six types of products being sampled at a time
- All Sanitation Requirements are being followed
  - Food must be from an approved sourced
  - Fruits and vegetables must be washed under potable running water prior to cutting
  - A three-compartment washing station is required
  - A handwashing station is required
  - Hands must be washed prior to handling food; gloves must be worn
  - Use disposable utensils to distribute samples

[Click Here](#) for Safe Sampling Guidelines from the Fairfax County Health Department

[Click here](#) for VDACS Safe Sampling Guidelines

**Covers for Food for Sale and Samples:** The Retail Food Establishment Regulations state that food on display must be protected from contamination. All vendors must have unpackaged food under a tent. Adequate counter protection devices (sneeze guards or shielding) must be provided to protect non-packaged foods from contamination.

Storage containers, single service items, equipment and utensils shall be stored at least six (6) inches off the floor or ground surface and must be covered.

## Inspections Required

**An inspection from the Virginia Department of Agriculture and Consumer Services (VDACS) is required for vendors selling food and food products at Farmers Markets**

(Unless [Home Kitchen Processing Exemption](#) is followed)

[Click here](#) for the VDACS Application for a Home Food Processing Operation.

[Click here](#) For the VDACS Application for a Commercial Kitchen Food Processing Operation.

## Home Kitchen Processing Exemption.

Foods prepared under this Exemption do NOT require a VDACS inspection but MUST adhere to following criteria:

- **Products must be made in your home AND**
- **Sold directly to end consumer from home or at a farmers market AND**
- Not sold to other business for resale AND
- Not offered for sale over internet or across state lines AND
- Each product labeled with the following: your name, physical address and telephone number, date of food production and statement: **“NOT FOR RESALE – PROCESSED AND PREPARED WITHOUT STATE INSPECTION”**

Products allowed under this exemption:

- Pickles and acidified vegetables with pH 4.6 or lower
- Pure honey
- Low risk foods: candies, jams and jellies, baked goods that do not require temperature control, dried fruits, dry herbs, seasonings, dry mixtures, coated and uncoated nuts, vinegars and flavored vinegars, popcorn, cotton candy, dried pasta, dry baking mixes, roasted coffee, dried tea, cereals, trail mixes, granola

Products NOT allowed under this exemption:

- Canned fermented foods, canned foods that require refrigeration for safety, canned acid foods, canned fruits, low-acid canned vegetables.
- Baked goods that require temperature control.

[Click Here](#) for the Virginia Home Kitchen Processing Exemption guidelines.

## Labeling Requirements

[Click Here](#) for Labeling Requirements from VDACS

All value-added Food Vendors, including bakers and prepared 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.

- **Statement of identity** (common name of product).
- **Ingredient statement**, including sub-ingredients and allergens.
- Allergens: if your product contains milk, eggs, shellfish, fish, tree nuts, wheat, peanut or soybean, it must be declared in the ingredient statement OR separate "contains..." statement. Only these 8 major allergens can be identified as allergens on the label.
- **Net quantity or weight statement** in standard and metric units.
- **Name and address of manufacturer**, packer, or distributor.
- Placed together with ingredient statement and nutrition facts panel.
- Must include full street address.
- Small businesses with less than 10 employees and 10,000 units sold will be exempt from Nutritional Labeling. **If any nutrient content or health claim is made, the nutritional labeling is required.**
- If product falls under **Home Kitchen Exemption**, the following labeling is required:
  - **Your name, physical address and telephone number, date of food production, and statement: "NOT FOR RESALE – PROCESSED AND PREPARED WITHOUT STATE INSPECTION"**

## Example Label

### CHOCOLATE CHIP COOKIES

Ingredients: Bleached, enriched wheat flour (bleached wheat flour, malted barley flour, niacin, iron, thiamin mononitrate, riboflavin, folic acid), semi-sweet chocolate chips (sugar, chocolate, cocoa butter, milkfat, soy lecithin-an emulsifier, natural and artificial flavor), pecans, vegetable shortening (partially hydrogenated soybean and cottonseed oils, mono and diglycerides), sugar, brown sugar (sugar, cane molasses), eggs, sodium bicarbonate, salt, vanilla.

**Contains: Wheat, Milk, Pecans, Eggs**

Grannie's Cookies, 111 Happy Lane, Anytown, VA 22554

Net wt. 10 oz (283 grams)

**It is the responsibility of the vendor to ensure that their operations and products follow all VDACS, VDH, and USDA requirements and inspections.**

REGARDLESS of inspection status, ALL foods must follow: [Virginia Food Laws; 21 CFR 117 Current Food Manufacturing Practices](#); [21 CFR 101 Food Labeling](#); [other regulations](#) depending on type of food.

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## COMPLAINT PROCEDURES

### Producer-Only Rule Violations

The process for investigating a violation of the Producer-Only/Local Rule is:

- 1) A complaint must be made in writing against a producer regarding the origin of produce or goods and sent to Farmers Market Staff. The identity of the person making the complaint will be held in confidence.
- 2) In response to a written complaint, the Farmers Market Staff will notify the vendor and Market Manager that an investigation will be conducted.
- 3) After the investigation, the vendor will be informed in writing as to the nature of the complaint, the results of the investigation and any decision.
- 4) The vendor, if found to be selling items in violations of the Producer-Only or Local Rule, will be asked to stop selling those items in the Fairfax County Farmers Markets. If the vendor does not

comply with this request, the vendor will be expelled from all Fairfax County Farmers Markets.

- 5) The vendor, if expelled, may file a written appeal for further investigation within 14 days of receipt of the expulsion notice.

### **Other Terms of Agreement Violations (late arrivals, violations, etc.)**

- 1) Complaints can be made verbally or in writing to the Market Manager or to the Farmers Market Coordinator.
- 2) These complaints may be resolved by agreement of all parties involved or, failing this, by decision of the Farmers Market Staff.
- 3) Violations of rules specified in the Terms of Agreement will be subject to the following disciplinary actions:
  - a. Verbal warning with immediate resolution by the Market Manager.
  - b. Repeated offenses will result in a written warning by the Farmers Market Staff.
  - c. Continued violations will result in expulsion from the market. Fees will not be returned.
- 4) The vendor, if expelled, may file a written appeal for further investigation within 14 days of receipt of the expulsion notice.

During the appeal process for Producer-only Rule Violations and Other Terms of Agreement Violations the vendor may continue in the Market(s). If, after a re-investigation the violations are deemed chronic and excessive, the vendor will be expelled from all Fairfax County Farmers Markets and may not apply for re- admission to the Markets within two years of the expulsion. No fees will be refunded.

By submitting your application to the Fairfax County Farmers Markets and paying the \$50 application fee, you certify that you have read and understand these terms and conditions

## 2023 Fairfax County Farmers Market Vendor Agreement Form

*Vendors must agree to these terms and conditions to participate in Fairfax County Farmers Markets:*

- ☐ I have read, accept and agree to abide by, all rules, regulations, and terms of agreement as outlined in the Fairfax County Farmers Markets Vendor Handbook.
  - Including tent weight policy, attendance policy, producer-only and local policies, stated hours of sales, required product labeling, display of business name, prices for all products.
  - You, the business owner, are responsible for ensuring that all vendor representatives and employees are fully aware of and will comply with all **rules, guidelines, and behavioral expectations as outlined in the Vendor Handbook.**
- ☐ I certify that I am in compliance with all relevant laws of applicable regulatory agencies, including but not limited to, the Virginia Department of Agriculture and Consumer Services (VDACS), the Virginia Department of Health (VDH), the United States Department of Agriculture (USDA), Fairfax County Health Department, and the Virginia Department of Taxation.
- ☐ I agree to cooperate with market management by turning in paperwork and paying market fees on time.
  - Application Fee due **February 10** at 4:00 p.m.
  - Market Fees due **March 10** at 4:00 p.m.
  - Insurance and Food Safety Certifications due **March 10** at 4:00 p.m.
- ☐ I understand that Market Space Fees are not refundable after **April 7, 2022.**
- ☐ I understand that participation in the market does not guarantee a place in next year's market.
- ☐ I agree to comply with on-site inspection as needed for verification of producer-only production. This includes site inspections with little to no advance warning.
- ☐ I agree to indemnify and hold harmless Fairfax County, the Fairfax County Park Authority, their officers, agents and all employees and volunteers, from any and all claims for bodily injury, and personal injury and/or property damage, including cost of investigation, all expenses of litigation, including reasonable attorney fees and the cost of appeals arising out of any claims or suits which result from errors, omissions, or negligent acts of the user, his agents or employees.
- ☐ The Vendors located in the Reston Farmers Market hereby release LARCA and Smoot Property, its officers, directors, members, employees, and agents from any claims it may have related to damage to its materials and equipment while operating the event on the LARCA and Smoot Property Common Elements. This provision shall expressly survive the termination, cancellation, or expiration of this Agreement.
- ☐ The Vendors located in the Kingstowne Farmers Market hereby release Federal Realty, its officers, directors, members, employees, and agents from any claims it may have related to damage to its materials and equipment while operating the event on the Federal Realty Common Elements. This provision shall expressly survive the termination, cancellation, or expiration of this Agreement.
- ☐ I acknowledge that failure to comply with all market rules, and failure to submit insurance, certifications, and payments on time, could result in suspension or expulsion from Fairfax County Farmers Markets at the discretion of the Farmers Market Coordinator.

**By submitting this application, I acknowledge that I have read and agree to all the rules outlined in the Fairfax County Farmers Market Vendor Handbook, and agree to all of the conditions listed above.**





## 2023 Fairfax County Farmers Markets Important Contacts

### Fairfax County Farmers Markets Staff

Name	Title	Email	Phone
<b>Caroline Hockenberry</b>	Farmers Market Coordinator	Caroline.Hockenberry@fairfaxcounty.gov	703-642-0128 Cell: 571-567-4244
<b>Molly Cullen</b>	Marketing & Outreach Coordinator	Molly.Cullen@fairfaxcounty.gov	703-642-0128 Cell: 571-460-9477
<b>Judy Zatsick</b>	Green Spring Gardens Site Manager	Judith.Zatsick@fairfaxcounty.gov	703-642-5173

**Farmers Market Staff:** FCPAFarmMarkets@fairfaxcounty.gov

**Green Spring Gardens:** 703-642-5173

### Fairfax County Farmers Markets Volunteer Market Managers

*\*Contact for day-of-market concerns*

Market	Name	Email	Phone
<b>Mt. Vernon</b>	Bob Varela	The4varelas@hotmail.com	571-276-5181
	Jill Bernier	Jill.bernier@gmail.com	571-451-8717
<b>Oak Marr</b>	TBD	TBD	TBD
<b>Wakefield Park</b>	Peggy Plunkett	Plunkettjp1@hotmail.com	571-216-2191
<b>Annandale</b>	Michael Fay	Mfay25@yahoo.com	
<b>Old Town Herndon</b>	Fadrique Iglesias	Fadrique.iglesias@herndon-va.gov	
<b>McLean</b>	Duke Burruss	duke.burruss@gmail.com	703-801-8063
<b>Kingstowne</b>	Deborah Madden	Madden2000@verizon.net	571-228-7243
<b>Burke</b>	TBD	TBD	TBD
<b>Reston</b>	John Lovaas	Johnlovaas@comcast.net	703-463-6928
	Fran Lovaas	Franlovaas@comcast.net	703-463-6554
	Keith and Anne Strange	Keithstrange@comcast.net	703-470-7684
<b>Lorton</b>	TBD	TBD	TBD



## Market Space Fee Structure

Fairfax County Farmers Markets charges a \$50 application fee to every vendor each season. A market space fee is applied to every vendor once per season, at each market attended. The fee amount is based on the total amount of space used. We do not take a percentage of sales.

Basic Participation fee (10X10ft tent = 100ft <sup>2</sup> )		Additional space requested (only available as space permits)	Additional Cost		Total Space (total ft <sup>2</sup> )	Total space fee per market
\$360	+	No extra space requested	\$0	=	100 ft <sup>2</sup>	\$360
\$360	+	50 ft <sup>2</sup>	\$80	=	150 ft <sup>2</sup>	\$440
\$360	+	100 ft <sup>2</sup> (~10'x10' tent)	\$165	=	200 ft <sup>2</sup>	\$525
\$360	+	150 ft <sup>2</sup>	\$240	=	250 ft <sup>2</sup>	\$600
\$360	+	200 ft <sup>2</sup> (~ 2-10'x10' tents)	\$330	=	300 ft <sup>2</sup>	\$690
\$360	+	300 ft <sup>2</sup> (~ 3-10'x10' tents)	\$495	=	400 ft <sup>2</sup>	\$855
\$360	+	400 ft (~ 4-10'x10' tents)	\$660	=	500 ft <sup>2</sup>	\$1020

### APPLICATION FEE: \$50

- A \$50 application fee is required before vendors will be considered during the selection process.

### POP-UP / DAILY SPACE FEE: \$25

- Vendors can request to 'Pop Up' at markets during the regular season. See 'Pop Up Program' Document.

### EXTENDED SEASON

The **Extended Season** occurs during December at the Reston, Mt. Vernon, and Burke farmers markets.

- New Extended Season vendors will pay a \$50 Application Fee and Daily Space Fees.
- Vendors already in the current season FCPA Farmers Market network will not be required to submit any additional payment to participate in the Extended Season.

Extended Season Application Fee: \$50

Extended Season Daily Space Fee: \$25

### ENFORCEMENT

- Select the total space you will be using at peak season (July/August). We will issue an invoice for payment.
- While a little bit of product overflow outside of your tent or stall is OK, excessive overflow >50ft<sup>2</sup> will be charged an additional fee.
- The Farmers Market Coordinator will inspect each vendor's tent or stall space throughout the season, and notify any vendors using more space than originally requested. Those found to have purchased less tent space than is being used will be required to either relinquish the space or pay the balance.
- If space allows, and with the permission of FCPA staff you may choose to increase your stall space mid-season.

### CONTACT US WITH ANY QUESTIONS

Caroline Hockenberry  
Farmers Market Coordinator  
Community Horticulture Office: (703) 642-0128



## 2023 Fairfax County Farmers Markets Schedule

### WEDNESDAYS

#### [McCutcheon/Mount Vernon](#)

April 19 – December 20 | 8 a.m. - Noon  
Sherwood Library, 2501 Sherwood Hall Lane, Alexandria, Va.

\*SNAP accepted, bonus dollar program!

#### [Oak Marr](#)

May 3 – November 8 | 8 a.m. - Noon  
Oak Marr Recreation Center, 3200 Jermantown Road, Oakton, Va.

#### [Wakefield](#)

May 3 – October 25 | 2 - 6 p.m.  
Wakefield Park, 8100 Braddock Road, Annandale, Va.

### THURSDAYS

#### [Annandale](#)

May 4 – November 2 | 8 a.m. - Noon  
Mason District Park, 6621 Columbia Pike, Annandale, Va.

\*SNAP accepted, bonus dollar program!

#### [Herndon](#)

May 4 – November 9 | 8 a.m. - 12:30 p.m.  
700 Block of Lynn St. Old Town Herndon, Va. By the Red Caboose

### FRIDAYS

#### [McLean](#)

May 5 – November 17 | 8 a.m. - Noon  
Lewinsville Park, 1659 Chain Bridge Road, McLean, Va.

#### [Kingstowne](#)

May 5 – October 27 | 3 - 7 p.m.  
In the Giant parking lot,  
5870 Kingstowne Towne Center, Alexandria, Va.

### SATURDAYS

#### [Burke](#)

April 22 – December 16 | 8 a.m. - Noon  
VRE parking Lot, 5671 Roberts Parkway, Burke, Va.

#### [Reston](#)

April 29 – December 2 | 8 a.m. - Noon  
Lake Anne Village Center, 1609-A Washington Plaza, Reston, Va.  
\*SNAP accepted, bonus dollar program!

### SUNDAYS

#### [Lorton](#)

May 7 – November 19 | 9 a.m. - 1 p.m.  
VRE parking lot, 8990 Lorton Station Blvd, Lorton, Va.  
\*SNAP accepted, bonus dollar program!



# VENDOR PREPARATION CHECKLIST

## ARE YOU READY FOR MARKET?



### Market Rules Reminders:

- ☐ **Arriving on time:** Vendors must arrive at least 30 minutes before market opening, and be ready to sell on time. Arriving late and leaving early is a hazard to customers, and will not be allowed without the Market Managers explicit approval. **Consistently late arrivals or early departures will result in an official warning from the FMC and possibly result in suspension or expulsion.**
- ☐ **No Sell Before or After Bell:** The market will be open for sales during regularly scheduled hours. Vendors may not make any sales before the opening bell. After the closing bell, only customers inside your tent may complete transactions.
- ☐ **Tent weights:** Tent weights must be securing your tent at all times. **Each leg** should have at least **25lbs** of tent weight, a minimum of 100lbs per tent. Weights should be safely secured and resting on the ground. **NO WEIGHTS = NO TENT**
- ☐ **Safe Sampling:** If you are cutting samples to serve on-site you will also need to provide a handwashing station. You must provide toothpicks or other utensils to prevent contamination. Melon or other perishable samples must be kept cool.
- ☐ **Closing Procedures:** You must leave your assigned area free of all trash and debris. Do not use on-site trash cans to dispose of trash. Vendors must bring a trash can and broom to each market. Please clean your area and take your trash home with you.

### Tent and Product Appearance:

- ☐ **Displayed Business Name:** It is important to brand your business so that customers and staff can locate your business. Please be sure to clearly display the name of your business/farm. This is not only helpful, but good marketing!
- ☐ **Price Labels:** All vendors must display product prices so that they are easily accessible to customers.
- ☐ **Product Labels:** All products must have a the following information clearly visible on their primary product label.
  - name of product
  - name and address of manufacturer
  - telephone number of the person preparing the food product
  - date the food product was processed.
  - net weight statement
  - ingredient statement, including sub-ingredients and allergens
- ☐ **Temporary Food Establishment (TFE) Permit:** All vendors cooking, warming, or preparing food on-site must display a Fairfax County Health Department TFE Permit at booth

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**Please contact the Farmers Market  
Coordinator (FMC) with further questions.:**

Caroline Hockenberry  
Farmers Market Coordinator  
Caroline.Hockenberry@fairfaxcounty.gov  
[www.fairfaxcounty.gov/parks/farmersmarkets](http://www.fairfaxcounty.gov/parks/farmersmarkets)



# Vendor Pop-Up Program

## January 2023

### OVERVIEW

We are piloting a Pop-Up Program within in the Fairfax County Farmers Markets. There will be a limited number of Pop-up opportunities during the 2023 regular season. The purpose of this program is to create more flexibility for vendors within the Fairfax County Farmers Markets and to fill in gaps as needed at markets. Qualified farmers and producers can request to 'Pop Up' at three dates per market, per season, at the discretion of the Farmers Market Coordinator and Market Managers. The goals are to keep markets full and vibrant throughout the season and create unique opportunities for vendors to test out new locations.

### REQUIREMENTS FOR POP-UP VENDORS

- ⌘ Vendors accepted to and attending one or more markets and qualified vendors that were unable to be placed in the Fairfax County Farmers Markets are eligible to participate.
- ⌘ Participation as a Pop-up vendor will be dependent on up-to-date Certificate of Insurance (COI) and VDACS Kitchen Inspections submitted and on file in our office prior to placement in a market.
- ⌘ Pop-up fee is \$25.00 per market day and will be billed at least seven (7) days prior to your pop-up date and must be paid prior to participation in the market.
- ⌘ Participation is at the discretion of the Farmers Market Managers and Farmers Market Coordinator. Vendors will be allowed three pop-ups per market location per season.

- ⌘ Pop-Up availability is based on the individual needs of each market, the space available at each market, and the schedules of the regular season vendors. Pop-Up opportunities are not guaranteed.
- ⌘ Pop-Up Vendors will be allowed one 10x10 space unless otherwise discussed.

## HOW TO APPLY

- ⌘ Indicate your interest in being considered for pop-up space in the 2023 farmers market application.
- ⌘ Pop-up opportunities are not guaranteed and are dependent on the markets needs.
- ⌘ Visit [www.fairfaxcounty.gov/parks/farmersmarkets](http://www.fairfaxcounty.gov/parks/farmersmarkets) to find the Application Process and apply to the Fairfax County Farmers Markets





# 2023 Hot Foods Pilot Program

## January 2023

### OVERVIEW

The Fairfax County Park Authority operates 10 local and producer-only farmers markets throughout the County. The Park Authority currently allows the sale of frozen, refrigerated, take home to heat-and-eat, and foods warmed on-site in the markets, but vendors may not cook or prepare foods on-site. A 2022 Hot Foods Pilot was introduced in the 2022 season at four out of the 10 farmers markets. We received positive feedback from market customers, vendors, and market managers at these four markets. Data from our 2022 Farmers Market Customer Survey supports the addition of hot foods on-site at the remaining six markets. Based on the results from our short-term pilot and survey, the Park Authority will allow the sale of hot foods prepared on site at all 10 farmers markets in 2023. Qualified farmers and producers will be invited to apply to sell hot foods prepared on-site, at the discretion of the Farmers Market Coordinator and Market Managers. The goal of the Hot Foods Pilot Program is to support the sales of existing producers, strengthen the markets by increasing the number of returning customers and attracting new customers, and encourage community gathering within the market.

### REQUIREMENTS FOR HOT FOOD VENDORS

- € Selection is based on vendor's ability to obtain appropriate paperwork, bring appropriate equipment, and their ability to source locally and/or grow or raise their ingredients.
- € *Documentation Required*
  - Temporary Food Establishment Permit
  - VDACS Kitchen Inspection (if applicable)
  - Commercial Kitchen Inspection (if applicable)

€ *Supplies Required*

- Propane tanks and/or generators/extension cords secured outside of tent
- Cooking equipment (such as pots, grill top, burner, etc.)
- Fire-retardant tent (if using open flame)
- Fire extinguisher and other fire safety equipment
- Handwashing and sanitizing station; must follow TFE food safety guidelines
- Trash cans for customers consuming hot food products

€ *Vendor Requirements*

- Must apply for use of propane or generator to be properly placed in the market. Not all requests for generators and propane will be approved. Generators will be carefully placed to reduce noise pollution inside of the market, and generators may not exceed 65 decibels.
- All products must be made from scratch featuring locally sourced products.

€ **Priority is given to existing FCPA vendors that wish to start selling hot foods:**

- First priority: farm producers that use the products grown or raised on the farm in their hot food product
- Second priority: food producers that source the majority of their ingredients from local farmers; food producers that provide diverse or cultural food options and that feature local ingredients.

€ Vendors will apply by indicating their interest in selling hot foods and filling out an additional Hot Food application question in the 2023 farmers market application.

€ All products must be approved by Farmers Market Staff, and vendors are NOT permitted to sell hot foods prepared on-site without written approval from Farmers Market Staff.

€ Vendors selling hot foods meant to be eaten on-site must bring a trash can for their customers use. Vendors will not be permitted to use Park Authority or County trash cans to dispose of farmers market waste; vendors must take their trash with them and leave their areas clean.

€ *Additional Details*

- Locations of Hot Foods Pilot Program
  - 10 Farmers Markets: McCutcheon/Mt. Vernon, Oak Marr, Wakefield, Annandale, Herndon, McLean, Kingstowne, Burke, Reston, Lorton
- There will be a limited number (one to three) of hot food vendors per market, depending on the size and needs of the market.
- What is not allowed under this new policy?
  - Food trucks
  - Selling of hot foods without prior approval from the Farmers Market Coordinator

## HOW TO APPLY

€ Indicate your interest in selling hot foods in the regular 2023 season application.

- ⌘ Vendors will be selected based on the criteria above.
- ⌘ All products must be approved by Farmers Market Staff, and vendors are NOT permitted to sell hot foods prepared on-site without written approval from Farmers Market Staff.
- ⌘ Visit [www.fairfaxcounty.gov/parks/farmersmarkets](http://www.fairfaxcounty.gov/parks/farmersmarkets) to find the Application Process and apply to the Fairfax County Farmers Markets





## Fairfax County Farmers Markets Insurance Requirements

*Updated 2023*

All participating vendors at Fairfax County Farmers Markets are required to purchase Commercial General Liability insurance coverage. A current copy of the insurance certificate **must always be on file with the farmers market coordinator**. If your policy expires mid-season you must resubmit your insurance information upon renewal. Insurance paperwork will remain on file until expiration. If you attend multiple Fairfax County Farmers Markets, only one certificate is required. We highly recommend you give a copy of these requirements directly to your agent.

### Insurance Guidelines

#### **Minimum Amount Required Commercial General Liability (Limits): Each Occurrence/Aggregate– \$1,000,000**

The Vendor agrees to maintain Commercial General Liability insurance in the amount of \$1,000,000 per occurrence/aggregate, to protect the Vendor, its sub-Vendors, and the interest of the County, its officers, employees and agents against any and all injuries to third parties, including bodily injury and personal injury, wherever located, resulting from any action or operation under the Contract or in connection with the contracted work.

**Automobile Liability insurance:** The Vendor agrees to maintain owned, non-owned, and hired Automobile Liability insurance indicated below, including property damage, covering all owned, non-owned, borrowed, leased, or rented vehicles operated by the Vendor. Minimum limits are as follows:

Vehicle Class	Curb Weight Max	Coverage Requirement
Light-Duty Vehicle:	<6,000 lbs.	\$100,000
Medium-Duty Vehicle	6,001 – 8,500 lbs.	\$500,000
Light Heavy-Duty Vehicle	8,501 – 26,000 lbs.	\$750,000
Heavy-Duty Vehicle (CDL required)	>26,001 lbs.	\$1,000,000

#### **Description of Operations/Locations/Vehicles (Additionally Insured):**

“The Fairfax County Park Authority and the County of Fairfax, their officers, employees and volunteers are included as an additional insured with respects to the Liability Policies as required by written contract. Insurance provided is primary and non-contributory with respect to the liability policies as required by written contract. The certificate holder will receive 30 days’ notice of cancelation for any reason except non-payment of premium. Waiver of subrogation applies as per policy language.”

**\*\*PLEASE NOTE -- we cannot accept an insurance certificate unless this exact additionally insured line is added. Please present this contract to your insurance agent to ensure they are able to provide the additionally insured coverage\*\***

#### **Certificate Holder**

**Fairfax County Park Authority, Green Spring Gardens, 4603 Green Spring Road, Alexandria, VA 22312**

Please upload a copy of your Insurance Certificate to your Farmspread vendor application. If necessary, you can also email a copy directly to the Farmers Market Coordinator. **All Vendor paperwork must be on file or risk being denied a space in the market.** Please contact our office if you are having trouble adding the additionally insured line to your insurance certificate.

#### **Contact the Farmers Market Coordinator with questions.**

Farmers Market Coordinator

Caroline Hockenberry

[Caroline.Hockenberry@fairfaxcounty.gov](mailto:Caroline.Hockenberry@fairfaxcounty.gov)

703-642-0128

[www.fairfaxcounty.gov/parks/farmersmarkets](http://www.fairfaxcounty.gov/parks/farmersmarkets)

#### **Contact the Fairfax County Risk Management team regarding additionally insured wording.**

Risk Manager

Randy F. Jouben

[Randy.Jouben@fairfaxcounty.gov](mailto:Randy.Jouben@fairfaxcounty.gov)

703-324-3599



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/01/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Insurance Corporation 170 Any Road, Suite 200 Any City, Virginia 22000	<b>CONTACT NAME:</b> John Doe	
	<b>PHONE (A/C, No, Ext):</b> (703)555-1212	<b>FAX (A/C, No):</b> (703)555-1212
	<b>E-MAIL ADDRESS:</b> info@insurance.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
	INSURER A : INSURANCE COMPANY #1	99999
<b>INSURED</b>  Any Vendors Name 4750 Main Street Fairfax, Virginia 22035	INSURER B : INSURANCE COMPANY #2	12345
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	CPP0820745	01/09/2021	01/09/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	CAA5120963	01/09/2021	01/09/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Event or Contract

The Fairfax County Park Authority and the County of Fairfax, their officers, employees and volunteers are included as an additional insured with respects to the Liability Policies as required by written contract. Insurance provided is primary and non-contributory with respect to the liability policies as required by written contract. The certificate holder will receive 30 days' notice of cancellation for any reason except non-payment of premium. Waiver of subrogation applies as per policy language

**CERTIFICATE HOLDER****CANCELLATION**

Fairfax County Park Authority  
Green Spring Gardens  
4603 Green Spring Road  
Alexandria, Virginia 22312

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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## Fairfax County Farmers Markets 2023 Insurance Requirements

The current Insurance Requirements took effect on April 15<sup>th</sup>, 2021. Please review all insurance requirements listed below (General, Automobile, Additional Insured Language) and submit a proper Certificate of Insurance by March 20<sup>th</sup>, 2023.

### Instructions for Submitting Certificates of Insurance

Certificates of Insurance are due by **March 10<sup>th</sup>, 2023** for the 2022 FCPA Farmers Market Season. Please submit these Certificates of Insurance as soon as you receive them, and they will be reviewed and approved on a rolling basis. If your COI does not meet the requirements listed below, our Risk Management Office will inform you of what needs to be fixed.

### Instructions

- Send a digital copy of your Certificate of Insurance to [FCPAFarmMarkets@fairfaxcounty.gov](mailto:FCPAFarmMarkets@fairfaxcounty.gov) by **March 10<sup>th</sup>, 2022**.
- Your COI will be approved or denied by the Farmers Market Staff and the Risk Management Office shortly after submission.
- If your COI is denied for having incorrect or incomplete information, you will need to make the necessary changes and submit a new COI before your first market date.

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## INSURANCE REQUIREMENTS

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### Outline of 2023 Insurance Requirements

- Certificate of Insurance (COI) must include:
  - **General liability coverage:** \$1,000,000 per occurrence/aggregate
  - **Vehicle liability:** see requirements below
  - **Additional insured updated text**
  - **Certificate holder:** Fairfax County Park Authority, Green Spring Gardens, 4603 Green Spring Road, Alexandria, VA 22312
- **Certificate of Insurance is due by March 10<sup>th</sup>, 2023**

*\$1 Million per occurrence/aggregate*

- These are standard minimum requirements for all county contracts
- These limits are an insurance industry best practice
- Refer to the vehicle insurance table minimums
- The minimum may include coverage provided by an umbrella policy
- Higher limits protect the vendor's personal assets
- This should not significantly increase the cost of a premium

#### *Vehicle Insurance Requirements*

- The Vendor agrees to maintain owned, non-owned, and hired Automobile Liability insurance indicated below, including property damage, covering all owned, non-owned, borrowed, leased, or rented vehicles operated by the Vendor.

Vehicle Class	Curb Weight	Max Coverage Requirement
Light-Duty Vehicle	<6,000 lbs.	\$100,000
Medium-Duty Vehicle	6,001 – 8,500 lbs.	\$500,000
Light Heavy-Duty Vehicle	8,501 – 26,000 lbs.	\$750,000
Heavy-Duty Vehicle (CDL Required)	>26,000 lbs.	\$1,000,000

#### *Understanding the Additional Insured Text*

Under the 'Description of Operations/Locations/Vehicles' section, this EXACT Additional Insured Text must appear:

**The Fairfax County Park Authority and the County of Fairfax, their officers, employees and volunteers are included as an additional insured with respects to the Liability Policies as required by written contract. Insurance provided is primary and non-contributory with respect to the liability policies as required by written contract. The certificate holder will receive 30 days' notice of cancelation for any reason except non-payment of premium. Waiver of subrogation applies as per policy language.**

### **Additional Insured Text has 4 components**

- The Fairfax County Park Authority and County of Fairfax, their officers, employees, and volunteers
- Insurance provided is primary and non-contributory with respect to the liability policies as required by written contract
- The certificate holder will receive 30 days' notice of cancellation for any reason except non-payment of premium
- Waiver of subrogation applies as per policy language

*"The Fairfax County Park Authority and the County of Fairfax, their officers, employees and volunteers are included as an additional insured with respects to the Liability Policies as required by written contract"*

- Fairfax County Park Authority and Fairfax County are two separate legal entities, and both must be covered
  - Fairfax County Park Authority (FCPA)
  - Fairfax County (FFX)
- FCPA and FFX have financial resources and functions carried out by people.
- The people, officers, employees, and volunteers could be sued individually, even as representatives of the organizations.
- This statement protects the organizations and the people.

*"Insurance provided is primary and non-contributory with respect to the liability policies as required by written contract"*

- Primary means: The vendor's insurance responds first
- Non-contributory means: The additional insured doesn't pay for or contribute to the claim
- As required by written contract means: the contract the vendor signed to participate in the market
- WHY are these needed? To show who pays first and who isn't responsible for paying claims.
- This avoids the county going after a vendor for part of a claim that would otherwise not be covered by the vendor's insurance.

*"The certificate holder will receive 30 days' notice of cancelation for any reason except non-payment of premium."*

- The Certificate holder is Fairfax County Park Authority
- Certificate Block Holder should read:

<b>Fairfax County Park Authority Green Spring Gardens 4603 Green Spring Road Alexandria, VA 22312</b>
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- FCPA and Green Spring Gardens are not alerted when policies expire. Vendors are responsible for submitting new copies of insurance by the expiration date.

*"Waiver of subrogation applies as per policy language."*

- Waiver of subrogation means:
  - The Vendor's insurance company cannot ask the County to pay the insurance company back for any claims it paid on behalf of the vendor.
  - In simple terms: your insurance company can't sue my insurance company to recover its claims payments
  - As per policy language means: we need to read the policy itself for the policy details

## **2023 Insurance Requirements FAQ's**

What is the purpose of Liability Insurance

- Protection from financial loss is in everyone's best interest
- General Liability for business and auto protects your financial assets
- Additional insured protects those with whom you do business
- Our job as public servants is to protect the assets of the County
- Your job is to protect the assets of your company/business

Why did the requirements change in 2021?

- Official County documents are regularly reviewed for updates
- The County Risk Management Office of County Attorney Business reviews the requirements, along with other agencies
- Review showed that the limits were too low, language was inadequate, and vehicle coverage was needed.

How many COIs do you need?

- One COI, if your insurance agent handles both your general liability and auto insurance (and umbrella, if needed)
- Two COIs, if you have one agent for general liability and one agent for vehicles
- The additional insured language must appear on all COIs.

**It is the responsibility of each vendor to make sure their insurance is up to date and on file with Fairfax County Park Authority.** If your policy expires mid-season you must resubmit your insurance information to Farmers Market Staff with each renewal. Fairfax County Farmers Market staff reserve the right to remove vendors from the market who do not resubmit up-to-date insurance.

**It is the responsibility of each vendor to ensure that their Certificate of Insurance is in compliance with Fairfax County Park Authority requirements.**

## **QUESTIONS? Contact the following:**

Randy Jouben

Risk Manager, Fairfax County Risk Management

Randy.Jouben@fairfaxcounty.gov

703-324-3599



January 2023

## **Producer-Only Local Dairy Exemption**

*Since 2016, we allow existing FCPA Farmers Market Vendors to apply for the opportunity to resell locally sourced dairy products.*

### **INTRODUCTION**

During the vendor selection process the Fairfax County Park Authority Farmers Markets staff, encounters difficulty finding and retaining producer-only dairy vendors. In 2015, across the FCPA markets , there were only five dairy vendors serving four markets. Small local dairy operations face many inherent difficulties, including low profit margins and extreme product perishability. Many smaller weekday markets simply cannot produce the volume of sales necessary for small dairies to make enough profit to offset the costs of coming to market. For this reason most dairies within our region choose to sell directly to consumers through CSA programs, or wholesale to retail locations. Allowing the resale of local dairy products at FCPA-FMs could boost sales for small dairy operations, that wouldn't otherwise have access to Fairfax County consumers. An increase of local dairy products at market could ultimately lead to an increase in regular market shoppers, and overall market sales.

### **DEMAND FOR LOCAL DAIRY**

Anecdotally and through our 2015 Farmers Market Week customer surveys, customers expressed local dairy as the number one item they wanted to see more of at FCPA-FMs. In

light of rapidly increasing customer demand for local dairy products, it is essential we identify a solution to meeting this need.

## OBJECTIVE

The objective of the producer-only dairy exemption is to ultimately increase customer traffic at smaller markets, while increasing support for local dairies. We believe by adding this important staple to the market mix, we will create more regular shoppers, which have been shown to be the main source of vendor income. **It is our hope that this proposal can be used as an opportunity for our existing dairy vendors, to grow and expand their products into other Fairfax County Farmers Markets.** By working with fellow vendors with similar products (meat vendors especially), there is a big opportunity to boost sales by reaching smaller weekday markets previously unavailable. While we cannot facilitate relationships between businesses, we are happy to provide a list of existing dairy vendors contact information and their products.

## QUALIFYING VENDORS

Any type of vendor can qualify to resale local dairy, however we require that vendors demonstrate that they have the appropriate infrastructure necessary to safely resale dairy products (cooling systems and thermometers).

### **Vendors must agree to the following terms:**

- 1. Must provide proof that dairy comes from a producer-only, local partner. The resale of non-local, non-producer-only dairy is prohibited.**
- 2. Vendor must have at least one sign displayed at all times, clearly indicating the resale of local dairy products.**
  - a. Sign must contain dairy name, location, website, and contact information
- 3. Packaging of dairy product must meet labeling requirements for wholesale retail, including but not limited to (depending on your states regulations):**
  - a. Name of farm
  - b. Address of farm
  - c. Contact phone number
  - d. Net weight
  - e. Expiration date

4. **Vendors may be asked to discontinue the resale of dairy products, in the event that a producer-only dairy vendor offering the same products wishes to enter a market**
  - a. This is unlikely to occur, as most markets currently without dairy products, have been that way for several years.
  - b. If this did occur, the vendor would be notified before the market season during the vendor selection process.
  - c. If at all possible, we will continue to accommodate both dairy products, as long as overlap is minimal. Ex – We cannot have two vendors selling milk at a small market, but would be fine with different kinds of cheese.
5. **You are liable for any foodborne illness that may occur.**
  - a. We highly recommend you speak with your insurance agent and ensure your current coverage extends to the resale of local dairy products.

## **QUALIFYING DAIRY OPERATIONS**

Dairy operations that would otherwise qualify under the current FCPA-FM local and producer-only standards are eligible.

- Cows, goats, or sheep are locally pastured within 125 miles of Fairfax County.
- The farm producing the raw dairy products must be locally owned and operated.
- Dairy products must be processed in compliance with USDA & VDACS regulations.

## **SELECTION PROCESS**

Please note that like the regular selection process, not all product sale requests will be approved, and selections will vary based on individual market need. We are likely to accept any local dairy product that increases diversity at our markets. **Preference will always be given to producer-only dairy vendors during the selection process.** Any products that are available from a producer-only dairy vendor will be ineligible to be sold by other vendors. For example if a producer-only dairy vendor is selling milk, no other vendors would be allowed re-sell milk. This includes situations in which new producer-only dairy vendors enter a market in which another vendor has re-sold dairy under the producer-only dairy exemption. In this case, we would notify the vendor re-selling dairy prior to the market season.



## APPLICATION PROCESS

Vendors **must apply for approval** to resell local dairy products from the Farmers Market Coordinator. You must submit a separate application for each market to which you would like to bring dairy products. Vendors must reapply on a yearly basis. **You cannot sell dairy products until your application(s) have been approved by the Farmers Market Coordinator.** Please email the Farmers Market Coordinator if you are interested in applying.

Please note you must submit a separate application for each market that you would like to resell dairy. This application is a fillable PDF that allows you to type directly into a document and email me saved changes. Email all applications to the Farmers Market Coordinator, [Caroline.Hockenberry@fairfaxcounty.gov](mailto:Caroline.Hockenberry@fairfaxcounty.gov)

**Green Spring Gardens**

**ATTN: Farmers Markets**

**4603 Green Spring Road**

**Alexandria, VA 22312**



# Coffee Guidelines

## 2023

### OVERVIEW

In 2018 the Fairfax County Park Authority (FCPA) farmers market program hosted a locally roasted coffee pilot program. Local coffee roasters are now allowed to sell cups of coffee, as well as beans at select market locations. The decision to allow locally roasted coffee comes after years of customer and vendor requests, and demonstrated support in farmers market surveys. The inclusion of locally roasted coffee at Fairfax County Farmers Markets is an exception to the producer-only rule which states that all agricultural products must be grown locally by the vendor.

### REQUIREMENTS FOR LOCAL ROASTERS

- ⌘ All coffee must be locally roasted within 125 miles of Fairfax County.
- ⌘ Coffee vendors must be producer-only, meaning all beans must be roasted by the vendor. Resale of locally roasted beans is not permitted.
- ⌘ Coffee should be single origin, defined as sourced from one farm, mill, or co-operative.
- ⌘ Vendors that demonstrate fair or direct trade relationships with small farmers will be given primary consideration during the vendor selection process.
- ⌘ Vendors that demonstrate use of sustainable farming practices will be given primary consideration during the vendor selection process.

## COFFEE SALES AT MARKET

- ⌘ Cups of coffee and bagged beans can be sold.
- ⌘ Coffee vendors must provide at least two trash cans for customers to use throughout the market.
- ⌘ All trash must be taken away for disposal off-site. Nothing can be left behind.
- ⌘ Creamer served with coffee should be locally sourced whenever possible.
- ⌘ Sustainable materials must be used for coffee served on-site. **No Styrofoam or plastic allowed.**
- ⌘ Coffee vendors are required by Fairfax County Health Department to obtain a Temporary Food Establishment (TFE) permit
  - Visit <https://www.fairfaxcounty.gov/health/permits/temporary-food-establishment> to learn more about Fairfax County requirements.
  - Visit <https://www.vdh.virginia.gov/environmental-health/food-safety-in-virginia/tfe/> to learn about Virginia Department of Health requirements.
- ⌘ Vendors must apply for a generator if they require one in their tent. Not all requests to use generators will be met. Generator use is based on space available in the market, existing generator use, noise, and odor levels.

Visit [www.fairfaxcounty.gov/parks/farmersmarkets](http://www.fairfaxcounty.gov/parks/farmersmarkets) to learn more about our farmers markets and the application process.

**\*\*Reston is not accepting coffee vendor applications due to its proximity to locally owned brick and mortar coffee shops that sell locally roasted coffee\*\***



# Temporary Food Establishments Requirements & Information Packet

## CARNIVALS, FAIRS, FESTIVALS, AND OTHER EVENTS

All vendors who wish to prepare and serve food to the public during a temporary event in Fairfax County, City of Fairfax, and Falls Church must have a permit issued by the Fairfax County Health Department. Vendors are required to apply online and pay any required application fees to obtain the Permit to Operate a Temporary Food Establishment and are subject to a Health Department inspection. During events, vendors are required to post their permit from the Health Department and follow all food safety guidelines pursuant to Chapter 43.2, Fairfax County Food Code.

This packet includes the following information:

1. Permit Application Process, *including timelines & fees*
2. Requirements for Temporary Food Permits
3. Application

## TEMPORARY PERMIT APPLICATION PROCESS

A **Temporary Food Establishment** is a type of food establishment that operates for a period of no more than 14 consecutive days in conjunction with a single event or celebration, including carnivals, fairs, festivals, and other events. A temporary food establishment includes at least [one of] the following:

- A food establishment with a current and valid Permit to Operate issued by the Fairfax County Health Department. The food vendor remains subject to inspection by the Health Department; however, the Health Department will allow the establishment to operate under their existing Permit to Operate. The owner/operator must post in public view a copy of their Permit to Operate at the point of food service on their stand/ booth. There will be no assessment of an additional application fee to operate as a food vendor;
- A restaurant with a food establishment permit or license issued by a health jurisdiction other than Fairfax County that is participating as a food vendor;
- A firm that is under an inspection program conducted by the Virginia Department of Agriculture and Consumer Services (VDACS) offering unpackaged samples of their product, including cutting or slicing produce items at a farmer's market; (*See Sampling Guidelines*)
- A gourmet food vendor who offers unpackaged samples of their product to the public; (*See Sampling Guidelines*)

- A mobile food unit without a permit issued by the Fairfax County Health Department;
- A demonstration cooking booth where samples are offered to the public; and
- A restaurant that donates or sells food to a 501c3 organization.
- An organization that does not meet tax-exempt status (501c3), whether sponsoring or participating as a vendor in an event.
- Please contact the Health Department at 703-246-2201 if you are not sure your operation meets the definition of a temporary food establishment. (For a list of exemptions to these requirements, please refer to Title 35.1-25 of the Code of Virginia: [§ 35.1-25. Exemptions](#))

The **Event Coordinator** is responsible for organizing the event and provides food vendors with the “**Requirements for Temporary Food Establishments**”. Event Coordinators submit an application to the Health Department online at [PLUS - Accela Citizen Access\(2\) \(fairfaxcounty.gov\)](#)

- **THE EVENT COORDINATOR WILL PROVIDE A LIST OF PARTICIPATING FOOD VENDORS WITH CONTACT INFORMATION FOR EACH VENDOR THROUGH THE APPLICATION PROCESS IN PLUS.**
- The Event Coordinator can request food vendor training as part of their application in PLUS but will be responsible for contacting the Health Department to determine if there is a training requirement prior to the event. Advance notice of at least 2 weeks must be given to schedule training.



**Temporary Food Vendors** are required to submit applications to the Health Department online at [PLUS - Accela Citizen Access\(2\) \(fairfaxcounty.gov\)](https://plus.accela.com/fairfaxcounty) along with any required application fees.

**The completed application and fee must be received at least ten (10) days prior to the event.** Upon completion and submission of the application in PLUS, the applicant is acknowledging an agreement to comply with applicable requirements.

a) If operating out of a commissary or restaurant, please include the name and location of the facility

being used on the application. Please note that a vendor who uses a commissary or restaurant as a base of their food operation is more likely to be issued a permit to operate prior to the event.

- b) Permits are not transferable to another food vendor or event and are valid only for the period of time specified.
- c) Only those food items listed on the application may be offered for sale, sample, or service unless changes are approved in advance by the Health Department.
- d) Temporary food establishments shall not open for business until a permit has been issued.

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## REQUIREMENTS FOR TEMPORARY FOOD ESTABLISHMENTS

The following requirements are pursuant to Chapter 43.2, Fairfax County Food. **These requirements address the safe handling, preparation, transportation, storage and protection of food items prepared and served to the public from temporary food establishments at such events as carnivals, fairs, festivals, and craft shows.**

The purpose of the requirements is to reduce risk factors known to contribute to foodborne illnesses associated with temporary food establishments. Risk factors include improper personal hygiene, inadequate cooking temperatures, improper holding temperatures, and unapproved food and water source. Inspections of the temporary food establishments are conducted by the Health Department to ensure that the operator has implemented control measures to reduce and/or eliminate the conditions associated with these risk factors.

**Note: the Applicant shall comply with all requirements of the Fairfax County Health**

**Department. If violations are found, the operator must take corrective action immediately or as directed by the Health Official. Failure to correct the violation(s) will result in the revocation of the Health Department Permit and immediate cessation of the food service operation. Failure to comply may also affect Health Department issuance of a permit at future events.**



### PHYSICAL FACILITIES:

a) Food booths shall have overhead protection and a cleanable floor surface. The preferred floor surface is asphalt or concrete; however, plywood, tarp or a similar non-slip surface may be used if the booth is located on grass, loose gravel or dirt. Overhead

protection where there is cooking must be approved by the Fire Department.

- b) An adequate supply of potable water must be available at each booth. Water must be from an approved source.
- c) Containers with tight-fitting lids shall be provided for liquid waste. Wastewater (i.e. wash water, rinse water, sanitizing water, drained ice water, etc.) may not be disposed of on the ground surface. Sewage connections shall be sanitary, non-leaking, inaccessible to insects and rodents, and approved by the health department prior to the event.
- d) Adequate and sanitary toilet facilities must be available and conveniently located for food employees.
- e) The person in charge is responsible for keeping the preparation and service areas and the surrounding grounds free of litter, trash and garbage. All garbage/refuse shall be containerized and properly disposed of during and after the event.

## **PERSONAL HYGIENE:**

- a) Persons having open cuts or sores on his/her hands or arms may not prepare or serve food.
- b) Persons with acute respiratory infections such as colds or flu, or persons with communicable diseases involving organisms that can be transmitted by food are not allowed in food service operations and are subject to immediate exclusion if found handling food in a temporary food establishment.
- c) No eating, drinking, or smoking shall take place in the food preparation area, serving area, or cleaning and storing area of a temporary food establishment.
- d) Hands must be washed frequently and fingernails kept trimmed and cleaned. A container with a spigot containing water from an approved source must be provided for hand washing with a separate container to catch wastewater. Liquid hand soap and paper towels must be provided. Gloves or chemically treated hand wipes (hand sanitizers) are not a substitute for handwashing.
- e) **Food handlers that use the toilet facilities, smoke, eat or drink must wash their hands before returning to work.**
- f) Hair restraints are required for all food handlers. Hair nets, caps, visors, etc., are acceptable means of hair restraint.

- g) The outer garments of food handling employees shall be clean. Jewelry should be limited. Excessive hand jewelry may not be worn.

## **FOOD AND BEVERAGE:**

- a) All food products including beverages, ice and water shall come from an approved source. The use of HOME CANNED or HOME PREPARED FOOD is strictly prohibited.
- b) A vendor who uses an approved commissary or restaurant to store and prepare food items is more likely to be issued a permit to operate prior to an event.
- c) Food temperatures shall be maintained safe for perishable (potentially hazardous) foods as follows:
  - **Cold foods** - maintain food temperature of **41°F or below.**
  - **Hot foods** - maintain food temperature of **135°F or above.**
  - Food in transit must be protected from contamination and must meet the temperature requirements noted above.

**Note: Sufficient equipment is essential for cooking foods and maintaining temperatures of all perishable foods (i.e. steam tables, chafing dishes, refrigerators, ice chests, etc.)**

- d) **Temperature Control for Safety (TCS) foods** that have been cooked, cooled and refrigerated must be reheated

for hot holding to 165°F within 2 hours.

- e) Foods shall be stored at least six (6) inches off the floor.
- f) The manager, operator, or person in charge shall provide and use a properly calibrated metal stem bayonet thermometer or digital thermometer with a range of (0-220°F) in +/-2°F increments for checking internal food temperatures. The thermometer shall be properly sanitized prior to each use and periodically calibrated.
- g) Food and utensils must be protected from contamination.
- h) Ice for human consumption shall be stored in cleanable, covered, self-draining containers and dispensed with handled scoops, tongs, or other approved methods.
- i) Food condiments such as mustard, catsup, relish, etc. must be served in individual packets, squeeze bottles, or pump type dispensers. Cream and sugar shall be served in individual packets only. Milk products shall be refrigerated to 41°F or below. In instances where dispensers or individual packets are not available, food handlers must add condiments or ingredients requested by the patron.
- j) Foods that are contaminated, adulterated in any way or held at improper temperature are subject to immediate condemnation and discarding.





### **FOOD PREPARATION, HANDLING, DISPLAY AND SERVICE:**

- a) Bare hand contact with ready-to-eat foods is prohibited. Provide disposable gloves, tongs, spatula, tissue paper or other utensil(s) for use to prevent bare hand contact with ready-to-eat foods.
- b) Food preparation is to be kept to a minimum and prepared in small quantities.
- c) Food preparation and cooking must be separated from public access.
- d) Adequate counter protection devices (sneeze guards or shielding) must be provided to protect non-packaged displayed foods from contamination.
- e) Packaged food shall not be stored in contact with water or undrained ice.
- f) Toxic items such as cleaners must be labeled and stored away from food and food preparation surfaces.

- g) An adequate number of leakproof and flyproof garbage containers shall be provided and serviced as needed. Plastic garbage bags should be used to line the garbage containers. Arrangements must be made for clean-up and final disposal of all solid waste.

### **EQUIPMENT AND UTENSILS:**

- a) Sufficient cold and/or hot holding facilities shall be provided which are capable of maintaining TCS foods at proper temperature of 41°F or below and 135°F or above. Ice chest with adequate ice may be used for keeping foods cold.
- b) Storage containers, single service items, equipment and utensils shall be stored at least six (6) inches off the floor or ground surface.
- c) Only single service utensils may be provided for use by the consumer. If wrapped single service utensils are not provided, then the utensils must either be handed to each consumer by the food worker, or stored in a manner where the food contact surface is not exposed and handles are presented to the consumer.
- d) Hoses used for potable water must be food grade and labeled to indicate that

they are commercial grade or NSF approved. Back-flow prevention devices must be provided also if deemed necessary.



- e) Three containers of adequate size shall be provided for washing, rinsing and sanitizing food contact surfaces of equipment and utensils.
- f) Equipment and utensils shall be cleaned and sanitized after each possible contamination (i.e. dropped on ground, working with different products, etc.).
- g) Appropriate test strips shall be provided by the operator or person in charge and used to check sanitizing concentration strengths.



Fairfax County Health Department  
10777 Main Street, Suite 111  
Fairfax, VA 22030  
703-246-2201, TTY 711

[Food Safety | Health \(fairfaxcounty.gov\)](http://www.fairfaxcounty.gov/health)



## Guidelines for Sampling at Temporary Events: Farmers Markets, Fairs, Conventions, and Festivals

**Sampling:** A food product promotion where only a sample of a food is offered free of charge to demonstrate its characteristics. A sample cannot be a whole meal, an individual hot dish or a whole sandwich. **No permit for sampling is required if the following conditions are met:**

1. A maximum of only six (6) products are being sampled at a time:
  - A product made by mixing two or more primary ingredients (i.e., a dip made by mixing dried herb packet with sour cream, olive oil mixed with dried herb packet, etc.) will count as one product.
  - A variety of one type of manufactured, packaged food product (i.e., baked goods, candies, jellies, jams, salsas, honey, etc.) will count as one product.
  - A variety of the same type of cut fruit or vegetables (i.e, samples of different varieties of apples or peppers) will count as one product.
2. **All** department **SANITATION REQUIREMENTS** are being followed.

### **SANITATION REQUIREMENTS:**

- All food being sampled must be from an approved source. Processed foods must be manufactured in or purchased from a licensed food establishment or processing facility. To verify an approved food source, the Health Department may request copies of retail food establishment permits, food manufacturer licenses, and/or receipts showing date of purchase.
- All fruit and vegetables must be washed under running potable water prior to cutting. Washing removes dirt, soil, and any other contaminants.
- A three-compartment washing station is required. Use this setup to wash, rinse, and sanitize knives, cutting boards, and other multi-use equipment and utensils used to prepare and handle food products.
- Food handling at the event requires easy access to a handwashing sink or a handwashing station that consists of:
  - a 5-7 gallon container equipped with a hands-free dispensing valve
  - a 5 gallon catch basin for wastewater
  - potable water
  - liquid hand washing soap in pump or squeeze bottle
  - paper towel supply for the entire day.
- Wash hands prior to handling food products and then frequently throughout the event, especially any time hands are contaminated and between glove uses. After shaking patrons' hands or handling money, hands must be rewashed before handling food products.



- There can be no bare hand contact when working with food products. Obtain disposable gloves for use when cutting and handling products. Do not reuse gloves after touching contaminated surfaces or money.
- Obtain sampling containers with sneeze and handling protection.
- Use toothpicks, wax paper, paper sampling cups, tongs, or disposable utensils to distribute samples. This is to prevent patrons' hands or fingers from touching the samples or contaminating the food.
- All samples (including the original source container) may only be used for a length of four (4) hours during a single event. All unused samples (including the original source container) must be disposed of after four (4) hours.
- Use a plastic bag lined waste basket to collect and discard waste from food preparation and patrons.
- Know where toilet and "greywater" dumping facilities are located for proper discard of wastewater from food preparation and hand washing. Do not empty wastewater on the ground or pavement or down a storm drain.



### Required items for proper sampling

*Top left to right:* Waste basket with liner, disposable latex or plastic gloves

*Bottom left to right:* disposal single-use utensils, covered sampling container, tongs, knife and cutting board



### Examples of Fairfax County Health Department approved sampling methods

Provide containers with hinged covers to prevent food contamination.

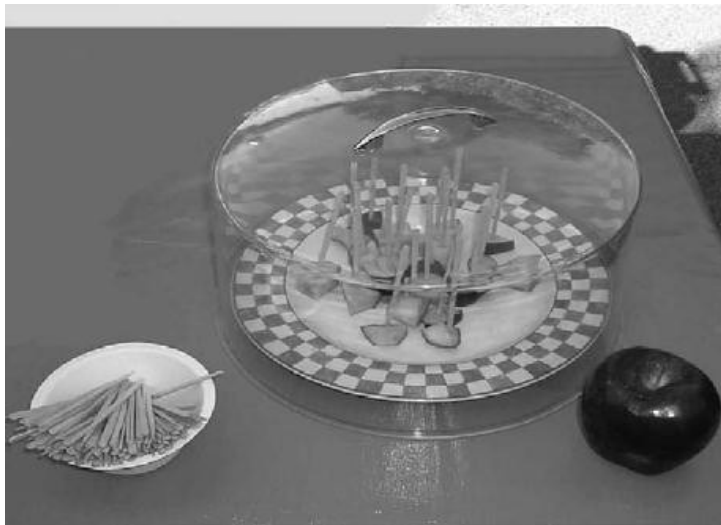


Use of tongs to give out sample.

This method provides the best way to keep the food samples from being contaminated. Vendor is in complete control of the sampling process. This method is highly recommended.



Here is another example of how to protect your samples. Notice the samples have tooth picks already so customer does not have to touch the sample. Cake cover acts as a sneeze protector.



If you are sampling nuts of any kind, you must use a nut-shaker similar to the ones pictured.



A temporary hand washing station must consist of, at least, running water, soap, paper towels, a discard bucket and trash can. If a sink is not available, a large thermos or container in which water is held for dispensing for hand washing can be used. The container must have a spout that allows the water to remain running without holding or pushing the dispensing mechanism. A container needs to be placed under the water container to catch the wastewater. As a food vendor you must provide this set up in your stand.







# FOOD SERVICE VENDORS

Those who prepare food on site at a Farmer's Market

Food Service Vendors, except those offering for sale primarily packaged food products or samples of such products not subject to Virginia Department of Health (VDH) inspection, must obtain a VDH food establishment permit. The local health department issues these permits and inspects food service vendors. Vendors who do not hold a food establishment or mobile food establishment permit need to apply to the local health department for a temporary food establishment permit and submit the applicable fee at least 10 days prior to operation.

**Food Service Vendors must have:**

- 1) An on-site warewashing set up that includes three basins: one each for washing, rinsing, and sanitizing. The appropriate strength of sanitizing solution should be used and confirmed with the appropriate sanitizer test strips. Wares should be cleaned and sanitized after use with raw animal foods and before use with ready-to-eat foods, including raw fruits and vegetables, or if they have been contaminated.
- 2) An on-site handwashing station is also required. Hands must be washed frequently including before beginning food preparation or putting on gloves; and after eating, drinking, smoking, using the restroom, handling raw animal foods, or whenever the hands may have been contaminated. Avoid bare-hand contact with ready-to-eat foods by using gloves, tongs, deli paper, etc. Don't work if you are sick.
- 3) Overhead protection for vendor operation is required (tent, canopy, awning, table umbrella, permanent structure, etc.). Food 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.

TCS foods \*\* must be kept hot, at 135°F or higher, or cold, at 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 of previous page.*

VDH, VDACS & VCE CONTACTS FOR MORE INFORMATION				
Your local agency contact	Name	Address	Phone number	e-mail
Virginia Cooperative Extension				
Virginia Department of Health Inspector				
Virginia Department of Agriculture and Consumer Services inspector				

Virginia Tech Food Innovations Program\*:  
Food Product Testing Services

Farmers' Market Resources:  
Virginia Grown:  
[www.vdacs.virginia.gov/vagrown/frmsmkt-farmvend.shtml](http://www.vdacs.virginia.gov/vagrown/frmsmkt-farmvend.shtml)

Website:  
<http://ext.vt.edu/food-health/food-innovations.html>

Virginia Farmers' Market Association:  
<http://www.vafma.org/>

# GOING TO MARKET











## A Guide to Selling Raw, Processed and Prepared Food Products from Your Home, 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 Renee Boyer, Associate Professor, Extension Specialist & Joell Eifert, Director of Food Innovations Center, Food Science & Technology Department, Virginia Tech

*\* Acknowledgements go to Cathryn Kloetzli, Former Horticulture Extension agent & Rachel Wallace, Summer Intern 2012 for originally creating this publication*

FARM MARKET VENDORS : Inspected by VDACS unless vendor prepared food and samples at the market (see food service vendor)														
VDACS INSPECTION REQUIRED		VDACS INSPECTION REQUIRED: UNLESS EXEMPTION CONDITIONS BELOW ARE MET					VDACS LICENSE REQUIRED							
MEAT	DAIRY	ACIDIFIED CANNED FOODS *	BAKED GOODS, JAMS AND ... *	HONEY	EGGS	PRODUCE	PET TREATS							
														
<p>All meat that is to be sold must be slaughtered at a USDA/state-inspected facility.</p> <p>The VDACS Office of Meat and Poultry Services (OMPS) provides free inspections for amenable species (cattle, hogs, sheep, goats, chickens, turkeys, ducks, geese, guineas, ratites and squabs).</p>	<p>All dairy products to be sold must be inspected. Sale of raw milk is prohibited.</p> <p>Sale of cheese made from raw milk must be aged at least sixty days above 35 degrees. Contact the VDACS Office of Dairy &amp; Foods.</p>	<p>Acidified low-acid foods (pickled products, salsa, pumpkin/sweet potato butter, barbeque sauces, chow-chow, relishes, hot pepper jelly, hot sauces, garlic in oil, etc.) must achieve a pH of 4.6 or lower (verified by an electronic pH meter you purchase). Low-acid canned foods are not permitted to be made in the home.</p> <p>Completion of ‘Better Process Control School’ course and process approval by a processing authority strongly advised (Virginia Tech Food Innovations Program: Food Testing Services).</p> <p>Must not exceed \$3,000 in total annual gross sales for all acidified products produced.</p>	<p>Includes jams and jellies (no low-acid ingredients), candies, dried fruits/herbs/seasonings/ mixes, (un)coated nuts, (flavored) vinegars, popcorn (balls), cotton candy, dried pasta, roasted coffee, dried tea, cereals, trail mixes and granola and baked goods that don’t require time or temperature control.</p>	<p>Those who process &amp; prepare honey in their private residence from hives they own, who sell less than 250 gallons of honey a year, &amp; who do not process or sell other food products (except as noted here) are exempt from inspection.</p> <p>Infused honey products are not exempted.</p>	<p>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.</p>	<p>If you only grow and sell fresh fruits and vegetables, you do not need to be inspected.</p> <p>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.</p>	<p>Home/facility inspection by VDACS not required, but it is suggested to contact your local health department for any local inspection requirements.</p> <p>You must obtain licensing and permitting through VDACS. Product registration may also be required.</p>							
								EXEMPTIONS	LABELING	LABELING	LABELING	LABELING	LABELING	
								<ul style="list-style-type: none"><li>•1,000 Bird Exemption</li><li>•20,000 Bird Exemption</li><li>•Custom Exemption: with permit from OMPS, allows businesses to slaughter animals, only for their owners consumption, without an inspector present.</li></ul>	<ul style="list-style-type: none"><li>• Product Name</li><li>• Net Weight</li><li>• Ingredient Statement</li><li>• Name &amp; Address of Manufacturer/ Distributor</li><li>• Sell-by date</li></ul>	<p>The standard label must contain:</p> <ul style="list-style-type: none"><li>• Product name</li><li>• Net weight</li><li>• Ingredient statement</li><li>• Name &amp; address of manu- facturer/distributor/packer</li><li>• Nutritional labeling (exemptions apply)</li><li>• List of allergens</li><li>• NOT FOR RESALE – PROCESSED AND PREPARED WITHOUT STATE INSPECTION</li></ul> <p>You must also have a label displaying the name, physical address and telephone number of the person preparing the food product and the date the food product was processed.</p>	<p>The standard label must contain:</p> <ul style="list-style-type: none"><li>• Product name</li><li>• Net weight</li><li>• Ingredient statement</li><li>• Name &amp; address of manu- facturer/distributor/packer</li><li>• Nutritional labeling (exemptions apply)</li><li>• PROCESSED AND PREPARED WITHOUT STATE INSPECTION.</li></ul> <p>WARNING: Do Not Feed Honey to Infants Under One Year Old</p>	<ul style="list-style-type: none"><li>• Product Name (term “fresh eggs” can only be used if product meets requirement for Grade A or higher)</li><li>• Safe Handling Instructions</li><li>• Name &amp; Address of Packer</li><li>• Grade (AA, A, B) or “Ungraded” if not inspected</li></ul>	<p><b>AT MARKET</b></p> <p>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 <b>TCS Food**</b> (see note below), they must be held at 41F or lower. This applies to samples as well.</p>	<p>1. Product Name</p> <p>2. Intended Species</p> <p>3. Quantity Statement</p> <p>4. Guaranteed Analysis</p> <p>5. Ingredient Statement</p> <p>6. Nutritional Adequacy Statement</p> <p>7. Feeding Directions</p> <p>8. Name and Address of Manufacturer/Distributor</p>
								LABELING	AT MARKET	LABELING	LABELING	AT MARKET	AT MARKET	AT MARKET
								<ul style="list-style-type: none"><li>• Product Name</li><li>• Net Weight</li><li>• List of Ingredients</li><li>• Name/address of Responsible Party</li><li>• Inspection Legend (plant number that did the work)</li><li>• Safe Handling Statement</li></ul> <p>For Custom Exemption: “NOT FOR SALE”; 20,000 Bird Poultry Exemption Label, if applicable.</p>	<p>Keep frozen products frozen and other products at 41°F or lower. If storing products on ice, drain often.</p> <p>Products offered as samples should be prepped on-site or in your VDACS approved facility.</p> <p>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).</p>	<p>The standard label must contain:</p> <ul style="list-style-type: none"><li>• Product name</li><li>• Net weight</li><li>• Ingredient statement</li><li>• Name &amp; address of manu- facturer/distributor/packer</li><li>• Nutritional labeling (exemptions apply)</li><li>• List of allergens</li><li>• NOT FOR RESALE – PROCESSED AND PREPARED WITHOUT STATE INSPECTION</li></ul> <p>You must also have a label displaying the name, physical address and telephone number of the person preparing the food product and the date the food product was processed.</p>	<p>Cover baked goods to protect them from environmental contaminants, such as flies and dirt.</p> <p>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.</p>	<p>Eggs must be clean and held at 45°F or lower at all times.</p> <p>Note: Reusing egg cartons runs the risk of contamination; consider asking patrons to bring their own</p>	<p><b>AT MARKET</b></p>	<p>Can be sold either pre-packaged or in a bulk, self-serve style.</p>
AT MARKET														
Keep products at 41°F or lower														
Please keep your most recent VDACS inspection reports on hand with you at the market.		All acidified foods must have a unique identifying code visible to the naked eye.												

**\* Exemptions: Apply to ACIDIFIED CANNED FOODS and BAKED GOODS, JAMS AND ...’:**

Must be produced in a private home. Must be sold at farmers markets, from the private home where product is manufactured or to an individual for their own consumption. These products cannot be sold to other businesses (ie. grocery stores), for resale, on the internet or across state lines.

You do not have to pay the \$40 annual fee to VDACS, although you are still required to comply with all applicable laws and regulations (outlined here).

**\*\*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.

## Links to Additional Food Safety Resources

- [VAFMA Food Safety Webinar](#)
- How to sell \_\_\_\_ at Farmers Markets:
  - [Packaged meals \(refrigerated/frozen\)](#)
  - [Kombucha](#)
  - [Refrigerated dips, spreads, dressings, and salads](#)
  - [Jams, preserves, jellies, and fruit butters](#)
  - [Fermented vegetables](#)
  - [Dehydrated foods](#)
  - [Meat and poultry](#)
  - [Baked goods](#)
  - [Eggs](#)
  - [Honey](#)
  - [Acidified foods](#)
  - [Maple syrup](#)
  - [Samples](#)
- [Guide to selling raw, processed, and prepared food at farmers markets](#)
- [Virginia Department of Agriculture and Consumer Sciences: Farmers Market Vendors](#)
- [Virginia Department of Health](#)
- [USDA Food Safety and Inspection Service](#)
- [Virginia Farmers Market Association Food Safety](#)
- [Virginia Cooperative Extension Resources for Food Safety](#)
- [Application for a Home Food Processing Operation](#)
- [Application for a Commercial Kitchen Food Processing Operation](#)
- [Home Kitchen Food Processing Exemptions](#)
- [Safe sample guidelines](#)
- [What do I need to know about labeling my foods for sale?](#)
- [Memorandum of Understanding between VDH and VDACS Relating to Food Vendor Operations at Farmers Markets](#)
- [Temporary Food Establishments Requirements & Information Packet](#)