



Fairfax County Farmers Markets 2022 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 2022 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.

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.

Locally Grown 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).

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 any hot food prepared or cooked on-site.
- 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 10 for a complete list of acceptable and prohibited products

APPLICATION AND SELECTION PROCESS

2022 Application Timeline

The application process occurs on farmspread.com, the market management software platform used by Fairfax County Farmers Markets.

JANUARY 21: Vendor Interest Meeting held & Applications open on Farmspread

FEBRUARY 11: Applications close and application fee is due at 4:00 p.m.

FEBRUARY 14-18: Vendor Selection Process

FEBRUARY 21: Notify vendors of selection status and send out invoices

MARCH 4: Market Space Fees are due

MARCH 25: Liability Insurance and Food Safety Certificates are due

APRIL 8: 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 for vendors, determined by the space available at each market.
- Special consideration is given to farmers that are certified organic or certified natural.
- Preference is given to vendors who source their ingredients locally.
- 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 11th 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.
- This is one-time application fee: \$50 is due regardless of the number of FCPA markets you apply to.

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 4th at 4:00 p.m.

Market space Fees are not refundable after Friday, April 8th, 2022.

SPACE REQUESTED	TOTAL SPACE FEE
100 Ft²	\$360
150 Ft²	\$440
200 Ft²	\$525
250 Ft²	\$600
300 Ft²	\$690
400 Ft²	\$855
500 Ft²	\$1020

Application Fee: \$50

Late Payment Fee: \$50

Extended Season Application Fee: \$50*

Payment Information

- You will receive an invoice from Farmspread.com with a breakdown of your market fees. Vendors must pay the application fee, due February 11th at 4:00 p.m., and the Market Space Fee payment due March 4th at 4:00 p.m.
- **A \$50 fee will be applied to late payments.**
- **There are 2 ways to make a payment:**
 1. Call our office at 703-324-9773 (or 703-642-5173) to make a credit card payment (Visa & MasterCard only) over the phone.
 2. Mail a check payable to **“Fairfax County Park Authority.”** See detailed instructions below. **Please make sure to include your business name.**

Mail checks to:

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

Make checks payable to:

“Fairfax County Park Authority”

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 4, April 1, May 1 and June.**
- **A minimum of \$360 is due on March 4th** for all vendors on the payment plan.
- Vendors with outstanding balances will not be permitted back into the market until the full balance is paid.

See the **Market Space Fee Structure document in Additional Resources for more details.*

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:

Under 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 are able to 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 25th, 2022** for the 2022 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 fixed.

- **Please send a digital copy of your Certificate of Liability Insurance to FCPAFarmMarkets@fairfaxcounty.gov by March 25, 2022, 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

2022 Insurance Deadlines

- **All Certificates of Insurance must be emailed to Farmers Market Staff by the March 25th deadline, or acceptance to the markets will be withdrawn.**
- 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.**

Please contact Randy Jouben at 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*** and ***2022 Insurance Requirements for Fairfax County Farmers Markets*** 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.

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 made safely.
- 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. Fairfax County Farmers Markets can reuse a vendor's participation if they fail to clean their area.
- Car should not be idling in the market for an extended period of time.
- No dogs are allowed in the market. Service animals are welcome.

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 in advance of any anticipated absence. Notifying Market Managers of absences as far in advance as possible is extremely important.**
- Vendors will be given a contact list of Market Managers and Farmers Market Staff for notification of an absence.
- Please only contact the Farmers Market Staff regarding absences if you are unable to reach the Market Manager on the day of the market.
- Emergency absences will be considered by the Market Manager 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 is 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 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 protect our vendors and customers during times of unexpected violent weather.

- 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 have soft edges to avoid causing cuts and scrapes
- 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.

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.
- Filing 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.

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, and you may be charged additional fees.

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
- Temporary Food Establishment Permit
- Product Labels: Please see page 15 for product label requirements

Additionally, we recommend that all vendors clearly display their production methods when relevant.

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 above.

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

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
- **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** – must be locally produced
- **CBD Products** – must follow all VDACS, VDH, and USDA regulations
- **Additional Value-Added Products** - Jams, jellies, pickled products

Prohibited products

- Hot food prepared or cooked on site*
- Olives, olive oil, chocolates, 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

*Hot foods prepared or cooked on-site are prohibited in Fairfax County Farmers Markets. Frozen, refrigerated, warmed, and take home to heat-and-eat prepared foods are permitted as long as VDACS regulations and proper temperature control are followed, and the items are made “from scratch” by the vendor.

** 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.

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 the vendor 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 interested in reselling dairy products must submit an application for approval to the CHO. Vendors must be approved before reselling any local dairy products.

*View the **Dairy Exemption** document in Additional Resources or contact the Farmers Market Coordinator 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, 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.

View the **2022 Coffee Guidelines** Document in Additional Resources or contact the Farmers Market Coordinator for more information.

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. 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 regulations and requirements.**

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 food vendors are now required to get a Temporary Food Establishment (TFE) permit from the Fairfax County Department of Health to sell in Fairfax County.

- ALL farmers market food vendors must submit one TFE permit for each market location annually
- A \$40 fee is to be paid once per year, and covers the entire state of Virginia
- TFE Permit must be displayed in booth at all times.
- Copy of TFE permit must be submitted to market coordinator at start of season along with regular USDA and VDACS certifications.

View the **Fairfax County Health Dept. Temporary Food Establishment Permit Requirement** Document on page 42 of Additional Resources for more information

Food Safety Guidelines

Vendors require VDACS inspection if selling food at the Farmers Market

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

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 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.

NO "prepared-on-site" foods (hot-dogs, hot sandwiches, etc.) are permitted to be sold at any Fairfax County Farmers Market. Refrigerated or frozen, take home to heat-and-eat foods are permitted as long as VDACS regulations are followed, and the items are made "from scratch" by the vendor.

[Click here](#) for Information on Temporary Food Establishment Permits
[Click here](#) for Fairfax County Temporary Food Establishment Information
[Click here](#) for VDACS Safe Sampling Guidelines

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 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, and low risk foods**
 - Low risk foods: candies, jams and jellies, baked goods that do not need refrigeration, 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
[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

Labeling Requirements

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
- Packaged foods and dietary supplements must have **nutritional labeling** unless exempt:
 - Exempt if less than 10 employees and 10,000 units sold
 - **If any nutrient content or health claim is made, the nutritional labeling is required**, and exemption for small businesses is not applicable
- If product falls under **Home Kitchen Exemption**, the following labeling is ALSO required:
 - Your name, physical address and telephone number, date of food production, and statement: "NOT FOR RESALE – PROCESSED AND PREPARED WITHOUT STATE INSPECTION"

[Click here](#) for Information on Labeling Requirements

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.

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.
- 6) During the appeal process, the vendor may continue in the Market(s) but may not sell the items under investigation. If, after a re-investigation, the vendor is found to be selling items prohibited under the locally grown or produced rules, 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.

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.
- 5) During the appeal process, 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 understood these terms and conditions.



2022 Fairfax County Farmers Market Vendor Agreement Form

Vendors must agree to the following 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, display of business name and 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 11** at 4:00 p.m.
 - Market Fees due **March 4** at 4:00 p.m.
 - Insurance and Food Safety Certifications due **March 25** at 4:00 p.m.
- ☐ I understand that Market Space Fees are not refundable after **April 8th**, 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.
- ☐ 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 and Community Horticulture Office.

By submitting this application, I acknowledge that I have read and agree to all the rules and regulations outlined in the Fairfax County Farmers Market Vendor Handbook. For any additional questions or clarification on the Fairfax County Farmers Markets Vendor Handbook rules and regulations, please contact the Farmers Market Coordinator



Fairfax County Farmers Markets Important Contacts

Fairfax County Farmers Markets Staff

Name	Title	Email	Phone
Pamela Smith	Community Horticulture Supervisor	Pamela.Smith2@fairfaxcounty.gov	703-642-0128
TBD	Farmers Market Coordinator	TBD	TBD
Molly Cullen	Farmers Markets Marketing & Outreach Coordinator	Molly.Cullen@fairfaxcounty.gov	703-642-0128
Tessa Singer	Farmers Markets Program Assistant	Tessa.Singer@fairfaxcounty.gov	703-642-0128

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
Mt. Vernon	Bob Varela	The4varelas@hotmail.com	571-276-5181
Mt. Vernon	Jill Bernier	Jill.bernier@gmail.com	571-451-8717
Oak Marr	Nick Nahas	Nahasn@verizon.net	703-568-8893
Wakefield Park	Peggy Plunkett	Plunkettpj1@hotmail.com	571-216-2191
Annandale	Michael Fay	Mfay25@yahoo.com	
Old Town Herndon	Fadrique Iglesias	Fadrique.iglesias@herndon-va.gov	
McLean	William (Bill Smith)	Wsmith66@cox.net	703-298-2888
Kingstowne	Deborah Madden	Madden2000@verizon.net	571-228-7243

Burke	TBD	TBD	TBD
Reston	John Lovaas	Johnlovaas@comcast.net	703-463-6928
	Fran Lovaas	Franlovaas@comcast.net	703-463-6554
Reston	Keith and Anne Strange	Keithstrange@comcast.net	703-470-7684
Lorton	TBD	TBD	TBD

Other Important Contacts

**Contact for insurance, permitting, and food safety inspection concerns*

Name	Title	Email	Reason
Randy Jouben	Fairfax County Risk Management, Risk Manager	Randy.Jouben@fairfaxcounty.gov	COI issues
Deborah Crabtree	Fairfax County Health Department, Environmental Health Specialist III	Deborah.Crabtree@fairfaxcounty.gov	TFE Permits
Suja Warriar	Fairfax County Health Department, Environmental Health Specialist III	Suja.Warrior@fairfaxcounty.gov	TFE Permits
Pamela Miles	VDACS Food Safety Program, Program Supervisor	pamela.miles@vdacs.virginia.gov	VDACS Inspection



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

APPLICATION FEE: \$50

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

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 >50ft² 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.
- The Farmers Market Coordinator will randomly check and record each vendor stall use at peak season and compare it to the amount paid at the start of the season.
- If space allows, and with the permission of FCPA staff you may choose to increase your stall space mid-season.

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 Market Space Fees.
- Vendors already in the FCPA network will pay a \$50 application fee if applying to an extended season market.
- Vendors already in the Reston, Mt. Vernon, and Burke Markets are not required to pay any additional fees to participate in the Extended Season.

Extended Season Application Fee: \$50

Extended Season Market Space Fee: \$50 per market

CONTACT US WITH ANY QUESTIONS

Pam Smith
Farmers Market Coordinator
Community Horticulture Office: (703) 642-0128



2022 Fairfax County Farmers Markets Schedule

WEDNESDAYS

[McCutcheon/Mount Vernon](#)

April 20 – December 21 | 8 a.m. - Noon
Sherwood Library, 2501 Sherwood Hall
Lane, Alexandria, Va.

*SNAP accepted, bonus dollar program!

[Oak Marr](#)

May 4 – November 9 | 8 a.m. - Noon
Oak Marr Recreation Center, 3200
Jermantown Road, Oakton, Va.

[Wakefield](#)

May 4 – October 26 | 2 - 6 p.m.
Wakefield Park, 8100 Braddock Road,
Annandale, Va.

THURSDAYS

[Annandale](#)

May 5 – November 3 | 8 a.m. - Noon
Mason District Park, 6621 Columbia Pike,
Annandale, Va.

*SNAP accepted, bonus dollar program!

[Herndon](#)

April 28 – November 3 | 8 a.m. - 12:30
p.m.
700 Block of Lynn St. Old Town Herndon,
Va. By the Red Caboose

FRIDAYS

[McLean](#)

May 6 – November 11 | 8 a.m. - Noon
Lewinsville Park, 1659 Chain Bridge Road,
McLean, Va.

[Kingstowne](#)

May 6 – October 28 | 3 - 7 p.m.
In the Giant parking lot,
5870 Kingstowne Towne Center,
Alexandria, Va.

SATURDAYS

[Burke](#)

April 16 – December 17 | 8 a.m. - Noon
VRE parking Lot, 5671 Roberts Parkway,
Burke, Va.

[Reston](#)

April 30 – December 3 | 8 a.m. - Noon
Lake Anne Village Center, 1609-A
Washington Plaza, Reston, Va.
*SNAP accepted, bonus dollar program!

SUNDAYS

[Lorton](#)

May 1 – November 20 | 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 approximately **25lbs** of tent weight, a minimum for 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 Permit:** All vendors are required to display a Fairfax County Health Department Temporary Food Establishment Permit at their booth

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

Pamela Smith
Interim Farmers Market Coordinator
Pamela.Smith2@fairfaxcounty.gov
www.fairfaxcounty.gov/parks/farmersmarkets



Fairfax County Farmers Markets Insurance Requirements

Updated 2022

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 Community Horticulture Supervisor with questions.

Community Horticulture Supervisor

Pamela H. Smith

Pamela.Smith2@fairfaxcounty.gov

703-642-0128

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

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).

PRODUCER Insurance Corporation 170 Any Road, Suite 200 Any City, Virginia 22000	CONTACT NAME: John Doe	
	PHONE (A/C, No, Ext): (703)555-1212	FAX (A/C, No): (703)555-1212
	E-MAIL ADDRESS: info@insurance.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : INSURANCE COMPANY #1	99999
INSURED 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"/> COMMERCIAL GENERAL LIABILITY <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"/> AUTOMOBILE LIABILITY <input checked="" 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"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY 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



Fairfax County Farmers Markets 2022 Insurance Requirements

The current Insurance Requirements took effect on April 15th, 2021. Please review all insurance requirements listed below (General, Automobile, Additional Insured Language) and submit a proper Certificate of Insurance by March 25th, 2022.

Instructions for Submitting Certificates of Insurance

Certificates of Insurance are due by **March 25th, 2022** 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 by **March 25th, 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.

INSURANCE REQUIREMENTS

Outline of 2022 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 25th, 2022**

\$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:

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

- 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

2022 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



Coffee Guidelines

2022

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 might be 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 to learn more about our farmers markets and the application process.

****Herndon and Reston are not accepting applications due to their proximity to brick and mortar coffee shops that sell locally roasted coffee****





January 2022

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. Small local dairy operations face many inherent difficulties, including low profit margins and extreme product perishability. Many smaller weekday markets 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. By allowing the resale of local dairy products at FCPA Farmers Markets, FCPA hopes to boost sales for small dairy operations that wouldn't otherwise have access to Fairfax County consumers. We believe that through this exemption, an increase of local dairy products at market has led to an increase in regular market shoppers, and overall market sales.

DEMAND

Anecdotally and through our 2015 and 2018 Farmers Market Week customer surveys, customers expressed local dairy as the number one item they wanted to see more of at Fairfax County Farmers Markets.

OBJECTIVE

The objective of the producer-only dairy exemption is to increase customer traffic at smaller markets, while increasing support for local dairies. By increasing this important staple in the market, we attract more regular shoppers, and thus increase sales for all our vendors. **This Exemption is 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. If requested, FCPA provides a list of existing dairy vendor contact information and their products.

QUALIFYING VENDORS

Any type of vendor can qualify to resale local dairy, however FCPA requires 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, if 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. We will continue to accommodate both dairy products, as long as overlap is minimal. For example, we cannot have two vendors selling milk at a small market but would be fine with different kinds of cheese.
- 5. Vendor is liable for any foodborne illness that may occur.**
- a. We highly recommend vendors speak with their insurance agent and ensure 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. **Vendors must** submit a separate application for each market to which they

would like to bring dairy products. Vendors must reapply on a yearly basis along with their regular MMM application. **Vendors cannot sell dairy products until their application(s) have been approved by the Farmers Market Coordinator.** Please email the Farmers Market Coordinator if interested in applying.

Green Spring Gardens

ATTN: Farmers Markets

4603 Green Spring Road

Alexandria, VA 22312

Invasive Alien Plant Species of Virginia



Department of Conservation and Recreation
Division of Natural Heritage
217 Governor Street
Richmond, Virginia 23219
(804) 786-7951
http://www.dcr.virginia.gov/natural_heritage

Virginia Native Plant Society
Blandy Experimental Farm
400 Blandy Farm Lane, Unit 2
Boyce, Virginia 22620
(540) 837-1600
<http://www.vnps.org>

September 2009					Key					
					M = Mountains P = Piedmont C = Coastal		F = Full sun P = Part Sun S = Shade		H = Hydric M = Mesic X = Xeric	
SCIENTIFIC NAME	COMMON NAME	REGION			LIGHT			MOISTURE		
		M	P	C	F	P	S	H	M	X
Highly Invasive Species										
<i>Ailanthus altissima</i>	Tree-of-heaven	•	•	•	•	•			•	
<i>Alliaria petiolata</i>	Garlic mustard	•	•		•	•	•		•	
<i>Alternanthera philoxeroides</i>	Alligator weed			•	•	•		•		
<i>Ampelopsis brevipedunculata</i>	Porcelain-berry		•		•	•	•		•	
<i>Carex kobomugi</i>	Asiatic sand sedge			•	•	•				•
<i>Celastrus orbiculata</i>	Oriental bittersweet	•	•	•		•	•		•	
<i>Centaurea dubia</i>	Short-fringed knapweed	•			•	•			•	•
<i>Centaurea biebersteinii</i>	Spotted knapweed	•	•	•	•	•				•
<i>Cirsium arvense</i>	Canada thistle	•	•	•	•				•	
<i>Dioscorea oppositifolia</i>	Chinese yam	•	•	•		•	•		•	
<i>Elaeagnus umbellata</i>	Autumn olive	•	•	•	•	•			•	
<i>Euonymus alata</i>	Winged burning bush		•			•	•		•	
<i>Hydrilla verticillata</i>	Hydrilla			•	•	•		•		
<i>Imperata cylindrica</i>	Cogon grass			•		•	•		•	
<i>Lespedeza cuneata</i>	Chinese lespedeza	•	•		•				•	
<i>Ligustrum sinense</i>	Chinese privet	•	•	•		•	•		•	
<i>Lonicera japonica</i>	Japanese honeysuckle	•	•	•	•	•	•		•	
<i>Lonicera morrowii</i>	Morrow's honeysuckle	•	•		•	•	•		•	
<i>Lonicera standishii</i>	Standish's honeysuckle	•	•			•	•		•	
<i>Lythrum salicaria</i>	Purple loosestrife	•	•	•	•			•	•	
<i>Microstegium vimineum</i>	Japanese stilt grass	•	•	•	•	•	•	•	•	

September 2009		Key								
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SCIENTIFIC NAME	COMMON NAME	REGION			LIGHT			MOISTURE		
		M	P	C	F	P	S	H	M	X
Highly Invasive Species - continued										
<i>Murdannia keisak</i>	Aneilema		•	•	•	•		•		
<i>Myriophyllum aquaticum</i>	Parrot feather	•	•	•	•			•		
<i>Myriophyllum spicatum</i>	European water-milfoil	•	•	•	•			•		
<i>Phragmites australis</i>	Common reed		•	•	•	•		•	•	
<i>Polygonum cuspidatum</i>	Japanese knotweed	•	•	•	•	•			•	
<i>Polygonum perfoliatum</i>	Mile-a-minute		•		•	•	•		•	
<i>Pueraria montana</i>	Kudzu vine	•	•	•	•	•	•		•	
<i>Ranunculus ficaria</i>	Lesser celandine			•		•	•		•	
<i>Rosa multiflora</i>	Multiflora rose	•	•	•	•	•			•	
<i>Rubus phoenicolasius</i>	Wineberry	•	•	•		•	•		•	
<i>Sorghum halepense</i>	Johnson-grass	•	•	•	•	•			•	
<i>Vitex rotundifolia</i>	Beach vitex			•	•					•
Moderately Invasive Species										
<i>Acer platanoides</i>	Norway maple	•	•	•	•	•			•	
<i>Agropyron repens</i>	Quack grass	•	•	•	•	•			•	
<i>Agrostis tenuis</i>	Rhode Island bent-grass	•	•		•	•			•	
<i>Akebia quinata</i>	Five-leaf akebia		•	•	•	•	•		•	
<i>Albizia julibrissin</i>	Mimosa	•	•	•	•	•			•	
<i>Allium vineale</i>	Wild onion	•	•	•	•	•			•	
<i>Artemisia vulgaris</i>	Mugwort	•	•	•	•	•			•	•
<i>Arthraxon hispidus</i>	Jointed grass	•	•	•	•	•	•	•	•	
<i>Arundo donax</i>	Giant reed		•	•	•	•		•	•	
<i>Berberis thunbergii</i>	Japanese barberry	•	•	•	•	•	•		•	
<i>Carduus nutans</i>	Musk thistle	•	•	•	•				•	
<i>Cassia obtusifolia</i>	Sickle pod		•	•	•	•			•	•
<i>Centaurea jacea</i>	Brown knapweed	•	•		•	•			•	•
<i>Cirsium vulgare</i>	Bull-thistle	•	•	•	•				•	
<i>Convolvulus arvensis</i>	Field-bindweed	•	•	•	•	•			•	
<i>Dipsacus laciniatus</i>	Cut-leaf teasel	•			•				•	
<i>Dipsacus sylvestris</i>	Common teasel	•	•	•	•			•	•	
<i>Egeria densa</i>	Brazilian water-weed	•	•	•	•	•		•		

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SCIENTIFIC NAME	COMMON NAME	REGION			LIGHT			MOISTURE		
		M	P	C	F	P	S	H	M	X
<i>Euonymus fortunei</i>	Wintercreeper			•		•	•	•	•	
Moderately Invasive Species - continued										
<i>Festuca elatior (F. pratensis)</i>	Tall fescue	•	•	•	•	•			•	
<i>Foeniculum vulgare</i>	Fennel		•	•	•			•	•	•
<i>Glechoma hederacea</i>	Gill-over-the-ground	•	•	•		•	•		•	
<i>Hedera helix</i>	English ivy		•	•	•	•	•		•	
<i>Holcus lanatus</i>	Velvet-grass	•	•	•	•	•		•	•	
<i>Humulus japonicus</i>	Japanese hops	•	•	•	•	•	•	•	•	
<i>Ipomoea hederacea</i>	Ivy-leaved morning-glory	•	•	•	•	•		•	•	
<i>Ipomoea purpurea</i>	Common morning-glory	•	•	•	•				•	
<i>Iris pseudacorus</i>	Yellow flag	•	•	•	•	•		•		
<i>Ligustrum obtusifolium</i>	Blunt-leaved privet		•	•			•		•	
<i>Lonicera maackii</i>	Amur honeysuckle	•	•			•			•	
<i>Lonicera tatarica</i>	Tartarian honeysuckle	•	•		•	•			•	
<i>Lysimachia nummularia</i>	Moneywort	•	•	•	•	•	•	•	•	
<i>Melia azedarach</i>	China-berry		•	•	•	•			•	
<i>Paulownia tomentosa</i>	Princess tree	•	•	•	•	•			•	
<i>Phleum pratense</i>	Timothy	•	•	•	•	•			•	
<i>Phyllostachys aurea</i>	Golden bamboo		•	•	•	•			•	
<i>Poa compressa</i>	Canada bluegrass	•	•	•	•	•	•		•	•
<i>Poa trivialis</i>	Rough bluegrass	•	•	•	•	•	•	•	•	
<i>Polygonum cespitosum</i>	Bristled knotweed	•	•	•	•	•	•	•	•	
<i>Populus alba</i>	White poplar	•	•	•	•	•			•	
<i>Rumex acetosella</i>	Red sorrel	•	•	•	•	•			•	
<i>Rumex crispus</i>	Curled dock	•	•		•				•	•
<i>Setaria faberi</i>	Giant foxtail		•	•	•	•			•	
<i>Spiraea japonica</i>	Japanese spiraea	•	•			•	•	•	•	
<i>Stellaria media</i>	Common chickweed	•	•	•	•	•	•		•	
<i>Veronica hederifolia</i>	Ivy-leaved speedwell	•	•	•	•	•	•		•	
<i>Wisteria sinensis</i>	Chinese wisteria		•	•		•	•		•	
<i>Xanthium strumarium</i>	Common cocklebur	•	•	•	•	•			•	•

September 2009				Key								
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SCIENTIFIC NAME	COMMON NAME	REGION			LIGHT			MOISTURE				
		M	P	C	F	P	S	H	M	X		

Occasionally Invasive Species

<i>Agrostis gigantea</i>	Redtop	•	•	•	•	•			•	
<i>Ajuga reptans</i>	Bugleweed	•	•	•	•	•			•	•
<i>Arrhenatherum elatius</i>	Oatgrass	•	•	•	•	•			•	
<i>Commelina communis</i>	Common dayflower	•	•	•	•	•			•	
<i>Conium maculatum</i>	Poison hemlock	•	•	•	•	•			•	
<i>Coronilla varia</i>	Crown-vetch	•	•	•	•				•	•
<i>Dactylis glomerata</i>	Orchard grass	•	•	•	•	•			•	
<i>Elaeagnus angustifolia</i>	Russian olive	•	•	•	•	•			•	
<i>Elaeagnus pungens</i>	Thorny elaeagnus		•	•		•			•	
<i>Eragrostis curvula</i>	Weeping lovegrass	•	•	•	•				•	•
<i>Euphorbia esula</i>	Leafy spurge	•	•			•	•		•	
<i>Ipomoea coccinea</i>	Red morning-glory	•	•	•	•				•	
<i>Lapsana communis</i>	Nipplewort	•			•	•			•	
<i>Lespedeza bicolor</i>	Shrubby bushclover	•	•	•	•	•			•	
<i>Lonicera fragrantissima</i>	Sweet breath of spring		•		•	•			•	
<i>Lonicera x bella</i>	Bell's honeysuckle	•	•	•	•	•			•	
<i>Lotus corniculatus</i>	Birdsfoot trefoil	•	•	•	•	•			•	•
<i>Melilotus alba</i>	White sweet clover	•	•	•	•	•			•	
<i>Melilotus officinalis</i>	Yellow sweet clover	•	•	•	•	•			•	
<i>Miscanthus sinensis</i>	Silver grass	•	•	•	•	•			•	
<i>Morus alba</i>	White mulberry	•	•	•	•	•			•	
<i>Pastinaca sativa</i>	Wild parsnip	•	•	•	•	•			•	
<i>Perilla frutescens</i>	Beefsteak plant	•	•	•		•	•		•	
<i>Trapa natans</i>	Water chestnut			•	•			•	•	
<i>Ulmus pumila</i>	Siberian elm		•		•	•			•	
<i>Viburnum dilatatum</i>	Linden viburnum		•		•	•			•	
<i>Vinca minor & V. major</i>	Periwinkle	•	•	•	•	•	•		•	
<i>Wisteria floribunda</i>	Japanese wisteria			•		•	•		•	



Fairfax County Health Department

Temporary Food Establishment Permit

All farmers market food vendors are now required to get a Temporary Food Establishment (TFE) permit from the Fairfax County Department of Health to sell in Fairfax County.

- ALL farmers market food vendors must submit one TFE permit for each market location annually
- TFE permit fee \$40 annually.
 - This fee is to be paid once per year, and covers the entire state of Virginia
 - While you must fill out a TFE permit for each market, you only pay the \$40 fee one time per year.
- TFE Permit must be displayed at markets at all times
- Copy of TFE permit must be submitted to market coordinator at start of season along with regular USDA and VDACS certifications

WHO NEEDS A TFE PERMIT?

- All farmers market food vendors including cooking demonstrators who cook on-site

HOW TO APPLY FOR A TFE PERMIT

- Temporary Food Vendors are required to submit a Temporary Food Establishment (TFE) permit application in the Health Department portal [PLUS](#).
- **Application fee:** \$40/year. See [Fee Schedule](#)
- **The completed application and fee must be received at least ten (10) days prior to the event.**
- Step-by-step Guidelines to assist in applying for a TFE can be found in the **Vendor Resource Packet**.



FCHD TEMPORARY EVENT GUIDELINES AT FARMERS MARKETS

- Read and be familiar with the [FCHD Guidelines](#)
- Some important requirements to remember:
 - Vendor stalls shall have **overhead protection (tent)**.
 - An adequate supply of **potable water** must be available at each booth. Water must be from an approved source.
 - 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.**
 - Vendors are to keep the preparation and service areas and the surrounding grounds free of litter, trash, and garbage. **All garbage/refuse shall be containerized and taken with the vendor after market closes.**

At Farmers markets, Fairfax County Health Department is responsible for:

- Oversight of food safety standards at the farmers markets
- Educate market managers and vendors about food safety
- Ensure [safe sampling practices](#) are followed at the farmers markets
- Perform on-site inspections at the farmers markets throughout the season
- Work in partnership with vendors and market management to resolve food safety violations at the farmers markets

For questions, contact:

Debbie Crabtree deborah.crabtree@fairfaxcounty.gov or

Suja Warrier suja.warrier@fairfaxcounty.gov

Environmental Health Specialist III

(703)246-8421/(703)246-8431

February 2022

Instructions for submitting a TFE Permit to Fairfax County Health Department

Step 1. Login to your account at <https://plus.fairfaxcounty.gov/>. (Must be a registered user—click on one of the multiple highlighted Register for an Account links shown below to register.)

The screenshot shows the top navigation bar of the Fairfax County Virginia website with links for RESIDENTS, BUSINESS, GOVERNMENT, FAIRFAX COUNTY VIRGINIA, SERVICES, CONNECT, and SEARCH. Below this is a search bar and a 'Register for an Account' link circled in orange. The main content area has tabs for Home, Building, Environmental Health, Planning, Site, and Zoning. Below the tabs is a login form with fields for Email (allison.olguin@fairfaxcounty) and Password (masked with dots), a 'Login »' button, and a 'New Users: Register for an Account' link circled in orange. There are also checkboxes for 'Remember me on this computer' and a link for 'I've forgotten my password'.

Please Login

Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

New Users

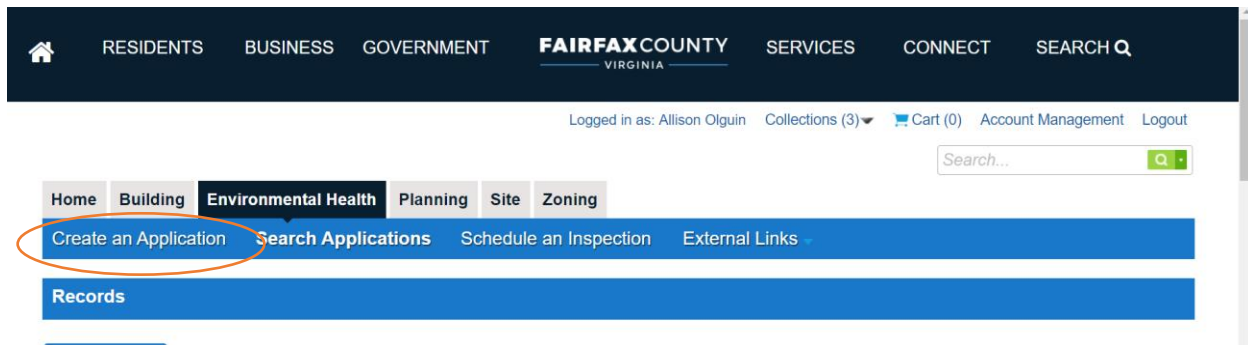
If you are a new user you may [register](#) for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

[Register Now »](#)

Step 2. Your Dashboard will load upon successful login. Click on Environmental Health to access Environmental Health applications.

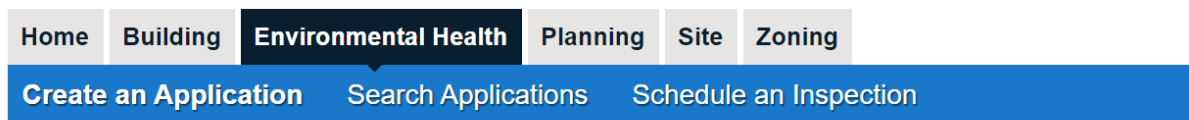
The screenshot shows the dashboard of the Fairfax County Virginia website after a successful login. The top navigation bar is the same as in the previous screenshot. Below it, the user is logged in as Allison Olguin, with links for Collections (3), Cart (0), Account Management, and Logout. The main content area has tabs for Home, Building, Environmental Health, Planning, Site, and Zoning. The 'Environmental Health' tab is circled in orange. Below the tabs is a dashboard with a 'Hello, Allison Olguin' greeting. There are two main sections: 'Saved in Cart (0)' with a 'View Cart' button, and 'My Collection (3)' with a 'View Collections' button. The 'My Collection' section lists three items: 'CORE' (12 Records, Last Updated 06/10/2021), 'Submitted STAMP' (11 Records, Last Updated 06/10/2021), and 'STAMP' (11 Records, Last Updated 06/10/2021). At the bottom, there is a 'Work In Progress' status and a 'View All Records' button.

Step 3. Click on Create an Application.



Step 4. Read and accept the terms by clicking on the box below, then click on Continue Application.

Logged in as: Allison Olguin Collections



Online Application

Welcome to the Fairfax County Environmental Health Online System. You may use this system to apply for permits, track 1 upload documents, pay fees, and request inspections.

If you have questions or need assistance using the system contact the Help Desk:

- Phone: 703-324-2222
- TTY: 711
- Email: PLUSSupport@FairfaxCounty.gov

For information on Environmental Health services, visit our website at <http://www.fairfaxcounty.gov/health>.

Please "Allow Pop-ups from this site" before proceeding.

General Disclaimer

I hereby certify that I have the authority to make the foregoing application, that the application is correct, and that the construction will conform to the regulations in the current adopted Virginia Uniform Statewide Building Code, the Fairfax County Zoning Ordinance, and all other applicable laws, codes, and regulations.

By submitting this form, I acknowledge that this document is a public record under both the Virginia Public Records Act and the Virginia Freedom of Information Act. As a public record, it must be retained by Fairfax County in accordance with relevant retention time periods and may be subject to release under the Virginia Freedom of Information Act.

☐ I have read and accepted the above terms.

Continue Application »

Step 5. Click on Temporary Event to expand the choices, then select Temporary Food Establishment Permit (TFEP).

← → ↺ https://plustrng.fairfaxcounty.gov/CitizenAccess/Cap/CapType.aspx?Module=EnvHealth&stepNumber=1&pageNumber=1&isFeeEs...

Create an Application Search Applications Schedule an Inspection

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us at (703) 246-2201 or HDehd@fairfaxcounty.gov

To apply for a new permit or for ownership change, please proceed below.

For any other changes (Establishment name, owner name, equipment) or for minor alterations (painting, resurfacing), please look up your existing permit record and select the **Make Changes** button on the Record Detail page.

Search

- ▶ EH Additional Records
- ▶ Food Establishment
- ▶ Marina
- ▶ Mobile Food Unit
- ▶ Tattoo
- ▶ **Temporary Event**
 - ☒ Temporary Food Establishment Permit
 - ☐ Temporary Food Event
- ▶ Registration

Continue Application »

Step 6. Click on the dropdown “Event” menu to view list of open Temporary Events in the County. Select the appropriate event OR choose “Other” if the event you plan to participate in is not listed. If an existing Event is chosen the remaining fields will populate. If “Other” is selected you must manually enter the event details. Click on Continue Application to proceed.

Temporary Food Establishment Permit

1. Event Information	2. Application Detail	3. Review	4. Pay Fees	5. Record Submission
----------------------	-----------------------	-----------	-------------	----------------------

Step 1: Event Information > Event Information

* indicates a required field.

Event Information

If your event is not listed in the Event dropdown, select 'Other', and enter it into the Event Name field.

*Event:

Event Name: *

Multi Day Event: * ☐ Yes ☐ No

Event occurs at the location on a repeat or recurring basis: * ☐ Yes ☐ No

Save And Resume Later **Continue Application »**

Step 7. If an existing event was selected from the list in the previous step, the address will populate. If “Other” was selected, the Street Number, Street Name, and Zip Code must be entered.

Temporary Food Establishment Permit

1. Event Information

2. Application Detail

3. Review

4. Pay Fees

5. Record Submission

Step 1 : Event Information > Location Information
Provide the location of the event. You can search for the address by typing in a partial or full address. The parcel information should be auto-filled as you select a valid address.

Show Map

* indicates a required field.

Address

* Street Number

3105

Street Prefix

--Select--

* Street Name

WINDSONG

Street Type

DR

Street Suffix

--Select--

Unit Type

--Select--

Unit #

City

OAKTON

State

VA

* Zip Code

22124-

Search

Clear

Step 8. Once a valid street address has been entered, the Parcel number will populate and cannot be edited. Click on Continue Application to proceed.

Parcel

* Parcel ID Number:

0471130025

Search

Clear

Save And Resume Later

Continue Application »

Step 9. If an existing Event was chosen from the dropdown list in Step 6, the Event Coordinator Contact information will populate. If “Other” was selected in Step 6, the Event Coordinator Contact information will have to be manually entered following the steps below.

Temporary Food Establishment Permit

1. Event Information
2. Application Detail
3. Review
4. Pay Fees
5. Record Submission

Step 1: Event Information > Contact Information

* indicates a required field.

Event Coordinator

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

✔ Contact updated successfully.

Allison Olguin
Allison.olguin@fairfaxcounty.gov
Primary Phone: (703) 246-8735
Secondary Phone:
Edit Remove

▼ Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.
Required contact address type(s): Mailing

Showing 1-1 of 1

Address Type	Address	Action
Mailing	123	Actions ▼

Step 10. Both the Applicant and Establishment Owner contact information must be entered. Click Select from Account to add the contact information associated with your customer account OR click on Add New to enter a different contact.

Temporary Food Establishment Permit

1. Event Information
2. Application Detail
3. Review
4. Pay Fees
5. Record Submission

Step 2: Application Detail > Contact Information

* indicates a required field.

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account Add New

Establishment Owner

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account Add New

Save And Resume Later
Continue Application »

Step 11. When Add New is selected in Step 10, you must enter all fields with an asterisk.

The screenshot shows a 'Contact Information' form with the following fields:

- * Individual/Organization: --Select--
- * First: [text input]
- * Last: [text input]
- Suffix: [text input]
- Title: [text input]
- * Organization Name: [text input]
- Trade (DBA) Name: [text input]
- * Primary Phone: [text input]
- Secondary Phone: [text input]
- Fax: [text input]
- * Email: [text input]
- * Country/Region: United States

Below these fields is a section titled 'Contact Addresses' with a blue button labeled 'Add Additional Contact Address' circled in orange.

Step 12. Click on Add Additional Contact Address to add the mailing address (required). Enter all fields with an asterisk, including the Address Type dropdown. Click Save and Close to keep the entry.

The screenshot shows a 'Contact Address Information' form with the following fields:

- Address Type: --Select-- (indicated by an orange arrow)
- * Address Line 1: [text input]
- Address Line 2: [text input]
- Address Line 3: [text input]
- * City: [text input]
- * State: --Select--
- * Zip Code: [text input]
- * Country/Region: United States

At the bottom are three buttons: 'Save and Close' (circled in orange), 'Save and Add Another', and 'Clear'. To the right of the 'Clear' button is the text 'Discard Changes'.

Step 13. Click Continue to save the Contact.

Contact Information

Trade (DBA) Name

*Primary Phone: (703) 246-2201 Secondary Phone: Fax:

*Email: allison.lanier@email.com

*Country/Region: United States

Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.
Required contact address type(s): Mailing

✓ Contact address added successfully.

Showing 1-1 of 1

Address Type	Address	Action
Mailing	25312 McIntyre Square	Actions ▼

Continue **Clear** Discard Changes

Step 14. Additional Contacts are optional and can be added following the same steps outlined above OR click on Continue Application to skip this step.

Temporary Food Establishment Permit

1. Event Information 2. Application Detail 3. Review 4. Pay Fees 5. Record Submission

Step 2: Application Detail > Additional Contacts

* indicates a required field.

Additional Contacts

Provide contact information including email address. To use the contact information from your account, click **Select from Account**. To enter new contact(s), click **Add New**.

Select from Account **Add New**

Showing 0-0 of 0

Individual/Organization	First Name	Last Name	Business Name	Contact Type	Primary Phone	Email	Action
No records found.							

Save And Resume Later **Continue Application »**

Step 15. Enter the name of the booth or mobile food unit in Name.

Temporary Food Establishment Permit


1. Event Information	2. Application Detail	3. Review	4. Pay Fees	5. Record Submission
----------------------	-----------------------	-----------	-------------	----------------------

Step 2: Application Detail > Application Information

Complete the application information below.

* indicates a required field.

Establishment Information


* Name (Establishment or Project) 

My Booth Name Here


Step 16. Enter the required Vendor Information. Click Continue Application to proceed.

Vendor Information

The Health Department can provide training to food vendors on requirements for setting up a temporary food stand and on safe food handling procedures. Please call (703) 246-2201 to request this training.

* Are you currently permitted to operate in the County of Fairfax?  ☐ Yes ☐ No


* Establishment Owned and Operated by County of Fairfax: ☐ Yes ☐ No

* Establishment Owner Fee Exempt. You will be asked to certify the exemption:  ☐ Yes ☐ No

* On-site Contact Name:

* On-site Contact Cell Phone Number:

* Temporary Food Establishment Type:

* Temporary Food Establishment Application Fee Paid in the Commonwealth of Virginia for the Current Year:  ☐ Yes ☐ No

* Approved Food Preparation Site - enter Onsite or Commissary Name:

Save And Resume Later

Continue Application »

Step 17. Check off all Activity and Equipment Usage line items that apply to your proposed operation (#1 and #24 are required for all). Click Continue Application to proceed.

Step 2: Application Detail > Activity and Equipment

* indicates a required field.

Activity and Equipment Usage

Check all that apply

* 1. No home preparation of foods is allowed, including storage (except for approved Farmers Market Vendors):	<input type="checkbox"/>
2. All food must be from approved commercial sources, with purchase receipts available on request:	<input type="checkbox"/>
3. Vendor is bringing food prepared in a facility not under permit by Fairfax County. If checked, a copy of the facility's permit and/or last inspection report from the regulating agency is required:	<input type="checkbox"/>
4. All water must be from an approved source or provided by appropriate connection (i.e., food/water grade hose with backflow protection) to public water supply at event site:	<input type="checkbox"/>
5. When needed to power equipment, electricity or generator will be provided:	<input type="checkbox"/>
6. All food items and ingredients will be stored off the ground or floor surface:	<input type="checkbox"/>
7. No ill persons will be handling food or allowed to work at the food booth:	<input type="checkbox"/>
8. Clean clothes and effective hair restraints (i.e., hair net, cap, visor or bandana) will be worn by employees:	<input type="checkbox"/>
9. Smoking and eating will be prohibited in the booth. Employees can drink from a closed container (i.e., sports mug or cup with lid and straw):	<input type="checkbox"/>
10. All food contact surfaces (equipment and utensils) must be non-toxic, smooth and easily-cleanable:	<input type="checkbox"/>
11. All food equipment and utensils must be in good repair and free of corrosion, cracks, chips, etc.:	<input type="checkbox"/>
12. Foods requiring proper cold holding at less than or equal to 41°F will be served, offered and/or held:	<input type="checkbox"/>
13. Food requiring proper hot holding at greater than or equal to 135°F will be served, offered and/or held:	<input type="checkbox"/>
14. Holding equipment, including food transport containers, must be sufficient in number, dustproof, and capable of maintaining foods at proper cold and/or hot holding temperatures:	<input type="checkbox"/>
15. Food thermometer is required (check calibration) and ambient air thermometers are provided for cold and/or hot holding equipment:	<input type="checkbox"/>
16. Hand washing facilities with paper towels and liquid hand soap will be provided:	<input type="checkbox"/>
17. Facilities for 3-step wash, rinse and sanitizing equipment and utensils will be provided:	<input type="checkbox"/>
18. Wash, rinse and sanitize containers must be large enough to hold soiled utensils:	<input type="checkbox"/>
19. Test strips for testing sanitizer solution concentration will be provided:	<input type="checkbox"/>
20. No direct bare hand contact with food will be allowed (i.e., use tongs, spatulas and single-use disposable gloves):	<input type="checkbox"/>
21. Proper food cook temperatures must be verified using a food thermometer:	<input type="checkbox"/>
22. Foods on display will be covered or protected from contamination by a food or sneeze guard:	<input type="checkbox"/>
23. Garbage cans or refuse bins will be provided, kept covered and emptied when full:	<input type="checkbox"/>
* 24. Temporary Food Establishment Permit issued by the Health Department will be posted in public view:	<input type="checkbox"/>

[Save And Resume Later](#)[Continue Application >](#)

Step 18. Provide your planned menu, including the ingredients and where the item is to be prepared. Add a row for each individual menu item by clicking Add a Row, or click the dropdown arrow to add multiple rows at once.

Temporary Food Establishment Permit

1. Event Information 2. Application Detail 3. Review 4. Pay Fees 5. Record Submission

Step 2: Application Detail > Menu

* indicates a required field.

Menu Items

List all food and beverage items that will be served. Food and beverages can be prepared onsite at the event or in a regulated food establishment (commissary). Farmers Market vendors must provide proof of inspection by a regulated agency when food and beverages are prepared and stored in a home-based food operation. Otherwise, home preparation and storage of food and beverages is prohibited.

Showing 0-0 of 0

Menu Item	Where do you prepare item?	Main Ingredients
-----------	----------------------------	------------------

No records found.

Add a Row Edit Selected Delete Selected

Save And Resume Later

Continue Application »

Step 19. Enter the menu item, where the item is prepared, and the main ingredients of the item. Click Submit to save.

Menu Items

List all food and beverage items that will be served. Food and beverages can be prepared onsite at the event or in a regulated food establishment (commissary). Farmers Market vendors must provide proof of inspection by a regulated agency when food and beverages are prepared and stored in a home-based food operation. Otherwise, home preparation and storage of food and beverages is prohibited.

*Menu Item: *Where do you prepare item?: *Main Ingredients:

Step 20. Click Continue Application to proceed.

Temporary Food Establishment Permit

1. Event Information 2. Application Detail 3. Review 4. Pay Fees 5. Record Submission

Step 2: Application Detail > Menu

* indicates a required field.

Menu Items

List all food and beverage items that will be served. Food and beverages can be prepared onsite at the event or in a regulated food establishment (commissary). Farmers Market vendors must provide proof of inspection by a regulated agency when food and beverages are prepared and stored in a home-based food operation. Otherwise, home preparation and storage of food and beverages is prohibited.

Showing 1-1 of 1

<input type="checkbox"/>	Menu Item	Where do you prepare item?	Main Ingredients	Actions
<input type="checkbox"/>	cat	Onsite	hair and claws	

Add a Row Edit Selected Delete Selected

Save And Resume Later

Continue Application »

Step 21. Based on answers to the Vendor specific information, certain documents may be required to submit your application. To attach the required documents by clicking Add, then select the file from your computer and click Open to attach it. Repeat steps for each document type listed. When all required document types are attached, click Continue Application.

Temporary Food Establishment Permit

1. Event Information	2. Application Detail	3. Review	4. Pay Fees	5. Record Submission
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Step 2 : Application Detail > Required Documents

* indicates a required field.

Required Documents

The maximum file size allowed is **1000 MB**.

*** Required Documents**

- 1. 501 Non-Profit Status [Add](#)
- 2. Proof of Fee Payment in Other Jurisdiction [Add](#)
- 3. Regulating Agency Permit/Inspection Report [Add](#)

[Save And Resume Later](#) [Continue Application »](#)

Step 22. Review your application details for accuracy. Click Edit to make changes to any field. When done reviewing, click Continue Application to submit. Save and Resume later will save your work and allow you to resume the application at a later time.

Temporary Food Establishment Permit

1. Event Information	2. Application Detail	3. Review	4. Pay Fees	5. Record Submission
----------------------	-----------------------	-----------	-------------	----------------------

Step 3 : Review

[Save and resume later](#) [Continue Application »](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Temporary Food Establishment Permit

Event Information [Edit](#)

Event:	Taste of Home
Event Name:	Taste of Home
Multi Day Event:	No
Event occurs at the location on a repeat or recurring basis:	No

Address [Edit](#)

345 HOLMES DR NW VIENNA, VA 22180

NOTE: You will see a confirmation message with your record number (HTFEP-XXXX-XXXXXX). Additionally, you will receive a confirmation email to Applicant and Establishment Owner contact emails provided. You will also receive emails notifications when the application is accepted, when a fee is invoiced, and when the permit is issued.



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.

Fairfax County Health Department

Division of Environmental Health

Consumer Protection Program

10777 Main Street, Suite 100, Fairfax, VA 22030

Phone: 703-246-2201 TTY: 711 Fax: 703-385-9568

www.fairfaxcounty.gov/hd



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.

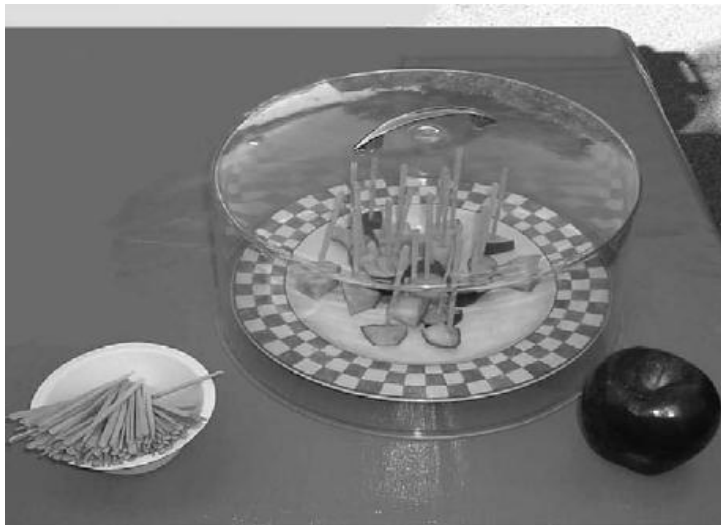


Use of tongs to give out sample.

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

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 & 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 & prepare honey in their private residence from hives they own, who sell less than 250 gallons of honey a year, & 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">•1,000 Bird Exemption•20,000 Bird Exemption•Custom Exemption: with permit from OMPS, allows businesses to slaughter animals, only for their owners consumption, without an inspector present.	<ul style="list-style-type: none">• Product Name• Net Weight• Ingredient Statement• Name & Address of Manufacturer/ Distributor• Sell-by date	<p>The standard label must contain:</p> <ul style="list-style-type: none">• Product name• Net weight• Ingredient statement• Name & address of manu- facturer/distributor/packer• Nutritional labeling (exemptions apply)• List of allergens• NOT FOR RESALE – PROCESSED AND PREPARED WITHOUT STATE INSPECTION	<p>The standard label must contain:</p> <ul style="list-style-type: none">• Product name• Net weight• Ingredient statement• Name & address of manu- facturer/distributor/packer• Nutritional labeling (exemptions apply)• PROCESSED AND PREPARED WITHOUT STATE INSPECTION. WARNING: Do Not Feed Honey to Infants Under One Year Old	<ul style="list-style-type: none">• Product Name (term “fresh eggs” can only be used if product meets requirement for Grade A or higher)• Safe Handling Instructions• Name & Address of Packer• Grade (AA, A, B) or “Ungraded” if not inspected		<ol style="list-style-type: none">1. Product Name2. Intended Species3. Quantity Statement4. Guaranteed Analysis5. Ingredient Statement6. Nutritional Adequacy Statement7. Feeding Directions8. Name and Address of Manufacturer/Distributor
								LABELING	AT MARKET	LABELING	LABELING	AT MARKET	AT MARKET	AT MARKET
								<ul style="list-style-type: none">• Product Name• Net Weight• List of Ingredients• Name/address of Responsible Party• Inspection Legend (plant number that did the work)• Safe Handling Statement	<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">• Product name• Net weight• Ingredient statement• Name & address of manu- facturer/distributor/packer• Nutritional labeling (exemptions apply)• List of allergens• NOT FOR RESALE – PROCESSED AND PREPARED WITHOUT STATE INSPECTION <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>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>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>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 TCS Food** (see note below), they must be held at 41F or lower. This applies to samples as well.</p>
AT MARKET			AT MARKET											
Keep products at 41°F or lower														
Please keep your most recent VDACS inspection reports on hand with you at the market.														

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](#)