



## IRVINGTON FARMERS MARKET PROCEDURES

Operated by the volunteers of the  
Irvington Village Improvement Association (VIA)  
Judy Penniman and Heather Sheehan, Market Coordinators  
PO Box 383, Irvington, VA 22480  
Email: [IrvingtonVaMarket@gmail.com](mailto:IrvingtonVaMarket@gmail.com)  
Facebook [@IrvingtonVaFarmersMarket](https://www.facebook.com/IrvingtonVaFarmersMarket)



The Irvington Farmers Market (IFM) is operated entirely by VIA volunteers residing in the Irvington area. The IFM enjoys a loyal following of quality vendors, organizations and devoted customers built over many years. It is widely advertised and promoted in local media outlets, on websites and Facebook. The Farmers Market has become a destination event for both tourists to the resort town of Irvington and the surrounding area, as well as locals who frequently invite weekend guests to enjoy the regional, rural, and artisanal shopping experience. Proceeds from the market are used to sustain it, provide other VIA events for residents and visitors, and for various town beautification projects in Irvington's public spaces.

**Please read the following completely - there is new information about the market.**

### **Farmers Market Hours:**

The market operates from 9:00AM - 1:00PM on the first Saturday of each month, from May to November. Set-up begins at 7:00AM. Spaces must remain set-up until the market closes at 1:00PM.

### **Farmers Market Location:**

Irvington Commons bordered by King Carter Drive, Chesapeake Drive and Tavern Road, and between The Hope & Glory Inn (65 Tavern Road) and the Steamboat Era Museum (156 King Carter Drive). For GPS, Google Maps or Apple Maps, use the intersection of "Chesapeake Drive & Tavern Road, Irvington VA 22480".

### **Farmers Market Management:**

The Market Coordinator and VIA volunteers will be on site for each market. If you have questions on Market Day, please see a volunteer at the VIA tent near the gazebo. Otherwise feel free to email or write to the Market Coordinator.

### **Market Products:**

- This is a producer's market that features products grown, raised, made or hand-crafted by the vendors.
- Re-selling of purchased items is discouraged and may be prohibited at the discretion of the VIA.
- Value-added products (items that have been altered, rehabbed or recycled) are permissible at the discretion of the VIA.
- Service businesses that are local and unique to the area may apply and will be accepted at the discretion of the VIA.
- You must obtain approval from VIA for ALL items or services you are selling.
- Non-profit organizations are welcome to apply and will be accepted at the discretion of the VIA. A reduced fee applies to non-profits for interior spaces only. We do not allow political organizations or candidates.

### **Health & Safety Requirements and Guidelines:**

The safety of our vendors, organizations and customers is paramount. We require all market participants to abide by Commonwealth of Virginia, Town of Irvington and VIA requirements and will ask everyone to follow applicable guidelines that may be in effect. Those requirements and guidelines will be communicated through emails to vendors and organizations and on our Facebook page. Regardless of mandated requirements, we strongly encourage vendors to have diligent cleaning and disinfecting practices for your spaces, products, and equipment. We welcome pets, but require that they be on a leash for safety.

### **Weather Policy:**

The Market is rain or shine, but in the event of severe weather, the market may be cancelled. On rare occasions when the Irvington Commons ground has become saturated with rain, the market may be cancelled. Cancellations are announced on Facebook [@IrvingtonVaFarmersMarket](#) and by email. If bad weather is predicted, we make every effort to cancel by noon on the Friday before the market.

### **Possible limited market for perishables only when The Commons has become saturated:**

When a market day is cancelled due to ground saturation, the VIA may conduct a limited market on the pavement of the King Carter Drive and Chesapeake Bank parking lot for vendors selling perishable products, such as produce, meat, poultry, cheeses, and breads.

### **Vendor Responsibilities:**

- Vendors are responsible for all proper labeling and licensing of their products. At all times, your items must meet the applicable local, state, and federal health and sanitation codes. The Health Inspector has authority and may visit the market. It is your responsibility to be compliant and cooperate with inspections at the market. Any violations can put our market and you at risk. Failure to correct a Health Inspector violation notice can result in a vendor being asked to leave the market without refunds.
- Vendors are responsible for adhering to all applicable laws regarding taxes and licensing.
- Business General Liability Insurance - we strongly encourage you to have this.
- Vendors must submit a list of all products to be sold. Your products must be approved before participating in the market.
- Non-profit organizations must submit their purpose/objective for being at the market. This must be approved before participating.
- Vendors and non-profit organizations must provide their own tent (10' x 10' recommended), signage, table(s) and chairs. The standard vendor space is 12' x 12'. Your displays must fit within your assigned space. Spaces will be assigned based on approved application and pre-payment.
- Set-up time/check-in begins at 7:00 AM at the Tavern Road and Chesapeake Drive entrances. Volunteers will check you in by last name and/or business name, confirm payment has been received, and direct you to your vendor/organization space. Please unload and clear any carts or vehicles from interior spaces by 8:45 AM. Vendors and organizations must stay until the close of market at 1:00 PM. NO VEHICLES may come back on the field before 1:00 PM.

- Parking is available on designated streets and in a reserved area on the North Commons off Chesapeake Drive. Parking on the Town Commons is not permitted without express authorization or a reservation for a perimeter space. All or part of the North Commons occasionally becomes saturated by flooding and may be inaccessible. VIA volunteers will help you find parking.
- Vendor or Organization Cancellations - If you have reserved a space for a market and will not be able to attend, please notify the Market Coordinator by email ([IrvingtonVaMarket@gmail.com](mailto:IrvingtonVaMarket@gmail.com)) as soon as possible. We understand situations arise and we will work with you. **No-shows who fail to notify us in advance are not considered cancellations and could result in being eliminated from future markets.** No-shows are detrimental to all participants and disappointing to our patrons.

**2022 Vendor Fee Schedule - READ carefully:**

To become a participating vendor or organization at the Irvington Farmers Market, please fill out your application and email it to [IrvingtonVaMarket@gmail.com](mailto:IrvingtonVaMarket@gmail.com), or mail to IFM, PO Box 383, Irvington VA 22480. No payment is due at the time of your application. We will notify you after your application is approved and provide payment instructions at that time.

- Perimeter spaces are \$35 per market, or \$180 for full-season advance registration. Each perimeter space allows for one standard-sized vehicle to remain next to the space. Due to landscape restrictions, there are limited perimeter spots, and they will be assigned on a first-come, first-served basis, with priority going to farms, produce and plant vendors.
- Infield row spaces are \$25 per market, or \$125 for full-season advance registration. Vehicles may be driven onto the field for unloading and reloading only, and must be parked elsewhere during the market. There is ample parking and VIA volunteers will help you find spaces, with the North Commons being the primary area.
- Non-profit organizations (infield spaces only) are \$15 per market, or \$75 for full-season advance registration.
- There are discounts for signing up for all 7 Markets by the start of the May - November season. Infield: \$125 total per space when paying for all 7 Markets (discount of \$50). Perimeter: \$180 total per space when paying for all 7 Markets (discount of \$65). Non-profit spaces: \$75 total per space when paying for all 7 markets (discount of \$30).

Our goal is to ensure this market offers quality products from our valued vendors, and community service from our non-profits. Help us find those who would be a good fit. You are welcome to share these procedures and our application, or direct them to the website [town.irvington.va.us](http://town.irvington.va.us) > [Events](#) or Facebook page [@IrvingtonVaFarmersMarket](#) where there are links to the Vendor and Non-Profit Applications, as well as the Procedures form.

As always, if you have questions, email, [IrvingtonVaMarket@gmail.com](mailto:IrvingtonVaMarket@gmail.com).

**YOU ARE THE MARKET**  
*And We Thank You!*

**Please keep these 3 pages of Procedures for your reference.**