



3323 Dock Court, Greenbackville, VA
May 23RD - Sept 19TH, 3:00-6:00 PM,

Vendor applications available at
www.captscove.com/ccfam, or by emailing
captscovemarket@gmail.com

captscove.com || 757.824.3465

Captain's Cove Farmers & Artisans Market 2024 Vendor Application



Captain's Cove Farmers & Artisans Market (CCFAM) is a public market accepting vendors based on Product variety, originality, and quality of goods sold. Vendor selection is designed to provide customers with not only the highest quality of vendors but also a collection of vendors who complement one another in such a way as to create the ultimate shopping experience. **Completed Applications can be sent to- captscovemarket@gmail.com or mailed/dropped off to 3323 Dock Ct. Greenbackville, VA, 23356, Payment is due within 10 days of Application Approval.**

VENDOR TYPE		SELECT ONE
COVE MEMBER	Must be a current Member of Captain's Cove in "Good Standing"; valid membership card and verification will be required.	<input type="radio"/>
PUBLIC	Any vendor who is not a member of Captain's Cove.	<input type="radio"/>

VENDOR & PRODUCT PROFILE		
BUSINESS NAME:		
APPLICANT NAME:		
ADDRESS:		
CITY:	STATE:	ZIP-CODE:
PHONE #:	ALTERNATE #:	
EMAIL:	SECTION/LOT # (COVE MEMBERS ONLY):	

BUSINESS SOCIAL MEDIA	
FACEBOOK: @	TWITTER (X): @
INSTAGRAM: @	WEBSITE:
PHOTOS OF PRODUCTS: Email to captscovemarket@gmail.com for publicity use (OPTIONAL)	

MARKET & VENDOR CATEGORY		
Select a market category and describe the type of products that you will sell.		
<input type="radio"/> FOODS & PRODUCE	<input type="radio"/> ARTISAN & CRAFTER	<input type="radio"/> RESELLER (1 VENDOR PER WEEK, COVE MEMBER ONLY)
PLEASE DESCRIBE YOUR PRODUCTS IN DETAIL:		
HOW SHOULD CCFAM DESCRIBE YOUR PRODUCTS FOR PUBLICITY PURPOSES? MAX. 70 CHARACTERS:		

MARKET PRICING- (REGULAR SPACE APPROX. 16' X 18'; LARGE SPACE APPROX. 24' X 18')				
	PUBLIC PRICING		COVE MEMBER PRICING	
	REGULAR SPACE	LARGE SPACE	REGULAR SPACE	LARGE SPACE
SINGLE WEEK	\$30 per week	\$50 per week	\$20 per week	\$30 per week
4 - 8 WEEKS	\$20 per week	\$30 per week	\$15 per week	\$25 per week
9 - 16 WEEKS	\$15 per week	\$25 per week	\$10 per week	\$15 per week
FULL SEASON	\$225	\$350	\$150	\$250

APPLICATION CONTINUES ON THE NEXT PAGE

OFFICE USE ONLY	<input type="radio"/> APPROVED ON: / / 2024	<input type="radio"/> DENIED ON: / / 2024
NOTES:		

MARKET DATES 3:00 TO 6:00 PM

Please Indicate the dates that you would like to be a vendor. Select all that apply. There will be no market on July 4.

<input type="radio"/> MAY 23	<input type="radio"/> JUNE 6	<input type="radio"/> JULY 11	<input type="radio"/> AUGUST 1	<input type="radio"/> SEPTEMBER 5
<input type="radio"/> MAY 30	<input type="radio"/> JUNE 13	<input type="radio"/> JULY 18	<input type="radio"/> AUGUST 8	<input type="radio"/> SEPTEMBER 12
	<input type="radio"/> JUNE 20	<input type="radio"/> JULY 25	<input type="radio"/> AUGUST 15	<input type="radio"/> SEPTEMBER 19
	<input type="radio"/> JUNE 27		<input type="radio"/> AUGUST 22	
			<input type="radio"/> AUGUST 29	

PAYMENT

Payment is due within 10 days of an application's approval, for all selected dates. Additional dates may be added as available at the daily rate. All Drop-in Vendors must pay at least two days before the date of attendance.

SIZE OF SPACE <input type="radio"/> REGULAR <input type="radio"/> LARGE	PRICE PER WEEK \$	X #	OF WEEKS	=TOTAL DUE \$
Applications received by April 8th are eligible for 20% off Early Bird Discount	TOTAL DUE \$	- 20% (IF APPLICABLE)	=	TOTAL DUE \$

PAYMENT METHOD

<input type="radio"/> CASH (PAY AT CCGYC RECEPTION)	<input type="radio"/> CHECK (MAKE PAYABLE TO CCGYC)
<input type="radio"/> CREDIT CARD (PAYABLE IN PERSON AT CCGYC RECEPTION, OR VIA THE PHONE 757-824-3465 EXT. 163)	
* A check that is returned by the bank for insufficient funds and/or a delinquent payment will incur a fee of \$35.00	

LICENSES & INSURANCE

Vendors are responsible for obtaining any and all licenses and insurance policies as applicable to their business. Vendors must furnish CCFAM with a current and valid copy of any and all licenses necessary for their operation. A copy of the appropriate license must accompany the vendor application to be considered.

ARE YOU REQUIRED BY THE STATE OF VIRGINIA OR ACCOMACK COUNTY TO BE LICENSED OR INSURED FOR ANY ASPECTS OF YOUR BUSINESS?

<input type="radio"/> NO	<input type="radio"/> YES (IF YES, YOU MUST ATTACH COPIES OF ALL CURRENT AND REQUIRED LICENSES/ INSURANCES)
--------------------------	---

COMPLIANCE AGREEMENT

The Vendor Application Agreement is binding, and failure to meet its terms will allow the Captain's Cove Farmers & Artisan Market (CCFAM) the Captain's Cove Golf & Yacht Club, Inc. (CCGYC) and its appointed representatives to take certain recourse and could result in the removal of the vendor from the market.

I have read and agree to abide by the rules and regulations of the CCFAM as listed in the 2024 CCFAM Rules, Regulations and Policies document, and all other federal, state, and local regulations that apply. I understand that I will forfeit my right to sell at the CCFAM if I am found in non-compliance. I also understand that there are no refunds and that any and all payments made to the CCFAM are final. CCFAM holds personal information in confidence and does not release it without your permission. I agree to hold the CCFAM and the CCGYC harmless and indemnify them of any liability or losses which might result from my participation in the CCFAM. Receipt of an application does not guarantee acceptance to the CCFAM.

By signing below I acknowledge that I have received a copy of the 2024 CCFAM Rules, Regulations and Policies, and have read and agree to abide by those said rules, regulations, and policies.

PRINTED NAME:	DATE:
SIGNATURE:	

SUBMITTING APPLICATION

Your completed vendor application, along with any applicable licenses, may be hand-delivered in person to the Captain's Cove Reception C/O CCFAM or mailed to 3323 Dock Court, Greenbackville, VA 23356. Applications can also be submitted by email to captscovemarket@gmail.com. For questions regarding the application or market, please email CCFAM at captscovemarket@gmail.com



Captain's Cove Farmers & Artisans Market Rules, Procedures, & Policies

Captain's Cove Farmers & Artisans Market (CCFAM) is a public market accepting vendors based on product variety, originality, and quality of goods sold. Vendor selection is designed to provide customers with not only the highest quality of vendors but also a collection of vendors who complement one another in such a way as to create the ultimate shopping experience.

Completed Applications can be sent to- captscovemarket@gmail.com or mailed/dropped off to 3323 Dock Ct. Greenbackville, VA, 23356, Payment is due within 10 days of Application Approval.

V. 03.03.06

VENDORS & VENDOR SELECTION

APPLICATION CONSIDERATIONS: The CCFAM will not be bound to apply a particular set of selection criteria in every instance and reserves unconditional discretion to accept or refuse anyone as a CCFAM Vendor.

PRODUCT BALANCE: Priority may be given to unique or unusual products not already represented in the market.

MARKET NEEDS: The market seeks Vendors with products that complement the market for a well-rounded product balance.

EXCLUSIVITY: CCFAM does not extend exclusive rights to any one vendor to sell any one product. However, if the CCFAM believes the number of Vendors offering the same or similar products is excessive, duplicate products may be denied entry.

CONDUCT: The history of compliance with market rules and federal, state, and local regulations is considered along with the market attendance. The payment history of fees and the adherence to the CCFAM policy prohibiting negative influential views are also reviewed.

PRODUCT QUALITY: Vendors should offer consistently high product quality, including product freshness, selection and appeal. A clean market booth and attractive displays are also crucial.

REQUIREMENTS: All prospective Vendors must complete and sign a CCFAM Vendor Application. Vendors must read the entire Rules, Regulations, & Policies document before the start of their season to ensure a full understanding of the CCFAM policies and updated materials.

THE VENDOR

CONTACT INFORMATION: The market will not release any personal Vendor information to the public. If requested, the market will forward the inquiring party's contact information to the farmers market vendor.

CUSTOMER SERVICE AND COURTESY: Vendors are expected to conduct themselves in a professional and courteous manner towards other vendors, customers, and market management.

PROTOCOL FOR GRIEVANCES: Complaints or problems should be directed to the market manager. Vendors who have concerns regarding other Vendors' compliance, safety or policies should complete a Vendor concern form. Forms will be available from the market manager. The market manager will review each concern form, and the concerned vendor will receive a specific response within two weeks.

ON-SITE VENDOR COMPLIANCE: Vendors are expected to conduct themselves in a professional and courteous manner towards other vendors, customers, and market management. Vendors are responsible at all times to adhere to the CCFAM's rules and policies. Ongoing inspections will occur to ensure that all Vendors are conducting business in a manner that creates a safe and fair environment for shoppers, staff and Vendors.

MARKET POLICIES

As a valued CCFAM Vendor, you and your at-market staff are responsible for reading, understanding and following all applicable market rules, policies and regulations pertaining to your business category. This includes regulations and policies set by applicable federal, state and local agencies. Following the rules helps keep the CCFAM a vibrant and viable community.

Complying with the rules makes you a "Vendor in good standing." Actions and behavior that result in non-compliance with market rules will result in a range of consequences, including warnings, probation and suspension. We appreciate your cooperation!

MARKET OPENING AND CLOSING: The parking lot entrance to Captains Cove Marina club will be open to Vendors by 1:30pm on Market Day. All Vendors must arrive no sooner than 1:30pm, set up and be ready to sell by 3:00pm; and remain set up until the close of market. All Vendors must exit with their vehicles by 7:00pm. No vehicles are permitted to travel within the market during the hours the farmers market is open. In the event the Vendor sells out of product, they must remain set up and in place until the close of market.

If the Vendor knows in advance that they will need to leave early, the Vendor may ask to be assigned a "visiting Vendor location" that is near to the Vendor vehicle gate. In the event of a late arrival or an emergency departure, the Vendor must contact a member of the market's management team.

CERTIFICATIONS AND LICENSES: Vendors must provide the CCFAM with copies of any certifications and licenses applicable to the sale of their products. Examples are eggs, meat, poultry and seafood seller licenses and/or certifications.

HONORABLE MARKETING: Vendors are not permitted to use the following techniques while at the market: hawking, calling attention to products in a loud, repetitive public manner or selling products in an aggressive way. No leafleting, campaigning or protesting at the market will be allowed.

ATTENDANCE: Market Vendors, except as otherwise noted in these rule, regulations, and policies, are expected to be present at every week they have paid and signed up for the market regardless of the weather conditions. Limited exceptions may be made for extraordinary circumstances beyond the control of the Vendor. Vendor shall provide at least 24 hour advance notice to the CCFAM Manager or its designee, if possible. The CCFAM Committee reserves the right to ask Vendors to leave the Market should the Vendor establish a pattern of absence that is disruptive to market operation. No refunds will be provided for those Market days which Vendors have paid for, but fail to attend.

SMOKING: Smoking and/or vaping is not permitted at the market.

PETS IN THE MARKET: All pets are to be kept on a short leash and kept under control at the owner's side at all times and are to be friendly with people. A pet owner needs to be considerate of those who do not wish to be in contact with animals. Owners must clean up after animals.

ATM: An On-site ATM in the lobby of the Marina Club is available for Vendor/ Customer use; however vendors should come prepared with the correct change needed to operate their business.

DROP-IN VENDOR: A drop-in Vendor must schedule their participation at the market five days in advance of the market day. Drop-in Vendors who do not have a confirmed market booth assignment should speak with market staff before entering the market.

CANCELLATION: A Vendor canceling a scheduled market day is asked to provide 72 hours notice. Notice must be given by calling or emailing the market manager.

CCFAM is an open-air market and our policy is not to close the market due to weather unless it is determined that it will be unsafe for Vendors, volunteers and customers. The market manager will communicate any market closures to all affected Vendors with the most notice possible.

****No refunds will be issued****

HEALTH CODES AND REGULATIONS

GENERAL INFORMATION: Food must be stored/displayed off the ground (6") or in impervious plastic tubs. Non-produce food products are to be individually wrapped. Safe closed-container sampling must be practiced.

SIGNAGE: If a Vendor claims products are organic, certification must be posted. All packaged food is labeled with name of the product, net weight, ingredients in descending order by weight and name and address of producer.

ALL APPLICABLE VIRGINIA/ ACCOMACK COUNTY HEALTH DEPARTMENT REGULATIONS APPLY: For more information visit <https://www.vdh.virginia.gov/>

THE MARKET BOOTH

BOOTH COMPONENTS: Vendors must supply their own market booth, including tables, tent/canopy/ umbrella and coverings. The booth and tables must not be a hazard to the public or other Vendors.

A market booth must include a table when merchandise is to be displayed. Merchandise may not be displayed solely on the ground. Large items, such as pumpkins, large art or furniture, can be placed on the ground. No part of a booth set-up may extend into the common customer traffic areas.

PARKING: Vendor vehicles are to be parked within their assigned space. Our spaces are designed to be a minimum of 2 parking spaces which allows for the Vendor vehicle to be parked alongside their booth etc.

WIND: The market is located between the Chincoteague Bay and a canal. Windy conditions are common and can reach excessive speeds. Vendors should be properly prepared for very windy conditions at each market.

WEIGHTS: All tents/canopies/umbrellas and other booth coverings are required to have weights securely attached to each leg. This rule is strictly enforced for every market day, no matter the predicted, perceived or actual weather.

BOOTH SAFETY: Booths must be set up with regard for public safety. No staking of tents or canopies. All components of the booth are contained within the boundaries of the booth.

TRIP HAZARDS: Vendors are responsible for ensuring that booth set-up, equipment, cords, back-stock and all products do not pose safety hazards to anyone on premises.

ASSIGNED LOCATION: Vendors are assigned a location by the market management. Authorization from the market management is required to change a Vendor's location. Change in a Vendor's assigned market booth space may occur at the CCFAM's discretion.

BOOTH AND PRODUCT IDENTIFICATION: Signs must be professional in appearance. Signs should be posted by the opening of the market day and remain posted until the market closes. All descriptions of products must be accurate and truthful. All items for sale must be clearly marked with the retail price.

TRASH DISPOSAL: All trash generated by Vendors must be removed at the end of the day. Before leaving the market, all Vendors must check their booth spaces ensuring that all litter, produce and other product debris is removed. If a booth is generating waste, a trash receptacle must be available for customers to use. Vendors are expected to take this waste with them.

ELECTRICITY: Electrical service is NOT available at the farmers market and no generators are permitted.

TRANSFER OF MARKET BOOTH SPACE: Vendors may not share, sublet or loan a market booth space to others. If a Vendor sells his or her business, the space does not transfer to the new business owner. The new owner must submit an application for approval. CCFAM does not guarantee acceptance.

v

MONITORING AND ENFORCEMENT OF COMPLIANCE RULES

Vendors share responsibility for keeping CCFAM viable and ensuring public safety. By following the rules described in the previous sections, Vendors will remain a "Vendor in good standing" and help create a safe, fun and profitable market environment. Violation of the rules will put the vendor "out of compliance".

MONITORING: CCFAM frequently monitors market activity to ensure that Vendors are complying with the rules. The market also keeps records of violations, including federal, state and local regulations, customer complaints, late payment of fees, etc., that may put a vendor out of compliance. The market utilizes a checklist as a tool to regulate at-market compliance

ENFORCEMENT: All rules of the market are enforced by the market manager or their designee, who has ultimate on-site authority. The market will regularly evaluate Vendors using a vendor compliance checklist. CCFAM will contact the business owner to address the non-complying behavior and corresponding consequences. t

Customer complaints will be forwarded to Vendors and kept on file. Complaints may result in disciplinary action, including removal from the market.

CONSEQUENCES: If a Vendor does not abide by the rules of CCFAM or comply with federal, state, and local regulations applicable to market participation, the market manager or designee may take any action deemed appropriate, including barring the vendor from selling at the market for that day and any future market days.

Disciplinary action may take the form of a verbal warning or a written notice of non-compliance that may include probation or suspension. Probation puts a vendor on notice that any further violations will lead to suspension.

CCFAM reserves the right to make exceptions to these rules and enforcement policies at its discretion.

REMEDY OF A NON-COMPLIANCE ISSUE: The vendor must correct the violation leading to the verbal warning or written notice of non-compliance immediately or by the following week, whichever CCFAM determines to be appropriate. If the situation has not been remedied by the following week, the vendor may be suspended from the market for a week or season and forfeit their market booth fee.