

# 2024 SUFFOLK FARM-TO-TABLE THANKSGIVING MARKET INFORMATION & GUIDELINES

## WELCOME!

Join us for a unique special edition of the Suffolk Farmers' Market showcasing baked goods, produce, meats, etc.

## DATE, TIME AND LOCATION

The Farm-To-Table Market will be located at the Suffolk Visitor Center's outdoor special event pavilion located at 524 North Main Street.

The one time market will operate **Tuesday, November 26, 2024, 3:30pm to 6:30pm**, rain or shine, as long as the safety of the vendors and patrons are not at risk.

## PRODUCTS

Vendors may sell the following types of items: baked goods, jams/jellies, nuts, produce, meats, fresh cut flowers, etc. **Craft sales are not allowed.**

All processed foods (such as dried fruits, honey, home canned and baked goods) must be certified by the Virginia Department of Agriculture and Consumer Services. It is the sole responsibility of the vendor to abide by these regulations.

## PERMITS AND FEES

There are no fees to participate. Vendors are provided chairs and two 6 foot tables. Vendor participation is accepted based on product mix, adherence to guidelines and space availability. Space is limited.

## SPACE ASSIGNMENTS

Vendors may only sell from the space assigned by market staff. Prior participation in previous Suffolk Farmers' Market events does not guarantee acceptance and/or use of the same space during the 2024 Farm-To-Table Market. Tables and chairs are provided, but vendors must provide their own equipment and any additional materials for display of items. Vendors may not use nails or any other materials which may damage the pavilion. Displays must be confined to the area within the allocated space and must not impede pedestrian traffic. Any display or practice that is judged by the visitor center/market staff to be a safety hazard must be discontinued immediately. Suffolk Tourism staff has the discretion to disapprove any signage considered inappropriate. Vendors are responsible for the collection of all refuse generated from their space. The event area will be available for set-up one hour before opening time. Vendors must report sales to the Market Facilitator at the conclusion of the market.

## FACILITY AND PUBLIC PARKING

Public restrooms, water and refuse containers are provided on site by the City of Suffolk. Electricity is limited and provided to vendors as availability allows. Public parking is located adjacent to the pavilion. The visitor center will remain open to vendors and public until 6:30pm.



## RULES AND REGULATIONS

*It is the responsibility of each vendor to abide by all local, state and federal regulations which govern the production, harvest, preparation, preservation, labeling or safety of products offered for sale. Vendors are liable for their own products. The City of Suffolk will not be held liable for the products offered by vendors. Product liability insurance is the sole responsibility of the vendors. Fraudulent, dishonest or deceptive merchandising or collusion to set prices among vendors will be grounds for forfeiture of the right to conduct business. Vendors will be solely responsible at all times for the cleanliness of their area. Each vendor is required to leave the space clean at the end of the day.*

*Solicitation for products, services or charitable contributions not specifically identified as an Artisan Fair commodity is not permitted without prior permission of the Artisan Gift Fair Committee. Vendors must be in attendance and ready to conduct business by opening time and available for business until closing of the market, 3:30pm - 6:30pm..*

*No cooking is permitted on site. Gas generators and propane burners are prohibited. The sale of live animals is prohibited. Flea market sales are prohibited. Reselling of items bought from a wholesaler or retailer is prohibited. The Suffolk Farmers' Market promotes a family atmosphere. Profanity or otherwise offensive language, including gestures, is prohibited. Vendors must be 16 years of age or older. Younger children are welcome to participate when directly supervised by an adult responsible for the children's conduct and safety. Parents and/or guardians will see that their children's behavior meets the expectations of a place of business.*

*Photographs will be taken for publication in materials used to promote the Suffolk Farmers' Market, Suffolk Tourism, and the City of Suffolk. By participating in the Farm-To-Table Market you are giving permission to have photographs taken of you and/or your products. No smoking is allowed inside or around the pavilion at any time. Failure by a vendor to comply with any of these regulations will result in the forfeiture of the right to participate. The City of Suffolk reserves the right to refuse any vendor without reason when it is considered to be in the best interest of the Farm-To-Table edition of the Suffolk Farmers' Market.*



**SUFFOLK VISITOR CENTER**

524 North Main Street, Suffolk, VA 23434 | 757.514.4130  
VisitSuffolk@suffolkva.us VisitSuffolkVa.com



# 2024 Farm-To-Table Thanksgiving Market Vendor Application

Application due by: **October 19, 2024**

<b>MARKET USE ONLY</b>	
Date Received:	_____
APPROVE/DENY:	_____
Space Number:	_____

Vendor / Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

Emergency Contact: (Name and Phone Number): \_\_\_\_\_

**Check the category you intend to sell :**

Baked Goods     Jams / Jellies / Pickles     Produce     Meats/Poultry     Fresh Flower/Plant Table Centerpieces

Other: \_\_\_\_\_

**LIST ALL PRODUCTS** you intend to sell. All products offered for sale must (required) be pre-approved by market management.

A sample and/or photos of your product(s) may be requested.

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

Do you require electricity (limited and not guaranteed):  Yes     No

If yes, please provide explanation why electricity is needed \_\_\_\_\_

**\*\*Prior participation in previous Suffolk Farmers' Markets does not guarantee approval or use of the same vendor space during the Farm-To-Table Market.\*\***

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*I/We herby apply for a vendor space at the Suffolk Farm-To-Table Market. If accepted, I/We hereby agree to abide by all guidelines and regulations.*

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Please return this application by 5pm, October 19, 2024 to the Suffolk Visitor Center 524 North Main Street, Suffolk, Virginia 23434.**