



Farmers' Market at Citizen Square Vendor Application

BUSINESS/ FARM NAME: _____

APPLICANT'S NAME: _____ **EIN #:** _____

NAME OF ANY OTHER PERSON(S) MANAGING YOUR BOOTH: _____

MAILING ADDRESS: _____

PHYSICAL ADDRESS OF MAIN POINT OF PRODUCTION (IF DIFFERENT): _____

PHONE NUMBER: (DAY) _____ **(EVENING)** _____

EMAIL: _____

WEBSITE: _____

FACEBOOK: _____ **INSTAGRAM:** _____

TYPE OF VENDOR REQUESTED:

- ☐ **Guest Vendor** - Rents space one day at a time.
- ☐ **Monthly Vendor** - Rents space one month at a time.
- ☐ **Bi-Weekly Vendor** - Rents space every other week.
- ☐ **Full-time Vendor** - Rents space for the entire year.

APPLYING TO BE A VENDOR FOR (Check all that apply):

___ 2026 Saturday Market (April 4, 2026 to December 19, 2026)

___ 2026 Midweek Market (Tuesday evenings during peak growing season)

*Annual vendors ARE allowed to use the market other times Citizens Square is not being utilized. See note in Vendor Handbook regarding potential Itinerant Merchant requirements

Anticipated 2026 Start Date: _____ Anticipated 2026 End Date: _____

Any dates you anticipate not being present at the Market: _____

Have you sold products at the farmers market before?

☐ Yes ☐ No

Will all products sold originate from your farm or facility?

☐ Yes ☐ No

Are you a farm vendor?

☐ Yes ☐ No

COMPLETE DESCRIPTION OF ALL ITEMS YOU PLAN TO SELL FOR THE 2026 SEASON:

*FOR EXAMPLE: FRESH GREEN BEANS, CANNED GREEN BEANS, DRIED GREEN BEANS)

**If a vendor plans to sell items produced by someone else, the vendor must submit the items and source.

Product

Source

(Use additional sheet if needed.)

Identify the **primary** type of product that you will sell at the market this year (based on greatest revenue):

Produce*

Meat & Seafood

Dairy

Eggs

Plants & Flowers

Value-added*

Prepared food*

Crafts/arts/services

Other

*Produce refers to fresh foods that farmers plant, grow and harvest (fruits, vegetables, nuts, beans, etc.). The farmers do not process or minimally process the products.

*Value-added refers to products that have been processed through baking, cooking, canning, drying, fermenting, or preserving (baked goods, jams, dried fruit, pickles, wool yarn, etc.). Value added products can be produced by farm vendors with their own raw ingredients or by non-farm vendors with ingredients grown by an outside source.

*Prepared food refers to products that agriculture or non-agriculture businesses made from ingredients that they primarily purchase. You make the food at the market for immediate consumption (sandwiches, brewed coffee, etc.).

If selling prepared foods:

Copy of VDACS license (unless under home exemption)

___ Attached ___ N/A

Copy of last VDACS kitchen inspection (if applicable)

___ Attached ___ N/A

If selling meat or poultry products:

Copy of meat and poultry handlers permit

___ Attached ___ N/A

Copy of Poultry Permit of Exemption (if selling under 1000 birds)

___ Attached ___ N/A

Copy of most recent VDACS inspection report

___ Attached ___ N/A

(If selling meat products that do not fall under the poultry exemption)

Insurance Requirements:

All vendors who sell at the market **more than six (6) times in a calendar year** are required to have at least a \$1,000,000 General Liability policy or a \$1,000,000 Product Liability policy. All policies must list the Town of Rocky Mount, 345 Donald Ave, Rocky Mount, VA as an additional insured. Certificates of Insurance (COI) must be submitted with this application.

The following data is collected to be used to promote the Farmers Market and to create individual signs and social media posts for our vendors:

Does your farm or business hold Organic Certification (or in the 3-year transition process)? ___ Yes ___ No

What other independently verified certifications does your business hold? (Certified Naturally Grown, Animal Welfare Approved, etc.) _____

Including yourself, how many people worked for your business either seasonally or year-round? Please include family workers (paid and unpaid), hired production or office workers, people hired to sell at markets, contract or custom hire farm labor, and paid interns or apprentices.

Seasonal (worked 149 days or less): _____ Year-round (worked 150 days or more): _____

How many years have you been in business? _____

How many miles will you travel to market? _____

In your own words, briefly describe your business:

Please email high-resolution version of your logo and a few high-resolution photos of your business operation to aholland@rockymountva.org

By signing below, I affirm that I have read and understand the rules outlined in the “2026 Vendors Handbook for the Rocky Mount Farmers’ Market at Citizens’ Square,” and I agree to abide by all rules and regulations as set forth by the Town of Rocky Mount. I also hold harmless said party from any liability that may arise from my use of the Farmers’ Market at Citizens Square facility.

Applicant Signature

Date

There are several ways to submit an application:

- Electronically: Submit applications with attachments via email to aholland@rockymountva.org or
- Printed Hard Copy: Applications can be dropped off at the Rocky Mount Municipal Building at 345 Donald Ave, Rocky Mount, VA 24151 by walk in or drive-thru between the weekday hours of 8:30am – 4:30pm.

TOWN USE ONLY

Date application received _____

☐ APPROVED ☐ DENIED Reason if Denied _____

Signature of Approving Authority

Date