

Captain's Cove Farmers & Artisans Market 2026 Vendor Application



Thursdays, May 14 - September 3, 3:00 - 6:00 pm, Marina Club Parking Lot

Captain's Cove Farmers & Artisan Market (CCFAM) is a public market accepting vendors based on product variety, quality and originality, which complement one another to create the ultimate shopping experience. Selection will be done by a committee with unconditional discretion to accept or refuse any application. All prospective vendors must complete and sign this application. Notification of acceptance will begin on April 15. Payment is due within 10 days of acceptance.

The market will be located in the Marina Club parking lot. Each vendor will be allotted 3 standard parking spaces which is approximately 16' x 24'. Vehicles and display must be contained within the allotted space. Three spaces which are comprised of 2 parking spots are available for a 20% discount on a first come, first served basis.

VENDOR & PRODUCT PROFILE

BUSINESS NAME:

APPLICANT NAME:

ADDRESS:

CITY:

STATE:

ZIP-CODE:

PHONE #:

ALTERNATE #:

EMAIL:

SECTION/LOT # (COVE MEMBERS ONLY):

SELECT A MARKET CATEGORY AND DESCRIBE THE TYPE OF PRODUCTS THAT YOU WILL SELL.

FOODS / PRODUCE ARTISAN / CRAFTER WERE YOU A VENDOR LAST YEAR? YES NO

DESCRIBE YOUR PRODUCTS IN DETAIL:

MARKET PRICING & DATES

MARKET RUNS FROM 3:00 - 6:00PM, SETUP BEGINS AT 1:30, BREAKDOWN BY 7:00PM

	SPACE APPROX. 24' X 16'		MAY	JUNE	JULY	AUGUST	SEPTEMBER
	PUBLIC VENDOR	COVE MEMBER	<input type="radio"/> 14	<input type="radio"/> 4	<input type="radio"/> 2	<input type="radio"/> 6	<input type="radio"/> 3
1 - 3 DATES	\$30 per week	\$20 per week	<input type="radio"/> 21	<input type="radio"/> 11	<input type="radio"/> 9	<input type="radio"/> 13	
4 - 8 DATES	\$20 per week	\$15 per week	<input type="radio"/> 28	<input type="radio"/> 18	<input type="radio"/> 16	<input type="radio"/> 20	
9 - 16 DATES	\$15 per week	\$10 per week		<input type="radio"/> 25	<input type="radio"/> 23	<input type="radio"/> 27	
FULL SEASON	\$200	\$125			<input type="radio"/> 30		

Are you requesting one of the three smaller spaces available? YES NO

20% Early Bird Discount for applications received by April 8, 2026. Discount doesn't apply to additional dates added. Additional dates can be added throughout the season. Payment is due within 10 days of acceptance.

#of Dates: Fee per Date: Total: Discount (If Applicable): Total Due:

Checks payable to CCGYC can be dropped off or mailed to CCGYC Farmers Market 3323 Dock Court, Greenbackville, VA 23356. To pay by credit card call the receptionist at 757-824-3465 ext. 163, for questions text Carol Pedrick at 443-907-2495

Set up begins at 1:30 and vendors should exit the market no later than 7:00 PM. No vehicles may transit the area during market hours. The Market will be held rain or shine unless it is determined that the weather poses a serious threat to safety. Vendors are expected to be present for all dates requested. No refunds will be given for non-attendance unless there are extenuating circumstances, which will be determined by the Market Team. Vendors who are unable to attend must notify the Market Manager as soon as possible. All booth locations will be assigned by CCFAM and may be subject to change from week to week.

High wind conditions are frequent. No staking of tents. All tents, canopies, and displays must be secured with weights. Electricity is not available and generators are not allowed. Vendors are responsible for ensuring that booth set up, weights, cords, equipment and products do not pose a safety hazard. Vendors are responsible for removing all items and trash from their allotted space before leaving. Vendors are responsible for obtaining any and all licenses and insurance as applicable to their business.

Vendors are expected to conduct themselves in a professional and courteous manner towards customers, market management and fellow vendors. Complaints or problems should be directed to the Market Manager on site. Smoking or vaping is not permitted within the market. Vendors may not share, sublet, or loan a market space.

I hereby agree to abide by all CCFAM rules and policies and all local, state and Federal regulations.

DATE:

SIGNATURE:

OFFICE USE ONLY

APPROVED ON: / / 2026

DENIED ON: / / 2026



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

CCFAM is a public market accepting vendors based on product variety, quality and originality, which complement one another to create the ultimate shopping experience. Selection will be done by a committee with unconditional discretion to accept or refuse any application. Applicants for the artist/crafter category must be CCGYC property owners in good standing.

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. 1-26

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.