

Alexandria Health Department

Farmers Market Food Vendor Registration

Please complete and submit this form to the Alexandria Health Department via mail or email. If applicable, please also submit your permit, license, and/or last inspection from the regulatory authority agency that inspects you (VDACS, health department, USDA, FDA) if you prepare your food in a commissary kitchen, inspected home kitchen, etc. Please note: The sale of certain food items require inspections and permits.

Email: alexehhealth@vdh.virginia.gov
Mail: 4480 King Street, Suite 360
Alexandria, VA 22302

The Health Department will review your information and contact you with any questions within 10 business days of receipt. When the Health Department completes their review, they will email you an approval letter outlining food safety steps you should take to protect the health of your customers.

1. **VENDOR/BUSINESS NAME:** _____

CONTACT INFORMATION

Name _____

Home/Business Address: _____

Food Preparation Address (home, farm, commissary kitchen): _____

Phone Numbers: Business: () _____

Home: () _____

Mobile: () _____

Fax Number: () _____

Email Address (where approval letter will be sent): _____

May we send you additional informational emails? YES NO

2. **NAME OF VENDOR REPRESENTATIVE(S) IN CHARGE, ON-SITE, DURING THE FARMERS' MARKET:**

_____ On-site phone number: () _____

_____ On-site phone number: () _____

_____ On-site phone number: () _____

3. **PRODUCTS:** Please answer the following questions about food products you would like to sell/serve at an Alexandria Farmers' Market.

- a. Will you be selling raw fruits, vegetables, nuts and/or grains? YES NO
- b. Will you be selling sprouts? YES NO
- c. Will you be selling mushrooms? YES NO
- d. Will any of these items be cut? YES NO
- e. Will you be offering samples? YES* NO

*** If you answered yes to the question above, please provide additional information below on which fruits, nuts or vegetables you want to sample and how the items will be displayed/served to prevent contamination of the food.**

If at a later time you would like to begin offering cut produce or samples of your fruits, nuts or vegetables, please contact the Environmental Health Division at (703) 746-4910.

In the chart below, please list all the food items you will be selling and include the requested information:

Food Item:	Primary Ingredient(s):	Source of Ingredients (i.e. Sysco, Safeway)	Where is the food item prepared?	Is the food item cooked or heat treated prior to packaging?

- 1) FOOD SAMPLES: Do you want to serve samples of prepared foods at the Farmers Market?
 YES* NO

***If you answered yes to the question above, please provide additional information on which prepared food items you want to sample and how the items will be displayed and served to prevent contamination of food.**

- 2) PACKAGING: How are your prepared food items packaged? (i.e. plastic containers, canning jars)

- 3) LABELING: How are your prepared food items labeled? (i.e. descriptive name of food, business name, business address, business phone number, ingredient list)

If at a later time you would like to sell any prepared food products not listed above or begin offering samples of your food products, please contact the Environmental Health Department.

The above information is complete and accurate.

Food Vendor's Signature

Date

Environmental Health Division, 4480 King Street, Suite 360, Alexandria, VA 22302
Phone: (703) 746-4910 Fax: (703) 746-4919 www.alexandriava.gov/EnvironmentalHealth