



Operational Guidelines for Vendors

Revised 12/15/18

Certifications, Inspections and Designations

1. All vendors must achieve “market-certification,” documenting they actually grow, produce or have been designated to sell their items. A one-week waiting period is normally required of vendors not previously certified.
2. An absentee farmer may designate one market-certified vendor to sell his agricultural items at the market, provided those items are grown in North Carolina. The absentee farmer must first sign and submit a Vendor Designation form one (1) week prior to selling at the market.
3. Vendors must be the original producer of at least 70% of items being sold from April-August. Starting the first market day in September, vendors will be allowed to follow a 50/50 rule. Items not produced by the vendor must be produced by a North Carolina farmer, and must be documented by a sign on the table stating where the product was produced. Absentee forms must be completed for each product sold that was not grown by the vendor.
4. The market manager will conduct on-farm inspections and/or verifications as needed to monitor compliance by market-certified vendors and absentee farmers. Willful abuse of the market-certification or vendor-designation procedures may result in suspension of an individual’s market participation for the remainder of the market year.
5. Vendors selling food items prepared or cooked off-site are required to provide evidence of satisfying food safety requirements of the Food and Drug Protection Division, N.C. Department of Agriculture & Consumer Services. For most baked goods, a certificate of home kitchen inspection is required. Vendors preparing pickled foods must successfully complete an FDA approved “Better Process Control School.” All food items must be labeled with the vendor’s name and its ingredients. The sale of refrigerated foods prepared in home kitchens is not permitted.
6. Quality handmade craft items may be sold at the market, only with prior approval by the Farmers Market Crafts Committee. A one (1) week waiting period is required, once application is submitted.
7. Vendors selling any items other than unprocessed agricultural items they actually produce, must provide the farmers market manager a copy of his/her N.C. Dept. of Revenue “Certificate of Registration.”
8. Failure to comply with the above guidelines will result in the following penalties:
 - 1st offense - 2 week market suspension
 - 2nd offense - 1 month market suspension
9. The Market Manager has the right to suspend a vendor for the remainder of the calendar year for continuous violations of policy.

Assignment of Selling Space

1. "Market-certified" vendors from Edgecombe, Halifax, Nash and Wilson counties will be given priority for use of market space. After that, available market space can be offered to any North Carolina vendor.
2. A market space is considered occupied only when both the vendor and products are present.
3. The market manager will direct some vendors to share a space, if he determines their product variety or supply will not justify use of a whole space.
4. On a daily basis, vendors will each pay \$10.00 market space fee (\$5.00 for shared space). All vendors must give notice to the Market Manager by Thursday at 5 pm if he/she is NOT planning to attend. There will be a \$10 NO SHOW fee for non-compliance. The only exception to this rule is emergency situations which are at Managers discretion.
5. Transfer of market space assignments by and among vendors is prohibited.
6. Vendors will make reservations and be assigned market space by the market manager. When demand for selling space exceeds the market's capacity, additional vendors may be directed to take outdoor positions on the market grounds. Vendors will earn seniority for occupying market space according to their accumulation of market participation days as recorded by the market manager. A vendor's record of market participation days will be the sum of market participation days in the previous year and the current year to date.
7. Vendors whose primary sales involve agriculture products, will be given first priority in the market.
8. The market manager will categorize vendors as agricultural, baked goods, specialty food/drink or crafts according to his observation and judgment that at least ¾ of a vendor's sales activity is in one of these categories.

Specific Product Limitations

1. The sale of homemade baked goods, candy, jelly, jams, preserves and honey produced by the vendor is generally allowed, provided required inspections and certifications are satisfied.
2. The sale of value-added agricultural products such as homemade ice cream, cooked popcorn, nuts, fruits and vegetables are permitted, provided the primary raw agricultural ingredient was actually produced in North Carolina.
3. The sale of ready-to-eat items such as snow cones, cotton candy, sandwiches and beverages is generally not permitted but may be permitted by Farmers Market manager for special events.

General Requirements

1. Each vendor must display a sign that includes his/her name or business name, address and telephone number. Minimum sign size will be 8½ inches X 11 inches. A sign will not be larger than 12 square feet.
2. Each vendor selling items other than unprocessed agricultural items that he/she actually produced must also display a copy of his/her N.C. Dept. of Revenue "Certificate of Registration."
3. All items must have a visible sign displaying the price.
4. For products sold by weight, vendors will provide scales that have been inspected for accuracy by N.C. Dept. of Agriculture, Standards Division.
5. Vendors will return unsold products, containers or waste to their farms or homes for proper disposal. Vendors will also be responsible for cleaning their market space at the end of each market day.
6. The market manager may ask vendors or customers to leave the market building and grounds, if he/she determines they are disruptive to the atmosphere or mission of the market.

7. Market manager will not accept personal gifts from vendors, nor attempt to influence product pricing.
8. The market manager will use his discretion to address situations not specifically described by these published market operational guidelines.
9. Vendors assume all liability arising from the sale or use of their products, displays, tables, equipment and other items that are sold or used on the property of the Farmer's Market and hereby agree to indemnify and hold Farmer's Market and Vendors harmless from any and all liability, claims, loss, cost, damage or expenses (including the cost and expense of defending any claim) arising or alleged to arise out of Vendor's sale or use of its products or property at the Farmer's Market.
10. All vendors are required to provide sales and/or service to all market customers regardless of race, color, national origin, religion, gender, age or disability. Failure to do so may result in the vendor losing market certification and suspension of his/her market participation.