



Operational Guidelines for Vendors

Revised 2/01/20

Certifications, Inspections and Designations

1. All vendors must achieve “market-certification,” documenting that they actually grow, produce, create 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 only one market-certified vendor to sell his/her 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 at minimum one (1) week prior to selling at the market.
3. Vendors must be the original producer of at least 70% of items being sold 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. These items must be documented by a sign in the market vendor’s booth space, stating where the product was produced. All designated vendors will be required to have an in-depth knowledge of products they are selling for the absentee vendor. Absentee forms must be completed for each product sold that was not grown or produced by the market vendor.
4. Absentee vendors that grow produce in NC will be accepted at the market after satisfactory inspection by the market manager. Absentee vendors that grow plants or produce specialty food items in North Carolina will be permitted after satisfactory inspection by the market manager. Absentee vendors will not be permitted for artisan or craft items.
5. The market manager and/or NC Cooperative Extension staff 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 season.
6. 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 as required by the NCDA&CS. The sale of foods that require refrigeration should follow guidelines set by the NCDA&CS.

7. The Nash County Farmers Market will permit a select number of artisans who handcraft their items. Examples of such artisan products include; pottery, woodwork, stained glass, all-natural soaps, farm raised spun yarns, and basketry. Handcrafted, uniquely made items constructed with raw materials such as plants, animals, or forest products will be considered. Preference will be given to applicants with locally sourced materials. The item must show evidence of manual skill obtainable only through a significant period of experience and dedication. Market artisans are encouraged if possible to actively demonstrate their handmade craft while participating at the Market. Upon submission, three photos of such products must be included with a vendor certification. A two week waiting period is required to allow the Farmers Market Artisan and Craft Committee to review and artisan vendor products. Vendor designees are not permitted for artisan or craft items. All artisan items must be created by the vendor submitting the certification.

8. 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" prior to selling at the market. A vendor failing to provide this documentation will not be permitted to sell at the market.

9. Failure to comply with any of the guidelines will result in the following penalties:

1st offense - 2 week market suspension

2nd offense - 1 month market suspension

10. 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 by the Market Manager

1. "Market-certified" vendors will be given priority for use of market space if:

- i) The vendor's primary sales involve agriculture products.
- ii) The vendor's farm or residence is located in Nash, Edgecombe, Wilson or Halifax Counties.
- iii) The vendor has indicated they will attend for a large portion of the market season.
- iv) The vendor has prepaid for the portion of the season he/she plans to attend.
- v) The vendor has seniority at the market. Vendors earn seniority for occupying market space through 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.

2. A market space is considered occupied only when both the vendor or vendor's employee and products are present.

3. The market manager can direct some vendors to share a space, if it is determined their product variety or supply will not justify use of a whole space.

4. Vendors paying for Saturday Markets on a daily basis (guest vendors), will each pay \$10.00 per market space per day fee (Tuesday markets and half spaces are \$5.00).

5. 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 the manager's discretion.
6. Transfer of market space assignments by and among vendors is prohibited. Market space assignment is the responsibility of the market manager.
7. Vendors will indicate on their application which dates they plan to attend the market and market space will be assigned. When demand for selling space exceeds the market's capacity, additional vendors may be directed to take outdoor positions on the market grounds.
8. The market manager will categorize vendors as agricultural, baked goods, specialty food/drink or artisans according to observation and judgment that at least 75% of a vendor's sales activity is in one of these categories.

Specific Product Limitations

1. The sale of agricultural products are encouraged at the Nash County Farmers Market. Agricultural products include the following: vegetables, fruits, farm raised meats, dairy products, eggs, honey, plants, nuts, seafood and fiber.
2. The sale of homemade baked goods, candy, jelly, jams, preserves, homemade ice cream, and specialty food items produced by the vendor is generally allowed, provided required inspections and certifications are satisfied.
3. The sale of value-added agricultural products such as, cooked popcorn and nuts are permitted, provided the primary raw agricultural ingredient was actually produced in North Carolina.
4. 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 the market manager.
5. The market manager and NC Cooperative Extension staff will limit at their discretion the excessive duplication of any product.

General Requirements

1. Each vendor must display a sign that includes his/her name or business name, location 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 any 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. Front parking spaces, street parking spaces and both side parking lots are reserved for customers. Vendors must park behind the buildings or in the lot across the street. Do not park your vehicle in such a way, that you block other vendor's access to their assigned space.

6. Vendors will return unsold products, containers or waste to their farms or homes for proper disposal. Vendors will also be responsible for cleaning and sweeping their market space at the end of each market day.
7. 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.
8. The market manager will not accept personal gifts from vendors, nor attempt to influence product pricing.
9. The market manager will use discretion to address situations not specifically described by these published market operational guidelines.
10. It is the responsibility of the market vendor to promote the Nash County Farmers Market and all vendors in a positive way to market customers. Failure to do so may result in the vendor losing market certification and suspension of his/her market participation.
11. 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.
12. It is recommended that all market vendors have liability insurance.
13. 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.

Market Schedule and Payment for 2020 Season

Saturday Market - 8am to 1pm, April 4th to November 14th

Tuesday Market – 3pm to 6pm, June 2nd to August 25th

Holiday Market – 8am to 1pm late November to mid-December - TBA

Peak Season Only								Fall Season Only		
April	May	June		July		August		September	October	November
Sat	Sat	Tues	Sat	Tues	Sat	Tues	Sat	Sat	Sat	Sat
4	2	2	6	7	4	4	1	5	3	7
11	9	9	13	14	11	11	8	12	10	14
18	16	16	20	21	18	18	15	19	17	
25	29	23	27	28	25	25	22	26	24	
	27	30					29		31	
Peak Season Only - Whole Space Cost - Sat Only - \$200; Half Space - \$100								Fall Only - Whole Space Cost - \$100		
Peak Season Only - Whole Space Cost Sat. & Tues. - \$250; Half Space - \$125								Fall Only - Half Space - \$50		
Peak & Fall Seasons - Whole Space Cost - Sat Only - \$ 270 Half Space - \$135										
Peak & Fall Seasons - Whole Space Cost Sat. & Tues. - \$320; Half Space - \$160										

