



1006 Peachtree Street
Rocky Mount, NC

Vendor News

January 2023

2023 Market

April through November - Saturdays 8:00 am to 1:00 pm
November through December - Saturdays 9:00 am to 1:00 pm
New in 2023! May through July - Tuesdays 3:00 pm to 6:00 pm

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100% Grower Sign Application

Distributed in furtherance of the acts of Congress of May 8 and June 30, 1914. North Carolina State University and North Carolina A&T State University commit themselves to positive action to secure equal opportunity regardless of race, color, creed, national origin, religion, sex, age, veteran status or disability. In addition, the two Universities welcome all persons without regard to sexual orientation. North Carolina State University, North Carolina A&T State University, U.S. Department of Agriculture, and local governments cooperating.



Upcoming Dates

- **Thursday, February 2nd - Johnston County Cooperative Extension Center, 2736 NC Highway 210, Smithfield, NC 27577**
Tuesday, February 14th - Currituck County Cooperative Extension Center, 120 Community Way, Barco, NC 27917
Produce Safety Alliance Training with Chip Simmons - Cost is \$50 This is a one day training course for growers on the Produce Safety Alliance (PSA) standardized curriculum that meets the regulatory requirements of the FDA's Food Safety Modernization Act (FSMA) Produce Safety Rule. This training will enable vendors to participate in the CSA box program. Please sign up at: <https://ncfreshproducesafety.ces.ncsu.edu/2021/11/produce-safety-alliance-trainings-2/>
- **Monday, February 6th 4:00pm – Informational Meeting for CSA Box Vendors** - If you would like to participate in the CSA boxes or if you have been participating in this program, please attend.
- **February 21st -23rd 1pm to 3:30pm - NC Homemade Entrepreneur - Virtual - Cost is \$50** Learn how to prepare foods in a home based kitchen. For more info on this program, please contact the N.C. Cooperative Extension, Nash County Center at 252-459-9810.
- **Tuesday, March 7th 4:00 pm at Nash County Agricultural Center, Accepting Electronic Payments at the Farmers Market Workshop - Ayra Sundbom, Owner Operator of Bearadise Farm** Learn how to take credit cards and electronic payments for your products at the market.

One-time Payment Offer

Nash County is offering 2023 vendors an opportunity to pay upfront fees at a 20% discount. Please submit full payment with your 2023 Vendor Certification Form Due March 20, 2023. After this deadline no discount will be applied.



1006 Peachtree Street
Rocky Mount, NC

Maurine Brown
Farmers Market Manager
252-904-3250

Sandy Hall
*NC Cooperative Extension
County Extension Director*

Matt Stevens
*NC Cooperative Extension
Horticulture Agent*

Mailing Address
Nash County Agricultural Center
NC Cooperative Extension
1006 Eastern Avenue, Room 102
Nashville, NC 27856
252.459.9810

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2023 Market

April through November - Saturdays 8:00 am to 1:00 pm
November through December - Saturdays 9:00 am to 1:00 pm
May through July - Tuesdays 3:00 pm to 6:00 pm

Upcoming Dates

- **Tuesday, March 14th 4:00 pm at Nash County Agricultural Center Social Media Workshop with Christina Wrenn – Wrenn's Farm** - Learn how to start a social media page and how to make effective posts on social media that will grow your customer base!
- **Saturday, March 25th 5:00 pm at Nash County Farmers Market Free Concert with Chandler James and Meredith Davis Johnson** – Free Food & Free Live Music!
- **Wednesday, March 29th 2:00 pm - 3:00 pm – Mandatory Market Vendor Meeting** – Come and hear our exciting plans for the 2023 season!
- **Wednesday, March 29th 2:00 pm to 5:00 pm - Weigh Scales Inspection** - Annual inspection of your weigh scales is required for market participation for produce vendors who sell produce by weight. An inspector from the North Carolina Department of Agriculture and Consumer Sciences will be at the market to certify the accuracy of your weigh scales. If you do not bring your scales to the market during this time, you will need to make other arrangements to certify your scales for accuracy with NCDA.
- **Wednesday, March 29th 3:00 pm to 6:00 pm - Vendor Setup** - Please plan to set up for Opening Day during this time. If you are unable to set up at this time, there will be ample time to setup on Opening Day.
- **Saturday, April 1st 8am to 1pm – Opening Day!** Vendor setup can begin at 6:30 am. We are looking forward to a fantastic season at the Nash County Farmers Market!

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2023 Farmers Market Advisory Board

Kenneth Baker

Tim Bass

Fred Belfield, Jr.

Daniel Bisette

Kevin Bullock

Stephanie Collins

Evan Covington Chavez

David Farris

Bobby Joe Fisher

Freddy Howell

Joyce Kight

Sue Leggett

Sue Moore

Ricky Parks

Joshua Parvin

Karen White

Don Williams

Scott Rogers

*Nash County Assistant
Manager*

Sandy Hall

*NC Cooperative Extension
County Extension Director*

Matt Stevens

*NC Cooperative Extension
Horticulture Agent*

Maurine Brown

Farmers Market Manager

Annual Free Concert – Chandler James & Meredith Davis Johnson

The Nash County Farmers Market will host the Annual Free Concert on Saturday, March 25th. The event will begin at 5:00 pm and will feature Chandler James and Meredith Davis Johnson. This free *indoor* event is open to the public and we will offer complimentary BBQ with fixins, desserts, and hot dogs for the kids, plus door prizes.

NC Arts Council, Nowell Family Farm and HS Howell Farms are the primary sponsors for this event. This event is free and helps to kick-off the upcoming market season. As a Market vendor you are invited to support this event - see enclosed Free Concert Sponsorship. Please return this completed form by March 20th, 2023. Volunteers are needed to help with set up, serving, desserts and clean up. Please indicate on the sponsorship form if you can volunteer and/or provide desserts. Thank you in advance for your support.

CSA Box Program

The Nash County Farmers Market implemented a pilot CSA (Community Supported Agriculture) program in 2020. Due to the pandemic, this program proved to be very beneficial to market customers. In 2021 and 2022 the CSA program greatly expanded due to grants awarded in the amount of \$202,373, \$181,716 and \$460,000. The Market will continue to fulfill the CSA grants in 2023. In order to participate, vendors will be **required** to provide a \$500,000 liability insurance certificate. Produce vendors also **must** complete Food Safety Training or GAP certification. Other food vendors must have all certifications required by local, state and federal laws regarding the products to be included in the CSA box program. Please fill out the attached CSA application, if you are new to the program and are interested in participating in the CSA box program. Please submit copies of requested forms and certifications with application.

Vendor Certification Form

For returning vendors completed 2023 Vendor Certification forms are due by March 20th.

If you are planning to take advantage of the discount with the One-time Payment Offer, payments must be included with your Vendor Certification Application form **by March 20, 2023**. For your convenience, a copy of the updated Market Operational Guidelines for Vendors, market information and a self-addressed envelope are included in this packet. If you have questions, please contact the Market Manager, Maurine Brown at 252-904-3250 or the NC Cooperative Extension office at 252-459-9810. If you need additional forms they can be found on our website at <https://nash.ces.ncsu.edu/> under the Farmers Market tab.

Nash County Farmers Market
Presents



**CHANDLER JAMES
&
MERIDITH DAVIS JOHNSON**

MARCH 25, 2023

5PM

1006 PEACHTREE ST.
ROCKY MOUNT, NC 27804

FREE FOOD & LIVE MUSIC



North Carolina
Arts Council
50th anniversary of leadership



Where Business meets Opportunity



This project was supported by the North Carolina Arts Council, a division of the Department of Natural and Cultural Resources, www.ncarts.org.



2023 VENDOR APPLICATION CERTIFICATION FORM

Returning Vendors - Please Return in Self-Addressed Envelope by March 20, 2023

New Vendors - Please Submit an Application by March 30, 2023

Vendors must complete this form prior to selling at the Nash County Farmers Market

Mail to: NC Cooperative Extension 11006 Eastern Avenue, Room 102 | Nashville NC 27856

Vendor Information

Farm or Business Name _____ Telephone _____

VENDOR TYPE (Select One) ☐ Farmer/Produce/Grower ☐ Homemade Baked Goods/Specialty Food ☐ Handmade Artisan

Address _____ City _____ State _____ Zip _____

Name of Social Media Pages _____ Email Address _____

Crop Location (Exact Address Location) _____

You must list below all items you will be selling at the 2023 Nash County Farmers Market (add additional sheets if needed)

Unprocessed agricultural items that I actually produce _____

Other items – (Please refer to Market Operational Guidelines for additional requirements and 3 pictures of items listed)

Circle the dates you plan to attend the Nash County Farmers Market for the 2023 season - Saturdays 8am - 1pm, Tuesdays 3pm - 6pm

| Peak Season | | | | | | | | Fall Season | | | Holiday |
|---|------|-----|------|-----|------|-----|--------|---------------------------------|-----|-----|------------------------------|
| April | May | | June | | July | | August | Sept | Oct | Nov | Nov/Dec |
| Sat | Tues | Sat | Tues | Sat | Tues | Sat | Sat | Sat | Sat | Sat | Sat |
| 1 | 2 | 6 | 6 | 3 | 4 | 1 | 5 | 2 | 7 | 4 | 25 |
| 8 | 9 | 13 | 13 | 10 | 11 | 8 | 12 | 9 | 14 | 11 | 2 |
| 15 | 16 | 20 | 20 | 17 | 18 | 15 | 19 | 16 | 21 | 18 | 9 |
| 22 | 23 | 27 | 27 | 24 | 25 | 22 | 26 | 23 | 28 | | 16 |
| 29 | 30 | | | | | 29 | | 30 | | | |
| Peak Season Only - Booth Space - Sat Only - \$200 Peak Season Only - Booth Space Sat & Tues - \$250 | | | | | | | | Fall Only - Booth Space - \$100 | | | Holiday Only - \$40 |
| Peak & Fall Seasons - Booth Space Cost - Sat Only - \$270, Plus Holiday - \$310 Peak & Fall Seasons - Booth Space Cost - Sat & Tues - \$320, Plus Holiday - \$360 Guest Vendor Fee - \$10 for each Saturday, \$5 for each Tuesday | | | | | | | | | | | Holiday Market 9am to 1pm |

I hereby submit this request to become a "Market Certified Vendor" at the Nash County Farmers Market in Rocky Mount, NC.

I agree to allow the Farmers Market Manager to visit and inspect the location, property and facilities where I produce the products that I sell at the Nash County Farmers Market. I agree to provide sales and/or service to all Farmers Market customers regardless of their race, color, national origin, religion, gender, age or disability. If I plan to sell products other than unprocessed agricultural items that I actually produce, I understand I must provide the Farmers Market Manager a copy of my NC Department of Revenue "Certificate of Registration".

My signature below affirms I have received, understand and agree to abide by the most recently published "Market Operational Guidelines for Market Vendors". Furthermore, I agree my failure to comply with any of these published guidelines or any of the here above stated requirements, as determined by the Farmers Market Manager, may result in revocation of my market certification and loss of my privilege to participate as a vendor at the Nash County Farmers Market. I further agree to indemnify and hold harmless Nash County government, staff or volunteers from any claims arising from my participation as a vendor at the Nash County Farmers Market.

OFFICE USE ONLY ☐ On-farm Inspection ☐ Home Kitchen Inspection ☐ Better Process Control School

☐ Crafts Committee Approval ☐ Certificate of Registration ☐ Scale Inspection



2023 VENDOR DESIGNATION FORM

Absentee farmers use this form to designate one "market certified" vendor for selling your agricultural products at the Nash County Farmers Market.

Vendor Information

Absentee Vendor Name _____

Address _____ City _____ State ____ Zip _____

Telephone _____ Email Address _____

Crop Location _____

Exact Address Where Items Are Grown _____

Below is a list of items I will be selling at the Nash County Farmers Market.

List all agricultural items that you actually produce and plan to send to Nash County Farmers Market to sell:

As an absentee vendor, I designate the "market-certified" vendor below

Print "market-certified" vendor's name here

In order to sell my agricultural product(s) in 2023 at the Nash County Farmers Market in Rocky Mount, North Carolina, my signature below I confirm I actually produce the agricultural product(s) listed above on a farm located in North Carolina. I also voluntarily agree to permit the Nash County Farmers Market manager to visit my farm and/or verify my production and the accuracy of this designation as necessary.

Absentee Famer/Vendor's Signature _____ Date _____

NC Cooperative Extension Agent/Representative will verify after form is submitted.

Name _____ Signature _____ Date _____



Operational Guidelines for Vendors

Revised 01/10/2023

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 agricultural vendors not previously certified. A two week waiting period is normally required of artisan vendors not previously certified. Applications from new vendors are due by the deadline listed. Applications from new vendors received after the listed deadline, will be reviewed and considered only on an as needed basis.
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. Farm products from a particular farm can only be sold by one vendor at the Nash County Farmers 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 grown by 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 and/or NC Cooperative Extension staff. Absentee vendors that grow plants or produce specialty food items in North Carolina will be permitted after satisfactory inspection by the market manager and/or NC Cooperative Extension staff. **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 small 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. New applicants to the market are required to submit three photos of products they intend to sell along with a completed vendor certification application. If pictures are not included with a new applicant’s vendor certification, the application will not be reviewed. A two week waiting period is required to allow the Farmers Market Artisan and Craft Committee to review an artisan vendor’s products. **Vendor designees are not permitted for artisan or craft items. All artisan items must be created by the vendor submitting the certification application.**

8. Vendors who sell unprocessed agricultural products are not required to collect sales tax from their customers. **However, vendors who sell items other than unprocessed agricultural products they themselves produce must provide the farmers market manager a copy of their NC Department of Revenue “Certificate of Registration”. A vendor failing to provide this documentation will not be permitted to sell at the market.** The N.C. Dept. of Revenue makes it possible to obtain a “Certificate of Registration” by visiting this link and clicking on the REGISTER ONLINE. <https://www.ncdor.gov/taxes-forms/business-registration/online-business-registration>

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 has prepaid for the portion of the season he/she plans to attend.
- iii) 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 years and the current year to date.
- iv) The vendor has indicated they will attend for a large portion of the market season.

- v) The vendor's farm or residence is located in Nash, Edgecombe, Wilson or Halifax Counties.

2. A market space is considered occupied only when both the vendor or vendor's employee and products are present. If a vendor plans to be absent from the market on a particular date, all set up items and products must be removed to clear the booth space in advance of the vendor's absences. If items are not removed by the vendor, the market staff will move items to make room for additional vendors. The Market and staff are not responsible for products and set-up equipment left at the Market.

3. The market manager can direct some vendors to share a space if it is determine 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 must 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 product include the following: vegetables, fruits, farm raised meats, dairy products, eggs, honey, plants, nuts, seafood, wood 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. When possible the primary raw agricultural ingredients should be produced in North Carolina.

4. The sale of ready-to-eat items such as snow cones, cotton candy, sandwiches and beverages are 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 harvested must present his/her N.C. Dept. of Revenue "Certificate of Registration" to the market manager. A vendor failing to provide this documentation will not be permitted to sell at the market.**
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 and sweeping 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 it is determined they are disruptive to the atmosphere or mission of the market.
7. The market manager will not accept personal gifts from vendors, nor attempt to influence product pricing.
8. The market manager will use discretion to address situations not specifically described by these published market operational guidelines.
9. 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.
10. 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 staff 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.
11. It is highly recommended that all market vendors have liability insurance.
12. SNAP/EBT and Double Buck tokens are used as a form of payment for food items at the Nash County Farmers Market. All vendors with eligible SNAP/EBT or Double Buck products are required to take these tokens as a form of payment. Tokens will be collected monthly and submitted to Nash County for payment to the vendor.
13. All vendors who receive payment from the county for tokens must submit a W-9 to the county.

14. Vendors are required to provide their own tables, table covering and signage. The Nash County Farmers Market is not responsible for any items the vendor chooses to leave at the farmers market week to week.

15. 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.

Please Send Vendor Certification Application and Required Paperwork to:

Maurine Brown
1006 Eastern Ave.
Nashville, NC 27856
Mmbrow24@ncsu.edu
252-904-3250

Market Schedule and Payment for 2022 Season

Saturday Market - 8am to 1pm, April 1st to Nov. 18th

Tuesday Market – 3pm to 6pm, May 2nd to July 25th

Holiday Market – 9am to 1pm Nov. 25th to Dec. 16th

| Peak Season | | | | | | | | Fall Season | | | Holiday |
|---|------|-----|------|-----|------|-----|--------|---------------------------------|-----|-----|---------------------------|
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*Refunds for prepaid vendor fees may be permitted if a medical condition prevents a vendor from attending the market. Likewise, if a vendor or their products are not accepted at the Nash County Farmers Market a vendor may request a refund. All request for refunds must be made by email to Mmbrow24@ncsu.edu.