

# Market Operational Guidelines for Market Vendors

Revised 2-4-2010



## **Certifications, Inspections & Designations**

1. All vendors must achieve "market-certification," documenting that they actually grow, produce or have been designated to sell their products. 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 products at the market, provided those products are grown in North Carolina. The absentee farmer must first sign and submit a Vendor Designation form. In order to be the designated vendor for an absentee farmer, a market-certified vendor must produce (or have evidence of the intent to produce) at least eighty percent of his/her agricultural product sales, within the same market year. Compliance will be estimated and determined by the market manager.
3. 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.
3. Vendors selling food items that are prepared or cooked off-site are required to provide evidence of an educational kitchen inspection performed by the Food and Drug Protection Division of the North Carolina Department of Agriculture. These food items must be labeled with the vendor's name and its ingredients. This requirement does not include honey.
4. Quality handmade craft items may be sold at the market, only with prior approval by the Farmers Market Crafts Committee.

## **Assignment of Selling Space**

1. "Market-certified" vendors from Edgecombe, Halifax, Nash & Wilson counties will be given priority for use of market space. After that, available market space can be offered to any North Carolina and then out of state "market-certified" 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 a \$5.00 market fee (\$3.00 for shared space).
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. After saving two spaces for vendors whose primary sales involve baked goods, priority for space inside of the market building will be given to vendors whose primary sales involve agriculture products.

(continued)

8. After first satisfying the need for space by vendors of agricultural products, followed by that of vendors of baked goods, craft vendors may occupy no more than 6 market spaces on any market day.

9. The market manager will categorize vendors as agricultural, baked goods or crafts according to his observation and judgment that at least  $\frac{3}{4}$  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 by the same vendor.

3. The sale of ready-to-eat items such as snow cones, cotton candy, sandwiches and beverages is generally not permitted.

4. The sale of freshly-squeezed lemonade and orangeade are permitted.

### **General Requirements**

1. Each vendor must display a sign that includes his/her 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. For products sold by weight, vendors will provide scales that have been inspected for accuracy by N.C. Dept. of Agriculture, Standards Division. (Per his discretion, the market manager may temporarily and briefly excuse a vendor from this requirement.)

3. 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.

4. The market manager may ask vendors or customers to leave the market building and grounds, if he determines they are disruptive to the atmosphere or mission of the market.

5. Market manager will not accept personal gifts from vendors, nor attempt to influence product pricing.

6. The market manager will use his discretion to address situations not specifically described by these published market operational guidelines.

7. 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.

8. 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.

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These guidelines were revised 2-4-2010 after proposed changes were discussed by the market advisory board.

These guidelines refer to normal farmers market operations.