

# FAIRGROUNDS FARMERS MARKET

## POLICY RELATING TO OCCUPANCY AND USE OF SPACE

To permit fair and equal opportunity for all sellers and to ensure quality products for buyers, the following rules have been developed. We want to work with you and welcome your ideas and suggestions at anytime. To achieve maximum benefits and provide the best Market, Everyone- growers, sellers, customers, and management must share and work together. Thank you for choosing the Fairgrounds Farmers Market to sell your products. The Market Manager may deny the privilege of operating in the market to any person who violates these guidelines and rules, or who otherwise take actions which are determined by the Market Manager to be detrimental to the Market. The Market Manager specifically reserves the right to request additional information or documentation before making a decision to deny or limit access to the Market. The privilege of selling in the Market is not an entitlement. In utilizing his or her discretion to suspend, revoke, or otherwise terminate a seller's privilege to sell in the Market, the Market Manager may consider a seller's history or cooperation, and the seller's good faith effort to obey the guidelines and rules of the market. Any effort to manipulate or to violate the spirit of the guidelines and rules may be considered. The ultimate discretion for eligibility determinations belong to the Market Manger, Fair Director & Fairgrounds Director, all determinations are final once they have been rendered.



**It shall be not permitted for any Farm/Family member or person to occupy more than the space(s) designated by the Market Manager. Multiple spaces in different locations by the same Farm or Family are not permitted.**

### 1) APPLICATION PROCESS:

To be considered for space, each vendor must submit a current application, which identifies each product to be sold. Applications can be obtained from the Market Manger or on the Farmers Market page at [WSFairgrounds.com](http://WSFairgrounds.com). All products must be approved prior to set-up. Upon finding an unapproved product or one that is not identified properly, or if rules are not being followed, the penalties will be: 1<sup>st</sup> offense - immediate removal of un-authorized product and be issued a written warning. 2<sup>nd</sup> offense – May be banned from the market for 30 days. 3<sup>rd</sup> offense – May be banned from the market for the remainder of the year.

### 2) PAYMENT AND ATTENDANCE POLICY:

**HOURS – Every Saturday, Year Round 6:00 am – 1:00pm.**

#### **ANNUAL VENDORS -**

**Spaces for Annual vendors must be paid on a quarterly basis in order to retain the same space from week to week.** These payments are due in 3-month increments and are to be paid the first weekend of Jan, April, July, and Oct. Those vendors who wish to be in the same space for the growing season (April-September) from year to year **MUST** pay for the off season (October-March), or the space will be released to the first available vendor who wishes to comply with these stipulations.

**PLEASE NOTE:** Vendors who pay on a month-to-month basis are NOT considered ANNUAL vendors. This means your space is NOT Guaranteed. If someone expresses interest in your space on an annual basis, your space may be sold to that vendor. Vendors who wish to switch to an annual basis will be charged for past months. Example: If a vendor pays monthly for May and June, then decides to become an annual vendor, they will still have to pay the FULL fee allotted for that space since January of the current year.

**ALL ANNUAL VENDORS MUST PAY THEIR QUARTERLY FEE WITHIN THE FIRST WEEK OF THE QUARTERLY PERIOD. (FIRST WEEK IN EACH: JANUARY, APRIL, JULY, OCTOBER). Those vendors who do not pay, will be sent a notice and if payment is not received, the space will be sold to the next available vendor.**

1. Annual vendors must be in their location by 7:00am or notify market official by Friday prior that he/she plans to come late or will not be present, otherwise space will become available to daily vendors upon request. **The Annual vendor must notify the market manager of any extended periods of absence and must specify dates of absence and return. Vendor may be asked to remove all tables, shelves, etc. during that time period.**
2. Annual vendors should attend the market a minimum 26 weeks during the season. Vendors should not reserve annual spaces, pay and then leave the space vacant over half the year (26 weeks). This is not conducive to supporting the market nor other vendors and the customers.
3. Preference for stalls will be granted to those who plan to support the market annually. Only annual vendors in good payment standing may be permitted to hold more than 2 spaces. Monthly and Daily vendors may not occupy more than 2 spaces.
4. All annual vendors must fill out the Farmers Market Application, which can be obtained from the Market Manager or online at [WSFfairgrounds.com](http://WSFfairgrounds.com).
5. Annual vendors who wish to give up their space, should let the Market Manager know this immediately. Vendors must specify the date on which they will no longer be using their space. **Vendors are not permitted to turn over their space to any other vendor at the end of their lease term.** Any vendor who wishes to move must contact the Market Manager for space availability. No subletting of space allowed.

### **DAILY VENDORS**

1. Daily vendors are not allowed to set up in the market until 7:00am on the date of the market unless permission is granted by the market manager or his designee, then only in the area designated by the manager.
2. Daily vendors will not be guaranteed a space from week to week. Those spaces not held by Annual vendors are available on a first come first served basis.

### **3) REQUIREMENTS FOR SELLING FRESH VEGETABLES, FRUITS, HERBS, BEDDING PLANTS, HOUSE PLANTS, CUT FLOWERS, AND OTHER GREENHOUSE/FARM PRODUCTS.**

1. Sellers may not offer for sale produce that is unsound, unwholesome or which fails to meet the requirements of federal, state or local laws.

2. **ORGANIC LABELING** - Sellers that plan to label plants and produce as “Organic” must be prepared to furnish documentation that the following guidelines are being followed:

**Organic foods** are foods that are produced using methods that do not involve modern synthetic inputs such as synthetic pesticides and chemical fertilizers, do not contain genetically modified organisms, and are not processed using irradiation, industrial solvents, or chemical food additives.

3. Sellers who purchase from warehouses and other sources are expected to label those products with source of origin.

#### 4) **REQUIREMENTS FOR SELLING HOMEMADE CRAFTS**

1. Homemade crafts and needlework, including hand sewn garments must be made by the vendor himself or a member of his/her family.
2. All items must be completely handmade, hand pieced or hand sewn.
3. No commercialized items may be sold. (sunglasses, t-shirts, etc.)
4. The total number of artisan booths shall not exceed 20% of the total booth spaces during the growing season.

#### 5) **CERTIFIED GROWER AND CERTIFIED ARTISAN PROGRAM**

1. Growers who offer 80% or more of their own produce/products, at all times, may submit an application for Growers Certification. A visit may be arranged for a recognized market representative to visit the grower’s farm and verify the operation, specific products and volumes being grown, any greenhouse operations, etc.
2. Approved growers will display a Growers Certification, signed by Fairgrounds Management. Unapproved growers may NOT display any comparable signage.



3. Approved growers who offer products from any other source must clearly label these items with originating farm and location of origin. For example:  
     Corn  
     XYZ Farm  
     City, State
4. At no time may certified growers offer more than 20% of products that are produced by others. Certified growers who violate this stipulation will have their certification revoked.
5. Craft makers, bakers, and other artisans may submit an application for Artisan Certification. All items presented for sale must be hand-crafted and individually designed/made by the artist. Photographs of projects in progress, work area and finished product along with a description of items must be submitted with the application.
6. Approved artisans will display an Artisan Certification, signed by Fairgrounds Management. Unapproved artisans may NOT any display comparable signage.



## 6) REQUIREMENTS FOR SELLING BAKED GOODS & PRESERVES

1. **Baked good vendors must submit a copy of their verification of facility inspection with their application for certification.** Only homemade baked goods and baked goods by individually owned and operated bakeries may be sold. Certification must be posted in vendor area at all times.
2. Applications for Home Processor Inspection are available from the market manager or go to <http://www.ncagr.gov/fooddrug/food/documents/homeprocessor8.pdf> . To schedule a home inspection contact the Department of Agriculture and Consumer Services (NCDA&CS) Food and Drug Protection Division at 919-733-7366. Ask for Compliance
3. All home baked and individually owned and operated bakery foods must be made by the vendor.

4. All items must comply with County Health Dept. and NC Dept. of Agriculture requirements.

## 7) REQUIREMENTS FOR SELLING MEAT AND POULTRY

1. All meat and/or poultry offered for sale in the Farmers Market building shall be produced by the Seller. All meat and/or poultry offered for sale in the Farmers Market building shall originate from animals of your own raising and slaughtered/processed at a State or Federal inspected facility poultry (with the exception of recognized poultry exempt operators).
2. All meat and/or poultry products shall arrive pre-packaged, priced by unit weight and total price for the package, clearly labeled and sealed (vacuum packaging recommended) in non-reseal able packages.
3. All meat and/or poultry products shall meet all State and Federal inspection guidelines.
4. Sellers of meat and/or poultry (with the exception of recognized poultry exempt operators) shall obtain and maintain in good standing a current North Carolina Department of Agriculture and Consumer Services (NCDA&CS), Poultry and Meat Handlers Registration as required by the North Carolina Compulsory Meat Inspection Law, General Statute 106-549.28. **A copy of the current license shall be maintained in the Farmers Market's Office and in the Seller's transport vehicle.** Sellers may contact the NCDA&CS Meat and Poultry Inspection Division at (919) 733-4136 to request the Registration.
5. All meat and/or poultry, while on premises, shall be stored and displayed under active refrigeration. All freezers or refrigeration units shall be clean, neat, mechanically sound and in either "like new" or "excellent" operation condition.
6. There can be **NO** odor associated with your product, selling space or transport vehicle.
7. Meat and/or poultry products shall not be disposed of in Farmers Market trash containers, or any other container on the Farmers Market facility. **All** excess meat and poultry products must be removed from the Farmers Market by the seller.
8. Sellers of meat and/or poultry products shall comply with NCDA&CS Meat and Poultry Division, MPID Notice 10-09 titled "Labeling and Point of Purchase Claims". This notice addresses what is required to make approved claims such as the following:

RAISED WITHOUT ADDED HORMONES, RAISED WITHOUT ANTIBIOTICS,  
NOT FED ANIMAL BY-PRODUCTS, FREE RANGE, FREE ROAMING GRASS  
FED, CORN FED, GRAIN FED, CERTIFIED ORGANIC (BY CERTIFYING ENTITY)

Sellers may obtain the MPID Notice at <http://www.ncagr.com/meatpoultry>.

Any questions concerning the Notice may be directed to the NCDA&CS, Meat and Poultry Inspection Division at (919) 733-4136. Revised: 04/25/11 NCDA&CS; Meat and Poultry Inspection Division, Marketing Division

## 8) REQUIREMENTS FOR SELLING SEAFOOD

1. If the fish or seafood products are stored in coolers, the product must be freshly iced and the

container must be drained at all times to prevent the accumulation of water within the container. The drain water from the coolers or storage containers must be collected and disposed of in a manner to prevent the accumulation of flies or to facilitate an environment where food may be contaminated. It is required that all waste water be removed for the Farmers Market grounds and disposed of correctly.

2. Products should not be processed on site at any market. Products should either be sold as harvested or processed and pre-packaged off site at a NCDA&CS Food and Drug Production Division inspected facility. In no case is filleting, gutting, de-heading or other forms of processing be allowed at the Fairgrounds Farmers Market

## **GENERAL OPERATIONS RULES AND REGULATIONS**

We want to work with you and welcome your concerns and ideas at anytime. To achieve maximum benefits and provide the best Market, all of us – growers, sellers, customers and market management must share and work together.

**VEHICLES** – Vehicles must be driven by licensed drivers. Vehicles may be used to stock space before market hours only. **ALL VEHICLES MUST BE REMOVED BEFORE 6:00 AM.** Vehicles will NOT be allowed to re-enter market to remove product until market is closed at 1:00 PM. Any vendor needing to leave prior to closing must remove all product/equipment by hand.

**TABLES** – Each vendor will be responsible for providing their own tables, chairs and other display items and for the safety and security of their products. The Market does not accept responsibility for the loss or theft of any equipment or products. A table may be rented from the Market Manager at the rate of \$2 per table/per day. Rental tables are limited and are rented on a first come first serve basis.

**SCALES** – All scales used to weigh product must be accurate and in good working condition. Scales must be calibrated regularly. Scales may be checked at any given time to ensure accuracy.

**ACCIDENTS/INJURIES** - Sellers are responsible for accidents or injuries that occur within their rented space or involving their displays or equipment and may want to purchase a liability insurance policy. Please report all incidents to Market Manager immediately.

**PRICING** - No user of the Market shall enter into price agreements to raise, lower or fix prices for products. Sellers are not influence other sellers to sell lower or higher. Each one sells as they wish without interference.

**NOISE** - No disruptive or loud noise makers are permitted. (radios, tv's, etc.)

**RESTROOMS** – Please help the Market maintain and keep restrooms clean. Please report any non-working lights/equipment or dirty/ unclean conditions to the Market Manager immediately.

**PETS** – No dogs or pets are allowed in the Market, except assistance/service animals for the disabled.

**CUSTOMER COMPLAINTS** – It is the responsibility of the vendor to satisfy customer complaints. Upon receipt of numbers complaints about the same vendor, this person may be denied privilege to us the Market. If anyone has a complaint about another vendor, be specific – write information and give to the Market Manager. Market Manager may deny any person the privilege of operating in the Market who is using methods that are detrimental to the Market including the violation of Market rules.

**FALSE PACK** – Sellers are not use a false pack (facing or topping of containers with the best products exposed and poor products underneath) or to knowingly pack products that are short in weight.

**SIGNAGE** – All vendors must display their name (or farm name) and address on a sign that shall be in plain view of customers. All signs must be approved by the Market Manager.

**LANGUAGE** – Market users, sellers or buyers are not to use profanity, abusive language or verbally abuse other Market users, customers or staff. Vendors are not to display items that may be offensive to other sellers or customers.

**CONDUCT** - Gambling, the use of alcohol or other controlled substances is prohibited and persons under the influence of intoxicants or exhibiting disorderly conduct will be removed. Sellers are not to possess firearms or fireworks on the Market property.

**UNSOLD PRODUCT** – Unsold produce should be carried home, donated to local Food Programs, or offered to livestock feeders. Aluminum cans and plastic bottles are not to be mixed with other trash. Recycling containers are placed throughout the Market. North Carolina State Law requires these items to be stored separately and recycled.

**CLEANLINESS** - Vendors must keep areas clean, sanitary and orderly. All trash must be disposed of in approved containers.

**ADVERTISING** – No person shall distribute, scatter about, or post on the market any advertising, signs, pamphlets, cards, and bills, or other printed matter without the consent of the Market Manager.

**DAMAGE TO MARKET PROPERTY** – Persons causing damage to market property shall be financially responsible for the cost of repairs, or replacements. Such damage shall include, but not limited to buildings, grounds, fences, gates, vehicles, and any other property owned and/or operated by the market.

**RULES COMPLIANCE** - Upon finding that any of these rules are not being followed the penalties will be:

1<sup>st</sup> Offense – Will be issued a written warning. Immediate removal of any un-authorized product.

2<sup>nd</sup> Offense – May be banned from the market for 30 days.

3<sup>rd</sup> Offense – May be banned from the market for the remainder of the year.