

# **Union County Farmers Market**

## **2021 Rules and Regulations**

The rules and regulations listed below are to be carefully read by each vendor of the Union County Farmers Market. After reading, please sign to acknowledge that you understand and agree. Then, return signed copy to the market manager.

-Thank you

### **What can be sold at the UCFM**

1. Market allows the selling of local produce, nuts, fruits, homemade crafts, and farm grown products only. Products must be of good quality and sold at a reasonable price.
2. Local shall be defined as originating (produced) within the boundaries of Union, Anson, and Stanly counties OR 20 miles from the boundary of one of the three named counties. The Local Foods Agent and Union County will utilize the Advisory Committee to express ultimate discretion of those items allowed for sale. (Specific exceptions may be made to ALL vendors equally for tree nuts, fruits, fish, citrus, and dairy)
  - a. Grandfathered Items: Peaches, Pumpkins, Apples and Fruit Baskets including citrus, can fall outside the said boundaries, but only during their growing season. The market manager will determine the growing season each year depending on the crop.
  - b. Christmas trees and wreaths may be sold during the holiday season.
  - c. The market manager may add or remove Grandfathered crops in at any time.
3. Item categories generally permitted for sale:
  - a. Produce and meat items grown locally.
  - b. Potted plants, hanging baskets, vegetable plants, and flowers may be sold if plants are free of insects and diseases and locally produced.
    - I. Vendor must obtain a Nursery Dealer's License issued by NCDA
  - c. Makers of specialty consumable products, including value added items such as honey, canned foods, and dairy products.
    - I. Local, home preserved food items may be sold only if they meet NCDA Food and Drug Protection Division Regulations governing products exhibited at Farmers Markets and curb markets.
  - d. Arts and Crafts- may include only articles that are handmade and legal for sale.
    - I. No resale of items manufactured that have not been crafted by the seller.
  - e. Baked goods- Baked from scratch by the vendor and in accordance with State and Federal regulation.

f. Makers of old-fashioned, handmade and/or farm crafts. Jewelry making is not considered a farm craft.

I. Old-fashioned HANDMADE crafts are defined as items made from materials not produced or harvested on-farm (hand shaped pottery, baskets, forged items, carved wood, or furniture items.

II. Old-fashioned FARM crafts are those produced mostly from materials grown or harvested by the crafter (dried flower wreaths, goats milk items, etc.)

g. The market manager reserves the right to prohibit anyone from selling at the market.

4. Vendors of locally grown crops, that are labeled or marked as such, must be willing and able to prove the origination.

a. Those items labeled as “grown by vendor” are susceptible to a farm visit to verify the origination.

b. A farm visit is required prior to selling any produce at the market. This includes locally grown and locally purchased for resell.

**\*\*All items sold at the UCFM are subject to a “Production” inspection. This includes farm inspections for ALL farmers and demonstrations of the production of all other categories of items sold. \*\***

#### **Fees for Space Rental**

- Annual reserved vendor spaces are \$150 per year (Onetime fee)
- Weekly rental tables are \$20 each week throughout the year
- “Special Event” fees are waived for reserved vendors

Weekly rental spaces are appointed each week by the manager

Weekly rental vendors are not to setup without the market manager’s approval

#### **Spaces**

A space is defined as a 10’ x 10’ designated space within the covering of the UCFM covering. Spaces outside the covered area are allowed per the manager’s approval.

Each space contains 2 tables

1. All vendors or users of space in the market MUST keep premises clean, sanitary, and orderly. The market manager will report to Cooperative Extension requesting to prohibit vendors if that vendor refuses to meet these standards.

2. A maximum of two spaces can be purchased each year. This is if enough spaces are available and the market manager allows it.

3. Canopy / Pop-Up tents are allowed on a case-by-case basis. The tent cannot overlay in any public parking area unless allowed by the manager. Tents cannot be used at spaces lining the main isle of the market, only boundary / outer spaces.

#### 4. Reservations for Reserved & Weekly Spaces

- a. Reserved vendors have their table saved each week via confirmation to the market manager.
- b. If the reserved vendor has not contacted the market manager via email, phone or text before that market day, their table will not be saved.
- c. All vendors are to arrive at the market no later than 30 minutes prior to the opening of that market day. After that time, the market manager will allow another vendor to use the open space.
- d. Vendors are to be setup and clear of any isle by the opening time of that market day.
- e. Vendors are to stay clear of all isles during business hours of that market day.

5. Market vendors must confine the piling and display of product to the space assigned to them and no higher than 3' from the tabletop.

6. No personal/farm sign shall be wider than a space. Personal/farm signage may be no taller/higher than 5ft if in front or beside of table. Signage cannot obstruct the view of vendors beside or behind vendor space.

- a. All signage allowances are at the discretion of the Market Manager.
- b. No signage shall remain or be left at the market after closed.

#### **Order of Operations**

**\*The Union County Cooperative Extension may make management changes in terms of the overall policy\***

Market Advisory Board will be appointed by the manager. He or she may or may not include the following representatives of the community:

- a. Certified Local Producers
- b. County Partners & Representatives
- c. State Agency Representatives (NCDA, CES, Soil & Water, FSA, etc.)
- d. Interested Consumers
- e. Observers-local foods market coordinator and Executive Director of Community Services

1. The Union County Farmers Market shall not be responsible for loss through theft or otherwise private property, personal injuries or damages to individuals or personal property.

2. Liability for all goods and food sold or traded lies on the vendor / seller. It is highly recommended that each vendor of food items carry a \$1 million dollar liability policy.

3. Vendors that resale, sell value added products, or anything other than raw product, originating from their farm, must have a proof of registry with the NC Department of Revenue for tax purposes.
4. The market will have a manager to solve disputes, enforce rules, handle fees and for general information. The Union County Cooperative Extension and the Farmers Market Advisory Board will conduct an annual review.
5. Union County Cooperative Extension exercises control of all concessions, vending machines, tables, coolers, furniture, power, and facilities.
6. Produce may be stored overnight with express approval of the market manager. Space in the cooler will be allotted proportionally to the number of vendors present each operating day.
7. Produce or items found to be of poor quality may be refused for sale at the discretion of the market manager.
8. There is to be no smoking, vaping, or tobacco use within the UCFM. There are designated areas located outside the market for that.
9. No animals are allowed into the market unless of service.
10. No selling of live animals at the UCFM
11. The market manager is responsible for maintaining the proper ratio of vendors that is agreed upon by the Advisory Board and Cooperative Extension. This ratio will prevent market saturation and competition of certain items.
12. No selling is permitted during non-operating days/hours.
13. No vendor is to falsely portray high quality food by covering inferior products beneath.
14. No salamander heaters will be permitted in the market without approval of the market manager.
15. Uniform displays are desirable. Vendor space tables are not to be moved unless approved by the market manager.
16. No person shall erect any facility upon the market without the approval of the Union County Cooperative Extension.
17. If a producer or dealer wishes to designate a person to represent him/her in their space, prior approval shall be obtained from the market manager and must be documented.

### **Parking**

All vendors are to park in the designated vendor parking areas unless otherwise allowed by the manager.

Designated areas are: Spaces lining the backside of the market and lower gravel lot behind the market. No vendors are to park in the spaces closest to the backside of the market. No parking under the market shelter is allowed.

## **Conduct**

1. Vendors of the market must not approach a buyer that is in conversation with another vendor. Nor shall a vendor approach or converse with another vendor while they are dealing with a customer.
2. Abandoned products and or containers will be disposed of by the market manager. If this occurs on multiple occasions, a disposal fee of \$10 will be charged to said vendor.
3. Children under 12 years of age are not permitted to roam and wander the market unless accompanied by an adult. Wholesalers, retailers, truckers, farmers, and buyers who have minors accompanying them shall also abide by these regulations.
  - a. Bicycles or similar devices in use under the covered portion of the market is strictly forbidden
  - b. Pets are not allowed unless deemed service animals.
4. Absolutely NO alcohol is allowed on the premises of the county facility. Punishable by expulsion from the market and or reported to law enforcement.
  - a. Use of tobacco products is designated outside of the market.
5. All vendors and users of the market are responsible for the actions of their children, volunteers, representatives, and employees. The market manager along with Cooperative Extension has the right to deny selling to anyone who conducts their self in an unsafe, disorderly, or obscene manner.
6. No persons shall damage or deface the building, pavement, or other physical equipment of the market. Anyone damaging or defacing facilities will be liable for replacement or repairs and denied vendors rights to sell.
7. Use of profane, abusive, or discourteous language in the market is prohibited and is punishable by expulsion from the market.
  - a. Threats and abusive language will not be tolerated and will be terms for vendor right-to-sell being revoked.
  - b. Any form of sexual harassment will not be tolerated, and all reports will be forwarded to law enforcement.
8. No person shall make any public outcry, give any musical or other entertainment for the purpose of drawing customers exclusively to a specific space.
9. No person shall distribute, scatter about or post on the market any advertising, signs, pamphlets, cards, handbills, or any other form of print matter without consent of the market manager.
10. Fraudulent, dishonest, and deceptive practices carried on at the market are punishable by revocation to sell at the market.

### **Procedures and Infractions**

1. A verbal warning and removal of product if applicable.
2. Vendor must leave for that market day.
3. Expulsion from the market, re-apply the following season if approved by extension.

\*The UCFM manager and UC Cooperative Extension have the right to amend these policies and procedures at any time due to the content and degree of the offense.

**It is the goal of the market to offer a fair, honest, and affordable marketplace to foster the local agriculture and small businesses of our community. These guidelines are meant to protect all vendors and customers at the market. Please use sound judgement and compassion for fellow vendors as you conduct business.**

Vendor/Business/Farm Name: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_