



## 2020 Mount Holly Farmers Market Grower/Producer and Value-added Products Vendor Rules and Guidelines

1. **DATES OF THE MARKET:** The MHFM will be open for seasonal operation, with dates to be determined each year. **Opening Day 2020 Season: May 11 Closing Day: August 29. Tailgate Market will operate in September and October.** Additional dates may be added at the discretion of the Board of Directors.
2. **TIME /LOCATION FOR MARKET SALES:** The MHFM will operate at 226 S Main St, Mount Holly on Saturdays from 8:00 am until 12:00 noon. Market staff and vendors may buy from each other prior to the market opening. Vendors are asked to be in place by market opening with vehicles moved from areas that would impede foot traffic and safety of those in the shopping area.
3. **VENDOR ATTENDANCE/LATE ARRIVAL:** Vendors must notify the Market Manager by 6:00 p.m. Friday if they are unable to attend the market for any reason. This is to allow for adjustment in placement and setup of the market.
4. **SPACE ASSIGNMENT:** Spaces are assigned at the discretion of the Market Manager with consideration of the good of the market, vendor preference, attendance commitment, category differences/ compatibility of products, quality and quantity of products, and previous space assignment. Prospective new vendors must apply to the Board and be approved before they can sell at the market.
5. **PRODUCER-ONLY RULES AND EXCEPTIONS:** The goal of the MHFM is to support local agriculture, defined as within 75 miles of the market site. As such, all products displayed must be produced by the producer/vendor who sells them. The producer may be a sole proprietorship or partnership. The vendor on site may be the actual producer, an immediate family member, another producer in the market, staff or employee of the producing individual. The carrying for resale of agricultural products is NOT permitted. Exceptions may be made to the local producer rule on a case-by-case basis for products not available within the local area. These cases must be brought to the Market Manager for approval in collaboration with the Board of Directors.
6. **ALLOWABLE PRODUCTS:** Producers/vendors shall submit a plan with their application at the beginning of each season, indicating all of the crops and products they plan to sell during the market season. Any products wished to be added after the application must be approved by the Market Manager prior to bringing to sell. Products are likely to fall in the following categories:
  - A. Vegetables/fruits/herbs including mushrooms
  - B. Fresh baked goods from scratch (no store-bought mixes) produced in an inspected and kitchen certified in accordance with health codes.
  - C. Cheese and other value-added products from milk produced on the producer/vendor farm or purchased from a local dairy farm. All dairy products must be pasteurized and in accordance with the state and county health codes.
  - D. Cut flowers grown on the grower's own farm or greenhouse.

- E. Eggs which are from the producer/vendor's own poultry and stored at 41 degrees F during the market.
- F. Jams, honey and other value-added products which are freshly made by the vendor (no store-bought mixes) using seasonal ingredients from their farm or a local farm. Processing must comply with local health codes. Products used to make ciders or juices must be from the producer's farm or that of another local farm, but may be processed off-farm. Vendors must provide the Market Manager with the name and contact information of the processing facility.
- G. Soaps and body products hand-crafted using ingredients from their farm or another local farm.
- H. Meat from livestock raised by the producer/vendor and processed at a USDA inspected facility. Meat vendors must have a meat distribution license.
- I. Potted plants, shrubs or annual bedding plants which have been raised from seeds, sets/tubers/bulbs or cuttings. Greenhouse operations must be approved by the Board on an individual basis in accordance with local ordinances.
- J. Other farm products not listed here may be sold on a provisional basis on request to the Market Manager and review of the Board of Directors as needed.

7. **VENDOR PARTICIPATION:** All persons requesting to sell at the MHFM must, prior to participation in the market:

- A. File a vendor application each year with the Market Manager. This document requires the producer/vendor to verify that they are the actual grower or producer of the specified items that they intend to sell, or to request an exception to the local production rule as listed above.
- B. Must comply with applicable city/state/federal regulations and supply the Market Manager of proof of such regulations such as but not limited to: agricultural business license; food safety, sanitation, health permits and appropriate product labeling; and state inspection of nursery stock required for selling whole plants, replanting packs and pots.
- C. The current NC statutes in reference to specialty markets require that farmers market operators keep a registration list of vendors. According to current Department of Revenue guidelines, all vendors required to collect sales tax must provide the market operator with their certificate of registration number and prominently display a copy of their registration at their booth. Those exempt from collecting sales tax must provide the operator their agriculture exemption number or attest in writing that they are selling only their own farm products at the market.
- D. Pay the annual application fee for the MHFM in the amount of **\$25.00** to be submitted to the Market Treasurer no later than the opening day of the market or first day of sales.
- E. Shall pay **\$15.00** each week for a 10 x 10 space. Full time vendors in good standing with the market shall receive first priority. The weekly fee covers provision of a tent, two tables, two tablecloths and a chair. Any additional tables, cloths or chairs may be available on request as available. Additional fees will be charged for additional tent space.

Any full-time vendor in good standing with the market may request a sabbatical leave for as long as one full season.

**8. EDUCATIONAL/COMMUNITY ACTIVITIES/SERVICE ORGANIZATIONS:**

Space will be provided free of charge for educational activities related to sustainable agriculture, healthy eating (seasonal and local) and non-profit community groups, based on space availability. These must be approved and scheduled in advance by the Market Manager. No petitions or other printed material, political or otherwise, will be distributed or displayed at the Market without prior approval by the Market Manager. One space will be held by the MHFM to be used for market management, promotional and educational purposes. The Market space may also be used to provide seasonal produce for purchase.

- 9. MARKET SIGNAGE:** Producers/vendors will display a sign identifying the name and location of their farm/business. Contact person name and a method of contact should be available on request of the customer. The producer/vendor must have a sign, tags or labels listing the prices of all items for sale. Signs must be posted before sales begin. Any signs must allow visibility and access to adjoining booths.
- 10. CLEAN-UP:** Producers/vendors are expected to clean up the booth area before leaving. Trash can(s) are provided

**11. PUBLIC SAFETY/ HEALTH PRACTICES:**

- A. All producers/ vendors must adhere to sanitary procedures. Any vendor found selling contaminated foodstuffs or produce shall be suspended from selling operations.
- B. Recycled produce bags and egg cartons are discouraged.
- C. Distribution of food samples is allowed providing that the following sanitary conditions exist: Samples shall be personally distributed only by the seller to the customer on a one-to-one basis. Customers are not to serve themselves. Samples shall be kept in approved, clean, covered containers. Clean, disposable gloves shall be used when cutting samples. Food intended for sampling shall be washed, clean of soil or other material in order that it be wholesome and safe for consumption. Potentially hazardous food samples, shall be maintained at or below 45 degrees F. All other food samples shall be disposed of within two hours after cutting.

- 12. REFUND POLICY:** All producers/vendors selling at the MHFM shall guarantee the quality of the products they offer. This shall apply to any food, plant or any other item sold at the Market. If an exchange or other arrangement is not acceptable to the customer, a refund in the same kind as the payment, usually cash, must be offered by the vendor. In order to qualify for a cash refund, the customer must return the unused portion of the product in question. Refunds shall be given within seven days from the time of purchase. Refund requests beyond a seven day period from the time of purchase will be honored only at the discretion of the producer/vendor.

- 13. A “No substances”** policy is in effect at the market. This means all tobacco products and tobacco-like products (e.g. vapes, e-cigarettes, juuls, etc.) as well as all forms of alcohol are prohibited at the market.

- 14. A “no pets”** policy is in effect within the market space for vendors and customers alike.

It is the responsibility of the Market Manager to ensure compliance with the market rules, however, the Market Manager has the authority to grant exceptions to the rules on an individual basis. Should a grievance arise regarding the application of a policy, procedure, rule or action, one may file a grievance following market grievance procedures.