

Person County Farmers Market Association 2018 Guidelines

The 2018 Market will be on **Saturdays from 9:00 am to 1:00 pm**
and **Wednesdays from 3:30 pm - 6:30 pm.**

Market begins on Saturday, April 14 and Wednesday, April 17.

The last Market day will be on the 2nd Saturday in November.

Refusal to follow all rules as stated in this list of guidelines will revoke any
right to participate in the Farmers Market.

1. Hours of Operation

All Vendors should be set up and ready for sales transactions no later than 9:00 am on Saturdays and 3:30 pm on Wednesdays.

2. Stall Assignments

The priority is to make the Market full and Vendors may be moved to achieve this. Priorities for reserved spaces under the shelter are listed in order as follows:

- a) Returning Members who have participated in the Market previous years have the choice to keep their same space. This will be chosen at the Annual Meeting.
- b) Space under the shelter for newly approved Member applications will occur after assignment for returning Members, and new Members can choose from remaining open spaces.
- c) Consolidation may occur to keep full appearance throughout season and to make room for special events and demonstrations.
- d) Reserved spaces will be held until 15 minutes prior to Market opening.
- e) All exceptions are to be made at the Board's discretion.
- f) Members will make all reasonable efforts to notify a Member of the Board if they are unable to attend.

3. Permits, Licenses and Liabilities

- a) Proper permits, licenses, and tax liabilities are the responsibility of each individual Vendor.
 - a. NCDA telephone numbers are listed at the end of these guidelines for Vendors needing proper licenses.
- b) Person County will be providing general liability insurance for the pavilion.
- c) Vendors are strongly encouraged to buy their own product liability insurance.

4. Applications

- a) Each Vendor must be a Member, or approved Guest Vendor, in good standing of the Person County Farmers Market Association in order to sell at the Market.
 - a. Each Member must fill out an application every year and submit it along with a \$50 fee, which is refundable if the Vendor is not accepted.
 - b. Each Guest Vendor must fill out an application and be approved before being able to sell at the Market.
 - i. Once approved, each Market visit will require a \$10 stall fee.
- b) Applications are available by contacting Person County Farmers Market, PO Box 3386, Roxboro, NC 27573, on Facebook or from our website: www.personcountyfarmersmarket.com.

5. Application Deadline/ Mandatory Member Meeting

- a) New Members should submit their applications by March 12, 2018 in order to be considered for the season.
 - a. Market Representatives may complete an inspection of your farm before you will be permitted to sell.
 - b. All new Members should be inspected prior to selling at the Market.
 - c. Current Members may be inspected at any time of the year.
- b) The annual mandatory meeting for all Members will be on Monday, March 12, 2018 at 7 P.M. at the Person County Extension Office.
 - a. The Board of Directors will review the applications and inspection results.

6. Market Products

- a) The product makeup of the Person County Farmers Market will be a minimum 75% farm grown or raised products and will not exceed 25% processed foods and crafts.

7. Locally Grown/Raised

- a) Items sold at the Market will be grown/produced/raised by the Vendor on their property, and can be sold by the Vendor or Vendors employee.
- b) The Vendors property needs to be located within a 70-mile radius of Roxboro, NC.
- c) Items sold at the Person County Farmers Market cannot be purchased or consigned from wholesalers to be resold at this Market.

8. Market Stall Appearance

- a) Vendors shall, at all times, keep their space, including the surrounding area, neat and free of debris.
- b) Vendors need to remove their own trash daily.
- c) No pets are allowed in the Market area.

9. Units of Sale

- a) Items are to be sold by weight, measure, or count.
 - a. Scales used must be certifiable, as they are subject to be checked by the North Carolina Division of Weights and Measures inspectors.

10. Vendor Behavior

- a) No Vendor in the Market shall attract attention to their own products by outcry in a boisterous or annoying manner
- b) Be polite and courteous to your fellow Vendors, as well as customers.

11. Signage

- a) Each Vendor must have a sign clearly identifying their farm and location included with a sign that lists the prices of produce, or price signs on the produce display.

12. Pesticide Use

- a) Any Member of the Association who violates the North Carolina Pesticide Law by not being licensed to apply pesticides to his crops, or if his/her produce is found to have illegal pesticides applied, or if more than the legal pesticide residues remain on his/her crops at the time of sale, his/her dues to the Association become forfeited and is banned from joining the Association.

13. Labels and Certifications

- a) All items must be properly labeled, in relation to each product, pertaining to all appropriate state and federal laws.
- b) Vendors may not any use advertising their product(s) that falls under USDA or NCDA purview without first giving the Board a copy of their certification(s).

14. No Solicitations

- a) There will be absolutely no solicitations of any kind allowed by anyone during the hours of the Market.

15. Craft Vendors

- a) Craft Vendors will be required to include pictures of their crafts along with their completed application and fee.
- b) The Board of Directors may request a special meeting with potential craft Vendors to view samples of the items they intend to sell at the Market.
- c) Only Board approved craft items will be sold at the Market.

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Approved and Unapproved Items

Approved Items

- a) fresh and dehydrated fruits and vegetables
- b) flowers, potted plants, and herbs
- c) vinegars, home canned fruits and vegetables(kitchen must be inspected)
- d) farm-raised meat, cheese, fish, shrimp, and poultry(meat and seafood need to be sold frozen)
- e) baked goods, jams, jellies (must be produced in NCDA/USDA certified commercial kitchen or NCDA inspected home kitchen)
- f) honey (operation must be inspected)
- g) eggs (need to be continually refrigerated to 45 degrees or less)
- h) beverages (i.e. coffee, tea and lemonade)
- i) Board approved crafts

Unapproved Items

- a) produce has to be sold or sampled whole; cannot be cut
- b) pets and livestock
- c) "flea market" items

NC/USDA Licensing Information

Cheese, Meat Handlers License, Fish, Poultry, Canned Fruits and Vegetable Kitchen Inspections: 919-733-7366

Scale Inspections: 919-733-3313

Honey Inspections: 919-733-3610

NC Egg Law Info: 919-733-7576