

Downtown Hickory Farmers Market

2010 Rules and Regulations

Mission Statement:

The Downtown Hickory Farmers' Market (DHFMM) is designed to help the community by providing a wide variety of high quality, fresh produce at a fair price and convenient location; information on nutrition, cooking, and growing, an entertaining and informative place to talk to growers and producers about their products. The Farmers' Market is designed to help local farmers by providing a consistent customer source in a well organized, attractive, efficient, and cost effective setting. The Farmers' Market is also designed to help merchants located in the surrounding market area by providing more exposure to the market area, by making the area a more vibrant and integral part of the community, and by providing an opportunity to reach new customers not currently shopping in the market area.

Types of Vendors:

- **Pre-paid Monthly Vendors** will have a designated permanent spot to be determined by the Market Manager. Those vendors support the market on continual basis, and pre-pay monthly market fees. Payment is due the first operating day of each month to guarantee space.
- **Pay-As-You-Go Vendors** are those vendors who rent space at the DHFMM for periods of one or more days, but less than one month. Payment is due prior to set-up at each market opening.

Hours of Operation (rain or shine):

Regular season: **April 24th to October 30th**

Thanksgiving Markets: November 20th and 24th

7 a.m. – 1 p.m. on Saturdays

12 p.m. – 5:30 p.m. on Wednesdays

In order to guarantee permanent space, absentee vendors must provide 48 hours notice. Any exceptions will be made at manager's discretion.

Types of Merchandise:

Local is defined as grown or produced within a 100-mile radius of the city limits of Hickory, North Carolina. All produce sold at the market must be defined as to their origin. Prices need to be clearly labeled on all items for sale.

- **Produce:** defined as fruits, vegetables, herbs, honey and mushrooms. All produce needs to be labeled as vendor grown, locally grown or out of area. If the origin of the produce being sold is misrepresented, the result will be expulsion from the market for the balance of the year.
- **Baked Goods:** defined as baked items from a certified kitchen. This includes, but is not limited to breads, cakes, brownies, cookies, and fruit pies.
- **Canned:** defined as highly acidified canned goods, as well as jams and jellies. All canned food items must meet state and local health regulations including the inspection of the vendor's kitchen by NCDA health inspectors and labeling in compliance with the regulations. Vendors must have a copy of their KITCHEN INSPECTION form on file with the Market Manager, as well as with them when selling at the market.
- **Dairy:** defined as locally produced eggs, milk and cheeses. Producer must furnish adequate refrigeration and must meet state and local health regulations.

- **Meat and Poultry:** defined as locally produced, processed and packaged meat and poultry products. Producer must furnish adequate refrigeration, must be registered as a handler and meet state and local health regulations.
- **Crafts:** defined as locally produced juried crafts. Products or photos must be submitted to Market Manager for approval prior to set-up. A maximum of twenty-five percent (25%) of total market space is available for craft vendors. **All items sold must be handcrafted by the vendor.**
- **Nursery Stock:** includes fresh cut flowers, potted plants, annuals, perennials, bedding plants, Christmas trees and plant by-products.

Annual Application Fee:

A twenty-five dollar (\$25) application fee is required to be submitted annually with the application. All vendors participating in the market must pay the application fee. The DHFM reserves the right to reject an application when it does not meet the intent of the organization with regards to the boundaries of local or the types of merchandise allowed to be sold at the market. It is encouraged that vendors be producers. The application fee is non-refundable.

Daily Space Fee:

Each vendor is allowed one space measuring ten feet by ten feet (10x10). Every effort to display produce under tents must be made for the safety and consideration of shoppers.

Vendors may purchase one additional space only if vacant space is available (2-tent maximum). The daily space fee is as follows:

Saturday		Wednesday	
Pre-paid	Pay-as-you-go	Pre-paid	Pay-as-you-go
\$15	\$20	\$10	\$15

Utility Fee:

Vendors accessing electricity and water will be assessed where applicable.

Vendor Equipment and Space cleaning:

Each vendor will be provided a tent(s) for his or her space. Each vendor is responsible for providing and removing any and all additional equipment or supplies he or she may need to conduct business at market site. Only tents provided by the DHFM may be used unless otherwise approved by the Market Manager. The vendor should provide tables, chairs, scales (not to be suspended on tent), etc. Each vendor should provide a sign that identifies his/her business and is responsible for cleaning up the area around his or her selling space including, breaking down boxes prior to disposal. **Trashcans are for customer use only.**

To Participate:

- An application and fee must be accepted and approved prior to participation.
- Farmer's must secure a grower's permit from the county agricultural extension agent and provide a copy of the permit to the Market Manager.
- Food vendors must have current kitchen certification and provide a copy to the Market Manager.
- **Meat and Poultry handlers must have a copy of their NCDA inspection on file with the Market Manager.**

In the best interest of the Downtown Hickory Farmers' Market, the Board of Directors has set forth policies and procedures that pertain to the following:

- All vendors are expected to arrive in a timely manner in preparation for the opening of market and remain until closing.
- Vendor smoking has been restricted to the periphery of the market.
- The sale of pre-packaged non-produce items, raffle tickets, chocolate bars, other fund raising items or promotions by vendors is prohibited.
- Vendors will not be charged for a planned absence if a two-week notice is given prior to prepayment.
- Prepaid rents will not be refunded if market has been cancelled due to inclement weather.
- Vendors interested in selling new products at the market, in addition to what has been originally applied for, must receive approval from Market Manager.
- Vendors should direct their concerns regarding the market's operation, vendor issues and/or their complaints to the Market Manager immediately for quick resolution.
- Repeated patterns of difficult behavior or failure to comply with the rules set by Board of Directors may result in forfeiting the right to sell at the DHFM.