

Downtown Hickory Farmers' Market 2012 Rules and Regulations

Mission Statement:

The Downtown Hickory Farmers' Market (DHFM) 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.

Classification of Vendors and Labeling:

There are two classifications for vendors in the Downtown Hickory Farmer's Market.

Farmer: A Farmer is classified as a vendor selling the following merchandise: Produce, Dairy, Meat and/or Poultry, Cut Flowers, Vegetable Transplants and Nursery Stock.

Non-Farmer: A Non-Farmer is classified as a vendor selling the following merchandise: Baked Goods, Crafts, Soaps, Jewelry, Art, and Food and Beverages.

All Farmers are required to label their products with approved labeling. Price, origin of produce, method used for growing (i.e. Conventional, Chemical Free, Organic, etc.) all need to be clearly marked on all items.

Types of Merchandise Allowed:

- **Produce:** defined as fruits, vegetables, herbs, honey and mushrooms. All produce needs to be labeled using approved labeling methods. If the origin of the produce being sold is misrepresented, the result will be expulsion from the market for the balance of the year.
- **Dairy:** defined as locally produced eggs, pasteurized milk and cheeses. Producer must furnish adequate labeling and 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 and meet state and local health regulations. Products must be packaged by a certified USDA inspected facility. All vendors must be registered as a meat handler with the NCDA.
- **Cut Flowers & Vegetable Transplants:** includes cut flowers loose or bundled and vegetable transplants.
- **Nursery Stock:** includes potted perennials plants, bare root perennials, tree stock and shrubbery. Nursery growers must be certified according to NCDA standards if they are growing any perennial, shrub, tree or turf grasses.
- **Canned:** defined as highly acidified canned goods, as well as jams and jellies. All 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.
- **Baked Goods:** defined as baked items from a certified kitchen. This includes, but is not limited to breads, cakes, brownies, cookies, and fruit pies. All 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.
- **Crafts:** defined as locally produced juried soaps, crafts and fine art products. Products must be submitted to Market Manager for approval prior acceptance into the market. All items must be hand crafted by the vendor.
- **Food & Beverage:** defined as any fresh food or drinks being served at the market. Vendors must have approved methods for handling and distributing food and beverage items, as well as, inspection if required.

To Participate:

- To participate all vendors must be “Local”. Local is defined as living and producing at least 50% of their own products within 75 miles of Hickory, NC.
- An application and fee must be accepted and approved prior to participation.
- Vendors must provide a copy of all required certification, inspections and licenses two weeks prior to the first market day.
- Farmers’ must secure a grower’s permit from the county agricultural extension agent and provide a copy of the permit to the Market Manager two weeks prior to the first market day.
- Nursery growers must be certified according to NCDA standards if they are growing any perennial, shrub, tree or turf grasses.
- Meat handlers must be registered with the NCDA unless exempt.
- Food vendors must have current kitchen certification and provide a copy to the Market Manager.
- Dairy vendors must have USDA inspection certificate if they are processing and preparing their own goods.

Hours of Operation (rain or shine):

Regular season: **Saturday, April 14th – Wednesday, Oct 31st** (*dates are tentative and subject to change*)

(With the exception of 10/13/12 for Oktoberfest)

8:00 a.m. – 1 p.m. on Saturdays

10:00 a.m. – 3:00 p.m. on Wednesdays

Thanksgiving Market(s): Saturday, November 17th & 24th (10 a.m. – 2 p.m.)

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 as described herein. It is encouraged that vendors be producers. The application fee is non-refundable.

Types of Vendors Fees:

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

Tent Space and Fees:

Each vendor is allowed one space measuring eight feet by eight feet (8x8). Vendor merchandise must stay within one foot of tent boundaries (i.e. no items should be placed further than one foot in front of tent area). *Vendors may rent a second space only if available.*

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

1. In order to guarantee permanent space, absentee vendors must provide 48 hours notice. Any exceptions will be made at manager’s discretion.
2. Vendors will not be charged for a planned absence if a two-week notice is given prior to prepayment.
3. Prepaid rents will not be refunded if market has been cancelled due to inclement weather.

Utility Fee:

Vendors accessing electricity and water will be assessed where applicable.

Vendor Equipment and Space cleaning:

Each vendor will be provided a tent 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 the market site.

Only tents provided by the DHFM may be used unless otherwise approved by the Market Manager. Tents will be set up and taken down by authorized personnel only. 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. Signs should be lightweight and not be taped to tents. Vendors are 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.

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:

- Early sales: Customers are not to be in the market area while vendors are moving their vehicles and setting up. Therefore, it is prohibited to start selling products prior to the established market hours.
- Early exit: Vendors are expected to remain in the market for the entire market day. The exception allowed is if a vendor has a valid reason to leave the market prior to closing, has received approval from the market manager, and has parked their vehicle away from the market, so that their departure would not involve a moving vehicle during market hours.
- All vendors are expected to arrive no later than 30 minutes prior to the opening of the market and remain until closing.
- Vendor smoking has been restricted to the area outside of the farmers' market parking lot and away from market access entrances.
- Alcohol use/intoxication is prohibited during market hours.
- The sale of pre-packaged non-produce items, raffle tickets, chocolate bars, other fund raising items or promotions by vendors is prohibited.
- 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. Vendors may also bring issues directly to the board for consideration.
- 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.

Contact Information:

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