**Downtown Hickory Farmers Market 2017 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. Contact information: Sarah Taylor Wood/market manager/ hickoryncfarmersmarket@gmail.com/ 828-308-6508.

**Classification of Vendors:**

**1. Farmer:** A Farmer is classified as a for -profit vendor selling the following merchandise: Produce, Dairy, Meat, Poultry, Cut Flowers, Transplants and Nursery Stock.

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

3. A Community Booth is available for non-profits and other organizations. Please contact the market manager for information.

**All federal, state and local labeling laws must be followed. In addition, the Downtown Hickory Farmers Market requires all Farmers to label their products with approved labeling. Price, City or County and State in which it was grown, method used for growing (i.e. Conventional, Chemical Free, Organic, etc.). All information should be clearly marked on all items. Dishonesty and/or failure to follow these labeling regulations will result in: 1st offense a written warning, 2nd offense a written warning and a $50.00 fine and 3rd offense expulsion from the market without any refund of pre-paid fees. This will be strictly enforced.**

**Types of Merchandise Allowed:**

 \* **Produce:** defined as fruits, vegetables, herbs, honey and mushrooms.

 \* **Dairy:** defined as locally produced eggs, pasteurized milk and cheese.

\* **Meat and Poultry:** defined as locally produced, processed and packaged meat and poultry products. All meat and poultry vendors must be registered as a meat handler with the NCDA

\* **Cut Flowers & Transplants:** includes cut flowers loose or bundled and transplants.

\* **Nursery Stock:** includes potted plants, bare root plants, tree stock, shrubbery and fertilizers.

\* **Canned:** defined as highly acidified canned goods, as well as jams and jellies. Vendors must have a copy of their KITCHEN INSPECTION and Acidified Foods Manufacturing School (aka “PICKLING SCHOOL”) credentials 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. 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, lotions, salves & related products (Heritage Crafters), crafts and art products (Artisan Crafters). 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, ready to eat snacks/foods or drinks being served at the market.

**To Participate:**

\* To participate, all vendors must be “local”. Local is defined as living and producing at least 75% of their own products within 75 miles of Hickory, NC. Warranted exceptions may be approved by the Application Review Committee. DHFM is a RAIN or SHINE market! Prepare for inclement weather ~

\* An application and fee must be accepted and approved by the committee prior to participation.

\* Vendors must provide a copy of all required certifications, inspections and licenses by April 5th, 2017.

\* Only one (1) sign, designating your status (100% producer “sunflower sign” or partial reseller “rooster sign”), will be issued and must be displayed at your site. This sign is not interchangeable and will commit you to your answers on the application for the entire season.

\* Each vendor is responsible for following the Rules & Regulations and the DHFM Check List.

**Dates and Hours of Operation – OPEN RAIN or SHINE –**

**The market opens on the 3rd Saturday of April (4/15) thru the last Saturday of November (11/25).**

**The market is CLOSED 2nd Saturday of October (10/14) for Oktoberfest & 2nd Saturday of November (11/11) for Shuck n’ Peel Party.**

8:00 a.m. – 1:00 p.m. on Saturdays (Vendors begin arriving at 6:45 a.m. for set-up)

10:00 a.m. – 2:00 p.m. on Wednesdays (Vendors begin arriving at 8:45 a.m. for set-up)

**Annual Application Fee:**

A $35 application fee is required and must be submitted annually with the application. All vendors interested in participating in the market must pay the application fee. The DHFM reserves the right to reject an application. It is encouraged that vendors be producers. The application fee is non-refundable.

 **Payment Policy: Payments must be made with personal or bank checks or money orders; debit or credit cards or cash is not allowed.**

 **Attendance Policy:**

 \* Absentee vendors must provide 48 hours’ notice. No refunds will be given.

 \* Vendors will not be charged for a planned absence if a two-week notice is given prior to the monthly payment. Vendor fees are due MONTHLY by the 1st week of each month. Payments not received by the 15th of each month WILL BE CHARGED A $20 LATE FEE and may result in market suspension.

**Vendor Equipment and Space cleaning:**

Each vendor under the Sails will be allowed one space measuring nine feet by nine feet (9'x9'). Vendor merchandise must stay within these boundaries. Additional coverage (tent/umbrella) is suggested, and weights are required, 40lb. per pole and/or 40lb. per umbrella. Please see the DHFM Check List.

*Vendors may rent a second space only if one becomes available during the market season.*

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 spaces 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 from space structure), etc. Each vendor should provide a sign that identifies his/her business. Tent weights of 40lb. PER POLE or 40lb. PER UMBRELLA are required by Fire Marshall regulations. Signs should be lightweight and not be adhered to space structure. Vendors are responsible for cleaning up the area around his or her selling space. **All produce debris must be removed from the market and disposed of out of the city limits of Hickory.**

**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 – DHFM is a RAIN or SHINE market -**

• 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. Vendors must be set up with appropriate labeling by the opening bell.

• NO SMOKING or PETS/ANIMALS allowed within the “footprint” of the market.

• Alcohol use/intoxication is prohibited.

• The sale of pre-packaged, non-produce items, raffle tickets, chocolate bars, other fund raising items or promotions by vendors must obtain market manager’s approval.

• The sale of live animals 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.

• The market requires that all vendors comply with standards of professionalism that promote open communication, mutual respect, and the best interests of the market. Disruptive actions or remarks that undermine the shared success of any or all of our community of vendors are unprofessional and unacceptable. Disruptive or unprofessional behavior will be determined by the market manager and will be brought to the attention of the Board of Directors for resolution.

• All suggestions, complaints, and comments must be presented in writing to the market manager or Board of Directors, signed by the vendor with their name and contact information. The Board of Directors will consider all written suggestions, complaints, and comments during a regularly scheduled board meeting.

• The Board of Directors reserves the right to change and/or add rules during the season. In such case as the board enacts this right, all vendors will receive written notification of the rule change or addition.

\* At the discretion of the market manager, any change/rule may be implemented on site for the well-being of the market.

• Failure to comply with any combination of the rules will result in the following penalties:

* First violation: written warning to the vendor about the rule infraction. Vendor should correct the situation immediately.
* Second violation: written reminder and a $50 fine.
* Third violation: expulsion from the DHFM for the remainder of the year. Application mis-representation subject to immediate expulsion.
* Second Vendor Site Policy

Second spaces applications will be considered by the application review committee on a case-by-case, year-to-year basis, dependent upon space availability and the following criteria:

 1. The vendor must have proven ability to fill both spaces attractively.

 2. Consideration will be given to history with the market, perishable versus preseravable goods and where the goods were produced.

 3. The vendor must occupy and pay rent on the second space for an entire season.

Wednesday and Saturday markets will be considered separate markets for the purposes of second space consideration. The second space will rent at twice the rate of the first space (i.e.: $25 space rental for 1st space on Saturday with parking + $50 for second space = $75 total weekly rent for two spaces on Saturday with a parking site).