

# Farm Credit Farmers Market

## 2020 Rules & Application *(last updated June 2020)*



*The mission of the Farm Credit Farmer's Market is to promote agriculture in Wayne County and surrounding areas. The farmer's market provides the opportunity for local farmers to connect directly with consumers and promote local agriculture.*

**Location:** Behind the Maxwell Regional Agricultural & Convention Center at 3114 Wayne Memorial Drive, Goldsboro, NC

### 2020 Hours of Operation

- Spring & Summer - April 23<sup>rd</sup> through September 5<sup>th</sup>
  - Thursday & Fridays: 10am to 5:30pm; Saturdays: 9am to 2pm
- Fall - September 11<sup>th</sup> through November 21<sup>st</sup>
  - Fridays: 10am to 5:30pm; Saturdays: 9am to 2pm

### Cost

- Annual fee: \$25 (Pay when application is approved)
- Space fee per market day (Pay day of market):
  - Full Space (13' front x 14' sides; 3 to 5 table display): \$6
  - Half Space (7' front x 14' sides; 1 to 2 table display): \$3
- Will accept cash or check (checks made out to "County of Wayne")
- All payments are non-refundable and checks are subject to a \$25 insufficient fund fee.

### Sellable & Prohibited Items

**(see "Sellable Item Requirements" section for regulations on sellable items)**

- Sellable items include:
  - Vegetables, Fruits, Eggs, Frozen Meats, Cut Flowers, Bedding Plants & Transplants, Local Honey, Dairy Products, Low-risk preserved goods (jams, jellies, pickles), Firewood
  - Hand crafts will be accepted as space is available. (Reminder: agriculture product vendors have first priority for market spaces)
- Prohibited items include:
  - Home Baked Goods, "Low-acid" canned foods (such as green beans, tomatoes, carrots, etc.), Flea Market Items, Live Animals, Alcohol, Drugs (including medicinal, i.e. hemp products)

### Application Process

- Vendors must submit application and be approved by extension staff prior to selling at market. Applications should include appropriate certifications, if applicable (see "Sellable Item Requirements" below).
- Agriculture vendors are required to grow/raise a minimum of 50% of sellable items.
- Hand crafts must be created and hand-crafted by vendor or a member of the vendor's farm or craft unit (no commercial or resold crafts).
- A farm visit will be required for first time vendors by extension staff to validate each product that vendor grows/raises prior to attending market.
- Hand crafts of first time vendors will need to be viewed and approved by extension staff prior to attending market.
- Priority will be given to Wayne County agriculture vendors. In the case of all indoor spaces being filled, qualifying vendors may set up a booth with canopy in designated parking lot area near farmers market.

### Sellable Item Requirements

- For **produce** sold by weight, vendors will provide accurate scales.
  - Arrangements will be made to have scales approved and certified after farmers market opens. Those not able to recertify at this time, must contact NCDA Division of Standards at 919-733-3313 and arrange for an inspection.
- All **meat, dairy, and/or eggs** shall be stored and displayed under active refrigeration. Cold items should be kept below 40 degrees.
- **Eggs** producers must follow NC Egg Law Regulations (<http://www.ncagr.gov/fooddrug/food/egglaw.htm>).
- **Frozen meats** must follow NCDA Regulations for Meat and Poultry Sales. Copy of NCDA certification must be submitted with vendor application. (<http://www.ncagr.gov/meatpoultry/index.htm>).
- **Dairy products** must be processed in a commercial kitchen. Copy of NCDA certification must be submitted with vendor application. Dairy products must be from animals raised by the seller or raised by a local Wayne County farmer. (<http://www.ncagr.gov/fooddrug/food/commercial.htm>)
- **Low-risk packaged foods** (Jams and jellies, Candies, Dried mixes, Spices, Pickles) must be made in an inspected home kitchen. Copy of NCDA certification must be submitted with vendor application. ( <http://www.ncagr.gov/fooddrug/food/homebiz.htm>). Low-risk packaged foods should include local agriculture products.
- **Ornamental plant products** (annuals, perennials, shrubs, trees) must have NCDA Nursery Certification (Registered if less than 1 acre or Certified if more than 1 acre). (<http://www.ncagr.gov/plantindustry/plant/nursery/lictbl.htm>)
- **Firewood** should be from North Carolina and only sold and used in North Carolina to avoid problems with Emerald Ash Borer quarantine. (<http://www.ncagr.gov/plantindustry/Plant/entomology/EABFAQ.htm>)

## Vendor Space and Display

- Spaces will be assigned by farmers' market manager.
- Vendors are not allowed to have more than one full space.
- Vendors are encouraged to set up at least 30 minutes prior the market opening and remain until closing. Market building will open to vendors at 8:30am on Thursdays & Fridays and 8am on Saturdays.
- Vendors can leave less perishable produce in building from Thursday through Saturday but are highly encouraged to remove low quality produce daily. All produce must be removed after each Saturday.
- Vendors can only leave display material if they plan to be at the market for the entire hours of operation. Spaces must be cleared when vendors will miss a market day(s).
- Vendor vehicles should not remain parked around market building during hours of operation. Vehicles can be pulled up to building to load and unload, but can NOT drive into building.
- A limited number of tables will be available for use. Vendors are to provide their own display material. Displays must be approved by extension staff, must fit within assigned space and not obstruct adjacent vendor spaces. No tents or canopies are allowed inside or around farmers market entrances.
- Vendors must have farm name and contact information (address, phone number) visible at sale table.
- All items must be of top quality and should be displayed attractively.
- Prices must be posted for all items sold. Items should be sold at reasonable prices.
- Vendors should avoid misleading marketing terms
  - Vendors that plan to use marketing words "Organically Grown" or "Pesticide Free" must meet with extension staff on intentions and provide documentation prior to displaying signs.
- No cooking allowed by vendors. Exceptions will be made for those selling meat to offer free samples.
- Vendors offering free samples should follow safe food practices to properly handle and chill samples.
- Vendors are responsible for daily clean up of all trash and debris and maintaining safety in the area. Perishable food items should not be disposed of in trash containers, instead items should be removed from the market by the vendor.

**General Requirements**

- Vendors are responsible for acquiring their own insurance.
- Vendors will be asked to complete and turn in anonymous weekly surveys to estimate number of customers and gross sales. This information is compiled to report the impact of the market each year.
- An annual winter meeting will be held in January of each year. This meeting will include a review of market rules and opportunity for feedback from the past season's vendors.
- Wayne County Extension or County of Wayne shall not be responsible for personal injuries, damages to an individual or personal property, or loss through theft of private property at the market.
- Farm Credit Farmer's Market facility and surrounding area is designated "smoke/tobacco free."
- No pets are allowed by vendors or shoppers with exception of service animals (it may be asked to provide paperwork confirming service animal). This does not include emotional support animals.
- Not adhering to rules or inappropriate behavior may result in forfeiture of selling privileges.

*Wayne County Extension staff reserves the right to interpret the rules and to modify rules as needed for the market operation.*

For more information:

Joyce McLamb, Farm Credit Farmers Market Manager  
Jessica Strickland, Wayne Co. Horticulture Extension Agent  
Wayne County Cooperative Extension  
919-731-1520

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## Farm Credit Farmers Market 2020 Vendor Application

Farm/Business Name: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Home or Farm Mailing Address: \_\_\_\_\_

Farm Physical Address (actual farm location) if different from above address:  
\_\_\_\_\_

County: \_\_\_\_\_ E-mail: \_\_\_\_\_

Farm/Business Website and/or Social Media Sites Used: \_\_\_\_\_

List all items you produce and plan to sell:  
\_\_\_\_\_  
\_\_\_\_\_

List additional items to be sold along with their origin:  
\_\_\_\_\_  
\_\_\_\_\_

Circle all days you plan to attend market:    Thursdays    Fridays    Saturdays  
List months you plan to attend market (April through November): \_\_\_\_\_

Circle which space you would prefer:    Full (13'x14')-\$6/day    Half (7'x14')-\$3/day  
If your preferred space is unavailable, would you consider the other space size?    Yes    No

**I have read the rules of the Farm Credit Farmer's Market and agree to abide by all rules. I understand that my failure to abide by these rules as interpreted by extension staff may result in dismissal from the market.**

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Horticulture Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return application to:**  
Farm Credit Farmers Market  
Wayne County Cooperative Extension Office  
3114B Wayne Memorial Drive  
Goldsboro, NC 27534

<b>Office Use:</b> Date Application Submitted: _____ Date Annual Fee Paid: _____ Cash / Check #: _____ Receipt #: _____ Date of Farm Visit or Craft Viewing (for 1 <sup>st</sup> time vendors): _____
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