



## 2017 CATAWBA FARMS FARMER'S MARKET RULES

1. The North Carolina Department of Revenue requires vendors to obtain a certificate of registration to sell products not from their farm or reselling of items. Farmers selling their own farm products do not require registration, but they are required to provide a signed agreement stating they are omitted from the new regulation to keep on file with the Market Manager. If you are a vendor required to certify you must collect the appropriate tax and register with NCDOR. The Market Manager is still required to keep a daily registration list of vendors.
2. Each vendor at the Catawba Farms Farmers Market must be certified as a producer by his/her county extension agent. If the producer is a member of FFA or 4-H their advisor must complete the certification form. The certification form must be on file with the market manager to gain access to the market.
3. 100% of Baked Goods sold at the market must be produced by the vendor. All products must be properly labeled to meet NC specifications. All items must meet both NCDA and USDA standards and requirements.
4. Crafts sold at the Catawba Farms Farmers Market must be pre-approved by the Market Manager. All crafts must be hand made by the vendor. The number of vendors will be limited to the season as well as available space.
5. The Catawba Farms Farmers Market is open to producers in Catawba and bordering counties-with some exceptions.
6. Prices must be posted for all items sold. All signs must meet market standards. All vendors must identify their farm/business name and location prominently each market day.
7. Sales NOT Allowed: Live animals, flea market type items, pickles, low acid canned foods (such as beans, corn, tomatoes, etc. as specified by NC Dept. of Agriculture).
8. No items may be sold which are unwholesome or unsound.
9. All setups and displays must be removed by the end of the designated sale day.
10. For sanitation purposes, each vendor should have hand-washing supplies on hand at all times.
11. Pets are not allowed directly in the market due to food safety concerns. Exceptions are allowed for service animals. See pet rules on the Farmers' Market website.
12. All products produced under certification such as 'Organic License'; meat, poultry, or dairy products; or products requiring inspection such as bake goods or canned foods, must be labeled and must display certification or license.
13. All scales must be approved as "Legal for Trade." Anyone using scales must have them certified by the NCDA.
14. Members should not move their vehicles in or out of the market area during times when such movement would pose a danger to people in the shopping area. Farmers' Market vendors must be parked within their assigned spaces and all other vendors' vehicles must be parked in designated parking areas.

15. The Farmers' Market will be open Saturdays from 8:00 a.m. --2:00 p.m. No sales will be made after the market officially closes. Market vendors are expected to be set up 15 minutes prior to market opening.

16. For the safety and comfort of all, both buyers and sellers are requested to keep their children under control at all times.

17. Vendors selling at the Catawba Farms Farmers' Market and customers are expected to act ethically and maintain appropriate behavior and dress.

18. The Market Manager is authorized to enforce all market rules. For the benefit of all, sellers are requested to abide by the above guidelines. Any problems that may arise shall be referred to the Market Manager. Those not abiding by the guidelines will be requested to leave the premises. 1st offense-the vendor will be asked to leave the premises and not return until the rules are met. If a rule violation is questioned a three member board will investigate. The board must consist of the market manager, and two representatives from the Cooperative Extension Office. 2nd offense-the matter will be taken before the Catawba Farms Farmers Market Board.

19. Applications will be reviewed monthly by the Catawba Farms Market Manager. All applications submitted prior to the 15th of each month will be reviewed by the Market Manager. The vendor will be notified of acceptance or denial by the first day of the following month.

21. Any vendor who has a concern must put it in writing to the Market Manager.

### **Meat Production**

All meats sold at the market must be raised by the vendor.

### **Production**

Animals not raised from birth must be raised by the Producer on his or her owned, leased land, or other arrangement managed directly by the producer for a minimum amount of time to ensure that the processes used, as outlined by the Producer (hormone and antibiotic free, pastured), are within the Producer's direct control.

Poultry – from chicks purchased at 2 weeks or less; laying hens as pullets

Eggs – from Producer's chickens

Cheese and Dairy – made from milk from Producer's herd

Pork – 4 months

Beef – 6 months

Ostrich – 6 months

Lamb – 4 months

Goat – 4 months

Other meat products must be approved by the Catawba Farms prior to selling.

### **Processing**

All meat must be processed and labeled according to NCDA/USDA guidelines.

### **Transporting and Selling**

All meat vendors must be registered as Meat Handlers with NCDA. Producer must abide by USDA/NCDA food safety guidelines for transporting and selling meat and provide a copy of their NCDA Meat Handlers License prior to selling. Food requiring refrigeration shall be stored at a temperature of 45 degrees F or below. Frozen foods shall be maintained frozen.

### **Production Claims**

All production claims must be in compliance with USDA & NCDA labeling guidelines and documentation for claims provided to the market manager prior to selling.

### **Space Assignments**

In an attempt to make space assignments at the Catawba Farms Farmer's Market fair Catawba Farms has developed a space assignment priority protocol that we hope will be equitable to all vendors. Included in this plan is a prepayment option that will allow all vendors to save off their space rental and guarantee priority in space assignment. Please review the information carefully and if you have any questions please contact the Market Manager. Space assignments will be prioritized in the following manner:

1. Vendors who have prepaid the full season rate will have first choice of space.
2. Vendors paying on a daily basis will be assigned space based on the date they begin selling in 2016. Example: If a new vendor starts selling on April 16th they will have a choice of spaces not occupied on opening day by prepaid vendors.
3. If a daily pay vendor who has been assigned a space misses three consecutive market days, the market manager may reassign their space to another vendor.
4. No subleasing of spots is allowed by prepaid vendors.
- 5.

Each vendor is responsible for cleaning up his own space. All debris must be removed at the end of each day and taken home.

### **Rates for 2017**

There is single fee of \$75.00 for the full season.

Payment in full is required on the vendor's first day of participation and is non-refundable.

These fees are used to cover expenses for marketing, maintaining the website, other promotional activities. Annual fees also include equivalent of the vendor's peddler's license.

Market Manager may use his discretion in which spaces will be available for selection in order to meet the needs of the vendors and maintain market balance. ALL PAYMENTS ARE NON-REFUNDABLE

### **2017 Market Dates and Times**

Opening date for Catawba Farms Farmers Market is Saturday, June 3rd.

Last date for Catawba Farms Farmers Market is Saturday, September 9th.

Market runs from 8:00am – 12 noon.

In addition to the Saturdays between June 3rd and September 9th, the flat fee covers participation at the nine (9) Thursday Evening (hours to be determined) Get Your NewtOn events to be held in Downtown Newton on these dates:

- June 8, 15, 22
- July 6, 13, 20, 27
- August 3, 10