



MAYOR
Johnnie Greene

TOWN ADMINISTRATOR
Christopher Todd

**TOWN
COUNCIL**

Clay Wilson, Mayor Pro-Tem
Keith Warren
Joe Norman
Jeff Wilson
Rebecca Johnson

Dear Market Vendor,

We are pleased to announce plans for the Sawmills Farmers' Market which set to operate from May through September, 2018. All pertinent information is also attached for your convenience.

As you probably already know, the market will be in the vacant lot located across from the Sawmills Fire Department. We have plans for another great marketing campaign to publicize the event throughout the region. The first market day will be held on **Tuesday, May 1, 2018.**

Now is the time to fill the market with the best agricultural and artisan vendors in the area. Thank you so much for your interest in the Sawmills Farmers' Market. We look forward to hearing about your products and receiving your application to participate. Our goal is to provide our customers with a wide variety of products throughout the market season. You are encouraged to act soon. We are fortunate to have a high level of interest from local vendors and we expect the market to fill quickly, especially during the opening months.

Vendor applications and payments need to be submitted in person, or by mail, to:

Town of Sawmills (Town Hall)
4076 US Hwy 321A
Sawmills NC 28630

A numbered space(s) will be assigned upon receipt of your payment.

If you have questions, feel free to contact us via email to - farmersmarket@townofsawmills.com, or you can contact us via phone by calling Market Manager Regina Winebarger (#828-850-3672).

We look forward to a fun filled and profitable season for all.

Town of Sawmills

4076 US Highway 321-A * Sawmills NC * (828)396-7903 * (828)396-8955 fax

<http://www.townofsawmills.com/>

The Town of Sawmills does not discriminate on the basis of age, sex, race, religion, national origin, disability, political affiliation, or marital status.

SAWMILLS FARMERS' MARKET 2018 VENDOR APPLICATION

NAME: _____ PHONE: _____

E-MAIL: _____

NAME OF BUSINESS/FARM: _____

<u>Mailing Address:</u>	<u>Physical Location of Business/Farm:</u>

FARMING PRACTICES (Attach copy of relevant certification; this is needed even if you are a returning vendor)

PRODUCTS FOR SALE:

List items, fresh or added value, which you intend to sell. Please be as specific as possible.

NUMBER OF BOOTHS: _____

Include a list of any special needs your booth will require. The Sawmills Farmers Market Committee will make every effort to accommodate your needs.

Waiver: I (we) hereby relieve the Sawmills Farmers' Market from any and all liability for any damage, loss, injury or costs associated with or arising from the applicant's use and presence at the Sawmills Farmers' Market; and furthermore, I (we) agree to indemnify and hold the Town of

Sawmills harmless from all claims, costs, and actions occasioned by me for the use and presence at the Sawmills Farmers' Market. I (we) further agree to comply with all regulations of the Sawmills Farmers' Market.

I (we) have read the attached Sawmills Farmers Market Rules and Regulations and agree to abide by them. I (we) understand that non-compliance with the rules of the market can result in my being asked to leave.

SIGNATURE OF VENDOR: _____ DATE: _____

For Market Manager Use Only:

Documentation on file:

Document Type	Date Filed	N/A
Grower's Certificate		
Kitchen Inspection Certificate		
Meat Handler's Registration		
Dairy Inspection if required		
Nursery Inspection if required		
Food & Beverage Inspection if required		

Account ID number for Income Tax Withholding, Sales and Use Tax, and Machinery and Equipment Tax: _____

OR

I, _____, have submitted a letter to the IRS stating that none of my products are subject to sales tax.

Signature: _____ Date: _____

Mission Statement:

The Sawmills Farmers' Market 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.

Annual and Weekly Fees:

Vendors may choose a one-time fee charged for the entire year or pay a weekly fee. All payments will be made at the Town Hall (no exceptions) as the Market Manager will not be taking any payments.

- **Annual Market Membership Fee** - \$10 (This fee is due and payable upon acceptance of your application)
- **Vendor Fee Options-**
 - Option #1 - \$50 annual fee - May thru September. There will be a \$25 fee for each additional space needed.
 - Option #2 - \$5 weekly fee per space; there will be a \$3 fee for each additional space.
- Space size will be approximately 12'x12'

Hours of Operation (rain or shine):

Regular season:

- First week of May - Last week of September
 1. Opening day on May 1st, 2018
 2. Closing day is September 25th, 2018
- Hours of operation:
 1. 3:00pm to 6:30pm
 2. Set up times will be from 2:15pm to 2:45pm.

Market Manager:

The Town of Sawmills Town Administrator will appoint a designated person who serves as the Market Manager. The Market Manager may deny the privilege of operating at the Market to any vendor who violates these guidelines, or who otherwise takes actions which are determined to be detrimental to the Market. The Market Manager reserves the right to request additional information before making a decision to allow, deny, or limit access to the Market, but it not required by these guidelines to do so. The privilege of selling on the Market site is not an entitlement. In utilizing his/her discretion to suspend, revoke, or otherwise terminate a vendor's privilege to sell at the Market, the Market Manager may consider a vendor's history of cooperation with Market staff and the vendor's good faith effort to obey the Market guidelines.

Classification of Vendors:

There are two classifications for vendors in the Farmers' 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.

To Participate:

- Vendors must provide a copy of all required certification, inspections and licenses five (5) working days before first time vending.
- 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.
- Tax ID number and copy of number at market

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, 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.
- **Cut Flowers & Vegetable Transplants:** includes flowers loose or bundled and vegetable transplants.
- **Nursery Stock:** includes potted plants, annuals, perennials, bedding plants, Christmas trees and plant by-products.
- **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 (**includes all necessary licenses and permits such as specific permits for pickling items**). 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.
- **Handcrafted Products:** An item which an observer of the craft can appreciate the technique and employment of manual skill in the production of the product. To be considered "handmade," the item must show evidence of manual skills obtainable only through a significant period of experience and dedication. All work must be original and executed by the vendor or a member of the vendor's farm or craft unit. All products, as well as the majority of components making up the product, must be handcrafted.
- **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.

Utilities:

Each vendor will be responsible for their own utility needs. The Town will not provide any vendors with access to electricity or water.

Vendor Equipment and Space Cleaning:

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.

Each vendor must provide a sign that identifies his/her business. Signs should be lightweight. Vendors are responsible for cleaning up the area around his or her selling space including, breaking down boxes prior to disposal. **Trash cans are for customer use only.**

Policies and Procedures

- All vendors are expected to arrive no later than **15 minutes** prior to the opening of market and remain until closing. If a SFM Vendor is going to be late, the vendor may call the market manager 20 minutes prior to market opening, it is up to the discretion of the Market Manager to allow late vendors the privilege to participate. Any late vendors will forfeit their assigned spot, and be placed where the Market Manager deems most appropriate.
- The Farmers Market is a **Tobacco-Free Area**
- Alcohol use/intoxication is prohibited during market hours.
- A vendor interested in selling new products at the market, in addition to what has been originally applied for must receive approval from the 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.
- If you need to leave prior to the closing time, please let the market manager know in advance. The vendor may need to set up in a space which will allow them to exit easily to avoid endangering other vendors and customers.
- Pets must be on a leash at all times and supervised by their owners. Aggressive and unruly pets will be required to leave the farmers market immediately and to not be brought back to the farmers market. Owners are responsible for cleaning up after their pets, if they are found not doing so this will warrant removal of the animal and could result in an offense with the market.

Conflict Resolution:

Vendors should direct their concerns regarding the market's operation, vendor issues and/or their complaints to the Market Manager immediately for quick resolution.

If the market management finds any of these guidelines not being followed, the penalties will be:

- 1st Offense: Verbal Warning
- 2nd Offense: Banned from all use of the Market for 30 days.
- 3rd Offense: Banned from use of the Market until January 1st of the following year.
- 4th Offense: Banned from the Market indefinitely