

# Haywood's Historic Farmers Market



Haywood's Historic Farmers Market is sponsored and managed by Waynesville Public Market, Inc., a 501(c)3 Non-Profit Corporation. Its purpose is to promote local agriculture in Western North Carolina, to provide the Haywood County community with a market for fresh local produce and other quality products, and to serve as an educational resource.

## 2016 Market Guidelines

### **All vendors who participate in the market are subject to the following guidelines:**

1. The market will operate on Wednesday and Saturday mornings. Special or seasonal activities may extend the market to additional days. Hours and days may vary yearly.
2. **All products offered by vendors must be grown or produced in Haywood County or in an adjoining county (with the exception of vendors selling "exotic products" with Board approval) within North Carolina. Preference will be given to Haywood County growers. No brokers or resellers are permitted.** Local growers must be certified as such by the NC Cooperative Extension Service and their Grower's Certificate prominently displayed at their vendor space. Growers from adjacent counties must provide similar certification. Waynesville Public Market, Inc. reserves the right to re-inspect any vendor should questions arise as to whether vendor is growing or producing the products they offer for sale.
3. All vendors will be required to make application yearly and pay a fee to the sponsor, Waynesville Public Market, Inc., and complete any required certification. **(Completed applications and required certifications must be provided to the Market Manager prior to setting up. Fees must be paid in advance as well.)** Applicants may be placed on a waiting list if there is no space available or if their products would create an over-abundance of similar products at the market. All products to be sold must be approved by the Market Manager and/or Waynesville Public Market, Inc.
4. Vendors who sell value-added or other prepared food products must meet all Federal, State, and County guidelines pertaining to the preparation and sale of their products. All products must be produced by the vendor using locally-grown produce (theirs or that of other certified local growers) whenever possible. The use of purchased items in value-added products is permissible only if those items add significant value to what the vendor is already producing, and must be approved by the Board of Directors/Market Manager.
5. Products that cannot be grown in Haywood and adjoining counties, referred to as "exotic products", may be sold at Haywood's Historic Farmers Market at the discretion of the Board of Directors of the sponsoring organization. Exotic products must be produced or caught in North Carolina by the vendor making application and will, in the opinion of the Board, enhance market offerings.
6. The following food items may be sold at the market:
  - a. Fresh produce
  - b. Eggs
  - c. Fresh and dried herbs, herbal teas
  - d. Jams, jellies and preserves, pickles, salsas
  - e. Vinegars and dressings
  - f. Mushrooms
  - g. Cheese and dairy products
  - h. Baked goods
  - i. Edible flowers
  - j. Honey, honeycomb, and molasses
  - k. Meat (beef, lamb, pork, chicken, rabbit)
  - l. Fish and seafood
  - m. Pastas and grains
  - n. Juices
  - o. Other products deemed appropriate

**NOTE: Certain items such as pesto and hummus may not be sold as they are fresh, low acid foods.**

7. The following non-food items may be sold:

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|---------------------------------------|--|
| a. Fresh cut flowers                  | h. Books by local authors                      |
| b. Potted plants and herbs            | i. Bird feed and pet cookies                   |
| c. Landscape plants, shrubs and trees | j. Christmas trees and evergreen wreaths       |
| d. Animal fibers                      | k. Dried flower/herb wreaths                   |
| e. Gourds                             | l. Dried fruits, vegetables, flowers and herbs |
| f. Compost                            | m. Other products deemed appropriate           |
| g. Garden seeds (grown by vendor)     |  |

8. Residents of Haywood County or adjoining counties may sell heritage-type craft items at the market. All craft items must be produced by the crafter. No kits are permitted. **All craft items must be juried in and approved in advance** by Waynesville Public Market, Inc., which reserves the right to certify that craft vendors are producing their own products. **A separate craft application must be completed.** The following craft items may be sold:

- a. Baskets
- b. Candles
- c. Soap
- d. Quilts and weavings, rag rugs
- e. Woodcarving/woodworking
- f. Pottery
- g. Blacksmithing (decorative/functional) ironwork
- h. Other heritage items deemed appropriate by the Craft Committee.

**NOTE: Craft vendors will be limited due to availability and mandatory food to non-food ratios, at the discretion of the Board of Directors.**

9. Vendors may use plant starts in the production of fruits, vegetables, and landscape materials. However, vegetable, herb, and flower starts must spend 60 days of their life on vendor's farm before the plant or fruit from the plant can be sold. Landscape plants, shrubs, and trees must spend 75% of their life on the vendor's farm prior to sale. Plants started from seed may be sold when vendor determines they are ready for market.
10. **All food and non-food items shall be of the highest quality.** Vendors who offer sub-standard products may be removed from the market. Fees will not be reimbursed.
11. **Beginning with the 2014 season, Haywood's Historic Farmers Market will be working toward acceptance of only non-GMO (genetically modified) produce. In 2016, vendors are encouraged to use only non-GMO seed/seedlings and to work together to take the market in a more organic direction overall. Vendors will be allowed to grow GMO produce in 2016.**
12. **All vendors are encouraged to post signage indicating their production choices and identifying specific produce (i.e., GMO, Non-GMO, organic, uncertified organic - organic practices used). No signage will be required. Printed information will be distributed at the market booth defining all of these so that customers will have an opportunity to educate themselves on the benefits or risks associated with vendors' products.**
13. Food items for immediate consumption (sandwiches, salads, ice cream, cobblers, etc.) are allowed provided vendor meets all applicable Federal, State, and County regulations pertaining to the preparation and sale of those products. Certification must be provided.
14. No electricity is available for vendor use unless specifically approved by sponsor.
15. Vendors who participate in the market regularly will be assigned a permanent space(s) and will be required to remain at the market during market hours. (The market manager may use his/her

discretion during the season to adjust space assignments in an attempt to maintain an attractive and functional

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market.) **Vendors must arrive no later than 15 minutes prior to start time and be set up by the official start time. Those in assigned spaces who arrive late will be directed to a space at the far end of the market, subject to availability. Assigned vendors may begin packing up to leave ½ hour prior to the official end time, but may not leave early except in the event of an emergency. Assigned vendors MUST contact the market manager in advance if they are unable to attend on a particular day, or unable to attend for a particular period due to unavailability of product. Failure to do so may result in the vendor's permanent reassignment to the day space area.**

16. Day spaces will be offered, on a space-available, first-come first served basis, to other vendors who participate infrequently. **Day vendors MUST contact the Market Manager in advance of a market day to check availability.** Day vendors must complete an Application **in advance of setting up** and comply with the same guidelines as regular vendors. Day vendors may arrive late and leave early if necessary. They will pay a day fee to the Market Manager prior to setting up.
17. Day vendors who arrive late and/or leave early MUST use the circular drive for access.
18. Vendors are responsible for meeting all County, State, and/or Federal guidelines, rules or laws affecting their operation. Certificates indicating your compliance with these rules must be posted at your space each market day and copies provided with application. Vendors must comply with all guidelines for products requiring labeling. **Vendors offering baked goods or ready-to-eat foods must wrap their products or enclose them in appropriate food-safe containers for presentation to consumers. In addition, all food samples must be covered/enclosed to also protect them from insects and the elements.**
19. It is highly recommended that vendors post the name of their farm/business at their booth daily. Prices should also be posted daily and be highly visible as customers often refrain from purchases when they must ask the price.
20. Vendors may provide one or more certified representatives (other than family members) to act on their behalf on market days. Sponsor recognizes that growers/vendors are time-challenged and that it may be necessary to provide family members or employees to manage market booths. **Any individual managing a booth for a certified vendor must be registered and approved in advance by Waynesville Public Market, Inc.** Applicants may not appoint an agent who also raises or produces his/her own similar products for sale at the market. Agents may not represent more than one vendor at a time. A separate Appointment of Agent must be completed by participating growers and prominently displayed at their space.
21. All vendors are required to obtain a certificate of registration from the NC Department of Revenue (NCDOR) for collection/payment of sales tax unless they are growing produce, plants or similar items that are not being altered in any way for sale to the public. Vendors who are selling any value-added product or a mix of products (i.e., produce, meat, cheese, baked goods, preserves, etc.) will be required to obtain a sales tax certificate as they are required to collect tax on the value-added items (meat, cheese, baked goods, pickles, etc.).

Craft vendors are required to have sales tax certificates. A copy of the certificate of registration must be provided to Waynesville Public Market, Inc., along with the application, as farmers market operators are now required to maintain a daily registration list of vendors regardless of whether they rent or merely provide

space to vendors. Vendors are required to prominently display a copy of their registration at their market space. The link to the NCDOR online registration form is:

<http://www.dornrc.com/electronic/registration/index.html>. The phone number for NC Dept. of Revenue is 877-252-3052.

Those vendors (plant, produce, etc.) who are not required by NC Statutes to have a sales tax certificate will complete an exemption form provided by Waynesville Public Market, Inc. prior to setting up.

**Vendors will not be allowed to set up until certificates have been provided.** Vendors are responsible for the reporting of their individual earnings and payment of all applicable taxes

22. All scales are subject to annual inspections which will take place at the market, (unannounced).
23. Waynesville Public Market, Inc. will not provide liability insurance for individual vendors, their products, or any activity associated with their operation. Individual vendors are responsible for providing their own insurance and are encouraged to do so.
24. Vendors are responsible for picking up and disposing of trash within their vendor space and the general market area each market day. Participants are encouraged to do all they can to maintain a clean, safe, and enjoyable market space for their customers to use. Shelton House/HART Theater have offered use of the space, which vendors are asked to respect. They require that the circular drive not be blocked at any time to allow access to their personnel and emergency vehicles, and that vendors refrain from driving or parking on the grass. **Vendors who must park vehicles associated with their business outside of their assigned space are ENCOURAGED TO PARK THEM IN THE OVERFLOW LOT AT THE TOFFEE COMPANY ACROSS FROM HART THEATER OR IN ANOTHER DESIGNATED SPACE. Customer parking is becoming a challenge. Please help us insure our customers can access the market.**
25. Vendors are responsible for setting up their own equipment, as well as for the removal of all tents, tables, and other items from their spaces at the close of each market day. **All tents are required to be secured with weights on each corner every market day.** Side curtains may not extend more than half way up the side (from the back) and may not obscure vendors on either side. Signage may not be used on sidewalls or elsewhere that would block visibility of adjacent vendors.
26. Vendors are expected to conduct themselves in a manner which promotes the overall well-being of the market, and which does not cause disruption to customers or other vendors. Vendors who bring children and/or pets are required to control them within their space. Smokers are required to step outside of the market area to smoke. Vendors offering fragrant products such as candles and essential oils are not permitted to burn their product at the market. Should their products prove bothersome to neighboring vendors or customers, they may be relocated to another more appropriate space. Vendors who do not conduct themselves in a manner deemed appropriate by the manager may be asked to leave. Fees will not be refunded.
27. No political, religious, or other similar activities may be conducted or handouts distributed at the market.
28. Beginning in 2014, Waynesville Public Market, Inc. adopted a weapons policy at the market. Vendors may not hand-carry guns in the market area. Guns are required to be locked in vehicles.
29. Vendors agree to adhere to all policies instituted by the sponsoring organization which may change over the course of the year. Vendors will be advised of any pending changes should they occur.
- 30. All questions, suggestions, or concerns should be directed to the Market Manager unless otherwise directed by Waynesville Public Market, Inc.** Any official complaints which cannot be resolved by the manager must be directed to Waynesville Public Market, Inc. Complaints must be in writing and must identify the parties involved, specific details of the complaint, and be signed and dated by complainant.

