

## **SOUTH HILL FARMERS MARKET RULES AND REGULATIONS**

### **Mission:**

- To provide a marketing opportunity for local producers in Mecklenburg County and surrounding regions.
- To provide a source of fresh quality produce for residents of the Town of South Hill and surrounding areas.

### **Management:**

The South Hill Farmers Market will be under the supervision of the Market Square Committee. South Hill's Town Council Members shall appoint members to the Market Square Committee. The Committee will be responsible for recruiting and approving vendors, assigning spaces, establishing and enforcing Market policies, promoting the Market and supervising daily operations.

We hope to provide a safe, pleasant and fun environment for all participants. Your comments and suggestions are always welcome. Please feel free to contact Anna Cratch at (434) 447-3191 with any concerns or recommendations you have.

### **Location:**

The South Hill Farmers Market is located at 105 W. Danville Street in the Market Square public parking lot located at the intersection of Mecklenburg Avenue and Danville Street in downtown South Hill.

### **Hours of Operation:**

The Market will operate on Saturdays, rain or shine, April through October. Hours of operation are 8:00 a.m. to 12:00 p.m. Producers may sell at the South Hill Farmers Market only on the announced days of the Market. There will be no sales to the public prior to the opening of the Market.

Vendors are required to be set up for business by 8:00 a.m. and are encouraged to stay until closing. Vendors are to park only in the specified area.

### **Vendor Spaces, Applications and Fees:**

Farmers Market vendor spaces are 10' X 10' in size and cost \$5.00 each day for the allotted hours of the Market. Season passes are available. The fee is due with the application. Checks should be made payable to the "South Hill Market Square Committee". Mondays, Tuesdays, Wednesdays and Thursdays are the sign up days for vendor spaces. Cancellations must be made by 10:00 a.m. on Thursdays. No vendors will be allowed to sell at the Market without a reservation.

If a vendor is consistently absent on Market day without prior notice, his or her space may be revoked. The Market Square Committee reserves the right to deny or revoke any approved space, when it is considered to be in the best interest of Market operations.

Vendors are responsible for providing tables, equipment, shelter and displays for their merchandise. Any signs must pertain to the vendor's items and must be located within the vendor's space.

### **Products:**

The South Hill Farmers Market is a producers-only market. No reselling of purchased items is permitted. The following items may be sold at the Market: locally grown fresh fruits, vegetables, bulbs, flowers, plants, herbs, dried mixes, honey, jams, jellies, preserves, eggs, baked goods, candies and homemade crafts. The Market Square Committee has the right to specify that producers be within a certain mileage radius. All vendors selling produce must participate in growing the produce they sell.

No vendors selling items other than those listed above shall operate on Market Square unless approved by the Market Square Committee. The Market Square Committee reserves the right to approve or disapprove any items to be sold at the Market. Live animals are not permitted for sale. The sale of manufactured, used or imported goods is prohibited as well.

Vendors set their own prices and are responsible for posting their prices. Vendors are responsible for accurately representing their products. Radical price cutting of top quality produce is prohibited. Scales/weights are the responsibility of the vendor, are subject to inspection by the Office of Weights and Measures, and must be legal for commercial use. Vendors must make appropriate adjustment of any consumer's reasonable claim of unsatisfactory quality or condition.

All who apply will be required to complete the South Hill Farmers Market applications and adhere to regulations as amended.

### **Regulations:**

The vendor is responsible for all required licenses, permits and certifications. Any person using the South Hill Farmers Market for the purposes of selling or offering for sale any items on the premises must comply with all federal, state and local ordinances. Any food or beverages sold must be in accordance with Health Department regulations and/or Department of Agriculture guidelines. Also, in order to state that an item is organic, it must be a certified organic product.

The Market Square comes under the 501(c)(3) status of the South Hill Revitalization Committee. The collection and filing of all related taxes and the obtaining of all applicable inspections are the responsibility of each individual vendor. Information about taxes can be obtained from the Commissioner of Revenue and the Virginia Department of Taxation. It is the sole responsibility of the vendor to be knowledgeable of, abide by, and ensure compliance with all regulations pertinent to their individual operation.

### **Health, Sanitation and Safety:**

Vendors will be responsible for the collection and removal of all refuse generated from sales at their space. The event sponsor is responsible for the Market Square and its surrounding area. The Market area must be left clean and free of all produce and debris.

Behavior by vendors or customers judged to be disruptive or detrimental to the peaceful operation of the Market will not be allowed.

Small children brought to the Market by vendors must be kept under the supervision of a designated adult.

The South Hill Farmers Market and the Town of South Hill will not be responsible for damage or loss of any personal belongings left unattended.

Any unsafe or unsanitary conditions should be brought to the immediate attention of the event sponsor.

### **MARKET SQUARE INSURANCE GUIDELINES**

#### **Farmers Market Vendors:**

Vendors will not be required to show evidence of any insurance coverage in order to sell goods and produce in the Square. The Town of South Hill, however, will not provide any coverage for vendors. Vendors should also know that most Homeowner's insurance policies do not provide coverage for business ventures. Concerned vendors should contact their insurance agent or broker to secure such coverage.

#### **Groups and Organizations:**

Groups and organizations wishing to use the facilities at Market Square will be required to show satisfactory evidence of General Liability Insurance, to include Products Liability, in the amount of at least \$1,000,000 per occurrence and \$1,000,000 in the aggregate for the policy term.

Should the event being sponsored involve the sale or serving of alcohol, the insurance should include coverage for Liquor Liability.

All policies should name the Town of South Hill as an additional insured as respects the event.

The Town reserves the right to refuse to accept evidence of insurance if, in its sole discretion, such evidence is produced on unacceptable or inappropriate forms. The use of industry *Acord* forms is encouraged.

#### **Individuals Other Than Above:**

From time to time individual citizens may choose to utilize Market Square for reunions, gatherings and other social purposes. No insurance coverage shall be required in such a case, unless alcohol will be served or sold. In such case, the same requirements outlined above for groups and organizations shall be met.