

SOUTH HILL FARMERS MARKET

RULES AND REGULATIONS

Mission: To provide a marketing opportunity for local producers in Mecklenburg County and surrounding regions and to provide a source of fresh quality produce, baked goods and crafts for the residents of the Town of South Hill and the surrounding area.

Management: The South Hill Farmers Market will be under the supervision of the South Hill Farmers Market Manager. The manager will be responsible for recruiting and approving vendors, assigning spaces, establishing and enforcing Farmers Market policies, promoting the Farmers Market and supervising daily operations.

The manager and/or their assistant will be on site at every Market. The manager can answer questions, ensure compliance with Market rules and food safety regulations, any State mandated rules that apply any specific day, and help resolve any issues that may arise. The Market Management can be contacted through: southhillfarmersmarket@gmail.com.

We hope to provide a safe, pleasant and fun environment for all participants. Your comments and suggestions are always welcome. You can email us at southhillfarmersmarket@gmail.com or call me at 434-917-3935 and leave a message with any concerns or recommendations you have. I will get back to you as soon as possible.

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 Farmers Market will operate every Saturday, rain or shine, May through October. If the rain is through a possible hurricane, the Market will be cancelled. 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.

The Market Manager will be at the Town Square by 6:45 on market days and will direct vendors where to set up. Vendors are required to be set up for business by 8:00 a.m. and are expected to stay until closing unless there is an emergency. Vendors are to park only in the specified area. For safety reasons, moving vehicles will not be allowed on the lot while the Farmers Market is operating.

Vendor Spaces, Applications, and Fees: Farmers Market vendor spaces are 10' X 10' in size and the cost is \$25 each day for the allotted hours of the Farmers Market. There are different passes available for the season. The fee is non-refundable and is due with the application. Checks should be made payable to the South Hill Farmers Market. To be a vendor for the week, you must be signed up by Thursday, unless you have a season pass. If you are signed up, cancellations must be made by noon on Thursdays unless you have an emergency. No vendors will be allowed to sell at the Farmers Market without a reservation. There are two special Farmers Market dates, the 3rd Saturday in November for our Christmas Open House, and the first Saturday in December for the Christmas Farmers Market (This one will be held inside at the Exchange Building). These events are not included in the season pass and the cost will be pending review each year. Applications will be sent out towards the end of the regular season.

Customers rely on consistent vendor attendance. The strength of the Farmers Market depends on both the vendor and customers supporting the efforts of the Farmers Market. We ask that vendors consider carefully when committing to the Farmers Market and cancel only in the event of an emergency. The market is rain or shine, but exceptions are there for crafters that have products not amenable to wet weather. If a vendor is consistently absent on days scheduled without prior notice, his or her space may be revoked. There will not be any refunds for spaces rented for individual dates. If it is in an emergency, another day can be booked. The Farmers Market Manager reserves the right to deny or revoke any approved space when it is considered not to be in the best interest of the Farmers Market operations.

Vendors are responsible for providing tables, equipment, shelter and displays for their merchandise. If you are using any type of shelter/tent this will need to be

supported/tied down to prevent any damage to neighboring vendors. Any signs must pertain to the vendor's items and must be located within the vendor's space. We post the list of vendors and their products on Facebook on Thursday of that week. If you want to add more about your products, you are free to post additional information on the South Hill Farmers Market Facebook page.

Vendors are also required to follow whatever State mandated rules are in place at the time of each Farmers Market. You can find the information at www.vdacs.virginia.gov.

Products: The South Hill Farmers Market is a full disclosure market with first priority given to vendors who grow their own products. Vegetables sold at the Farmers Market that are not grown by the vendor must be marked prominently with the name and location (county and state) of the producer and prominently displayed in their booth. Please use this format: "These _____ were produced by _____ in _____ Virginia (or North Carolina)." This only applies to produce that was grown by a relative on a different farm, it does not apply to produce that was picked up or shipped in from a wholesaler. We are stressing that this is a "Makers Market" and not a flea market. Items must be made/produced by the vendor. The following items may be sold at the Farmers Market: locally grown fresh fruits, vegetables, meat packaged by a USDA certified preparer, bulbs, flowers, plants, herbs, dried mixes, honey, jams, jellies, preserves, eggs, candies, baked goods, and homemade crafts. All products and producers must come from Virginia or North Carolina and all baked goods, jams, jellies and preserves must be in line with VDACS rules under the cottage laws and follow the appropriate labeling requirements.

No vendors selling items other than those listed above shall operate on Market Square. The Farmers Market Manager reserves the right to approve or disapprove any items to be sold at the Market. The sale of manufactured, used or imported goods is prohibited.

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 to any consumer's reasonable claim of unsatisfactory quality or condition.

All who apply will be required to complete the South Hill Farmers Market application 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 purpose of selling any items on the premises must comply with all federal, state and local ordinances. Any food or beverages prepared on site for sale, must have a permit from the Health Department and also must have a temporary food vendor permit that has been prepared by the manager and must be prepared and sent in to the Health Department at least 30 days before the dates that you want to sell at the market. There are no exceptions to this rule. All items must be labeled properly according to the law. It is the vendor's responsibility to determine whether their product must be produced in a kitchen certified by the Virginia Department of Agriculture and Consumer Services (VDACS). The rule is that anything requiring refrigeration (except eggs) must have the required permits and certification. Accuracy of labeling is the responsibility of the vendor. If your kitchen is not certified and you are selling baked goods through the Cottage Law, you are required to have a sign that says: Products made in a non-certified kitchen and not for resale and must have your name, address, telephone number and a list of all ingredients. Also, if you state that an item is organic, it must be certified organic by the state or local departments, and you will have to have the required permits.

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 the 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 Farmers Market will not be allowed and asked to leave.

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

We do not allow vendors to have pets with them at their produce or food booths for sanitation reasons.

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 Farmers Market Manager or assistant.

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 Market Square. The South Hill Farmers Market 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.

