



Columbus County Community Farmers Market

"Fresh from the farm to your family"

132 Government Complex Road • P.O. Box 888

Whiteville, NC 28472

(910) 625-9649 • info@columbuscountyfarmersmarket.com

www.columbuscountyfarmersmarket.com

Dear Farmers Market Vendor:

Welcome to the 2011 Season of the Columbus County Community Farmers Market!

Please review the policies on page 2 of this packet, then complete and sign pages 3 & 4 and return the entire packet with your payment to Carol Shuman in person or mail to:

Columbus County Community Farmers Market

P.O. Box 888

Whiteville, NC 28472-0888

Please make check or money order payable to Columbus County Farmers Market; do not send cash.

Please feel free to call Carol Shuman, Market Manager, at (910) 642-3789 if you have questions or need additional information.

As our Farmers Market continues to grow, we look forward to your involvement in another bountiful season!

Sincerely,

Columbus County Farmers Market Board of Directors

Irvin Brown, President

Lindy H. Shuman, Vice President

Carol Shuman, Market Manager

Al Daniel

Myra T. Godwin

Mary Miller

Johnny Reynolds

Bill Skipper

Columbus County Community Farmers Market, Inc,
OFFICIAL POLICIES

Approved by Board of Directors, February 12, 2010

1. All vendors must reside in Columbus County, an adjoining county or request approval from the Board of Directors. Vendors may lease land for crop production.
2. Vendors must be the original producer of all items sold. Produce and other products may not be purchased for resale, unless the item(s) are out of season or unavailable locally, and then only with Market Manager approval.
3. All vendors must complete and sign a Vendor Application (page 3) and a Vendor Eligibility Determination Form (page 4) prior to approval to participate in the Market.
4. All vendors must agree to allow representatives of the Market to visit the premises where the products to be sold are produced. The Board of Directors shall make the decision as to final approval of all vendors.
5. All vendors must pay either an annual or a daily fee in order to participate in the Market. New vendors must commit to either an annual fee or a daily fee on his or her first sales day. A vendor may not change from a daily fee to an annual fee in the same Market year.
6. Annual vendors must pay a fee of \$85.00 per space per year to the Market Manager on or before April 15, for returning vendors or on the first sales day for new vendors.
7. Daily vendors must pay a fee of \$7.00 per space per sales day and are permitted to sell only when space is available. The Market Manager shall make the decision as to approval of daily vendors.
8. Vendor fees are non-refundable.
9. Market hours of operation are Tuesday, Thursday and Saturday from 7:00 AM until 12:00 PM. Vendors may sell at other times with Market Manager approval.
10. Vehicles are not allowed under the Market shelter. Vendors shall use caution when moving vehicles in or out of their space during hours of operation so as not to endanger others.
11. Each vendor shall be responsible for the cleanliness of his or her space. Vendors are encouraged to assist in the cleaning of common areas provided for the convenience of all customers.
12. All vendors must display an attractive, easy-to-read sign with their farm or business name at his or her space. In addition, prices must be clearly posted for all items for sale.
13. Products that may be sold at the Market include, but are not limited to:
 - a. Vegetables grown by the vendor from seeds, sets or seedlings.
 - b. Fruits, nuts or berries grown by the vendor from trees, bushes, or vines on the vendor's farm.
 - c. Plants grown by the vendor from seeds, seedlings, transplants or cuttings.
 - d. Bulbs propagated by the vendor.
 - e. Eggs produced by the vendor's poultry.
 - f. Honey produced by the vendor's bees.
 - g. Fresh (not frozen) baked goods made by the vendor. All baked goods must be individually wrapped.
 - h. Preserves, pickles, relishes, jams, jellies, etc. made by the vendor.
 - i. Fresh cut or dried flowers grown by the vendor.
 - j. Firewood cut by the vendor.
 - k. Compost produced and bagged by the vendor. No topsoil or unbagged compost may be sold.
 - l. Other farm products as approved by the Board of Directors.
14. All produce must be of a high quality and may be inspected at any time by the Market Manager. Only USDA certified organic growers may display signage using the word "organic" and a copy of the vendor's organic certification must be displayed at his or her space and on file with the Market Manager.
15. Pets and other animals (except service animals) are not allowed at the Market. No animals may be sold or given away at the Market.
16. Handcrafted items produced by the vendor may be sold at the Market. The Market Manager must approve the sale of all craft items prior to the vendor's first sales day.
17. Gas cookers and other open fires are not permitted at the Market, except for special events as approved and supervised by the Board of Directors and/or Market Manager.
18. The Market Manager must approve a vendor's use of water and electricity. Excessive use may require payment of a user fee to be determined by the Market Manager.

**Columbus County Community Farmers Market, Inc,
2011 VENDOR APPLICATION**

Vendor Name: _____

Mailing Address: _____

City, State, Zip Code: _____

Telephone Number: _____ Mobile: _____ Other: _____

Email Address: _____ Web Site: _____

Farm or Business Name: _____

Physical Address: _____

City, State, Zip Code _____

Names of Agents/Sales Reps: _____

Products you plan to sell: _____

What products will be the majority of your sales? Farm Products Baked Goods Crafts

Dates you plan to sell: Start: _____ Finish: _____

Indicate days you plan to sell: Tuesday Thursday Saturday

1. I acknowledge that I have received a copy of the policies governing the operation of the Columbus County Community Farmers Market (CCCFM) and I agree that I will abide by these policies.
2. I agree to allow representatives of the Market to visit the premises where the products I intend to sell are produced in order to determine my eligibility to participate and to insure compliance with CCCFM policies.
3. I understand that CCCFM provides insurance coverage only on the CUSTOMERS of the Farmers Market. I further acknowledge that it is my responsibility to provide liability coverage for myself, my employees and representatives of my business, either by purchasing insurance or by personal indemnity.
4. I assume sole risk for selling at the Market and I agree to release and hold harmless the Columbus County Community Farmers Market, its directors, officers and employees from any claims relating to property damage or personal injury to myself, my family members and employees or representatives of my business related to or arising from my participation in the Market.
5. I understand that my vendor privileges may be terminated for violation of any of these agreements and that vendor fees are non-refundable.

Signature: _____

Date: _____

(CCCFM Market Manager Use Only)	
Application received by: _____	Date: _____
Vendor fee received by: _____	Date: _____

**Columbus County Community Farmers Market, Inc,
VENDOR ELIGIBILITY DETERMINATION FORM**

Columbus County Community Farmers Market exists to serve the needs of the community. In order to better serve needy persons within our community, at least 60% of all vendors must meet eligibility requirements in order to participate as a vendor at the Market.

Please complete and return this form along with your Vendor Application.

In each of the last two years, was your **Total Household Income*** less than **\$22,050.00 (Bladen, Columbus & Robeson County Values)**?

_____ Yes _____ No

In each of the last two years, was your **Total Household Income*** less than **\$23,392.02 (Brunswick County Value)**?

_____ Yes _____ No

*Total Household Income is defined as **Adjusted Gross Income** for all members in your household or the amount you entered on IRS Form 1040, Adjusted Gross Income Section. The County Value is calculated as the higher of the National Poverty level or 50% of the County Median Household Income.

Certification

I/We declare under penalty of perjury, under the laws of the State of North Carolina, that the information contained on this form is true and accurate. I/We also understand and fully acknowledge that the information may be subject to investigation and/or verification and that any false or misleading information shall be grounds for denial or subsequent revocation of the vendor application without refund of any fees paid.

Signature

Name Printed

Signature

Name Printed

Date