



## Columbus County Community Farmers Market

*"Fresh from the farm to your family"*

132 Government Complex Road • P.O. Box 888

Whiteville, NC 28472

(252) 588-0300 • [info@columbuscountyfarmersmarket.com](mailto:info@columbuscountyfarmersmarket.com)

[www.columbuscountyfarmersmarket.com](http://www.columbuscountyfarmersmarket.com)

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### Dear Farmers Market Vendor:

*Welcome to the 2018 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 Susan Rockel 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 through the mail.**

Please feel free to call me at (252) 588-0300 if you have questions or need more information.

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

Sincerely,

### COLUMBUS COUNTY COMMUNITY FARMERS MARKET

Susan Rockel  
*Market Manager*

#### ***BOARD OF DIRECTORS***

Lindy Harold Shuman  
*President*

Carol Shuman  
*Treasurer*

John Fipps  
*Vice President*

Barbara Fipps  
*Board Member*

Jackie Lewis  
*Secretary*

David Lewis  
*Board Member*

# Columbus County Community Farmers Market, Inc, OFFICIAL POLICIES

*Approved by Board of Directors, February 13, 2018*

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 at least 50% of the value of all products they offer for sale. Vendors may supplement their inventory with items produced within Columbus County or an adjoining North Carolina county subject to Market Manager approval. Products not produced by the vendor shall not be allowed to compete with reasonably similar products produced by and for sale by the vendor who is the original producer.
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 for sale are produced. The Board of Directors shall determine final approval of all vendors.
5. All vendors must pay either an annual fee or a daily fee in order to participate in the Market. New vendors must commit to either an annual fee or a daily fee no later than his or her second sales day. A vendor may not change from daily to annual or vice versa in the same Market year.
6. Annual vendors must pay a \$175.00 space reservation fee per space, per year to the Market Manager on or before April 15, for returning vendors or on the first or second sales day for new vendors. Reserved spaces are held for one-hour after the market opens after which they may be released by the Market Manager for use by daily vendors.
7. Daily vendors must pay a \$15.00 fee 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 only vendors.
8. All vendor fees are non-refundable.
9. Market hours of operation for the 2018 season shall be Saturday only from 8:00 a.m. until 1:00 p.m. Vendors may sell at other times subject to 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.
  - b. Fruits, nuts or berries grown by the vendor.
  - c. Plants grown by the vendor.
  - 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 and must be individually wrapped and dated.
  - h. Preserves, pickles, relishes, jams, jellies, etc. made by the vendor and must have a date of production on the product.
  - 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 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 the sales space and on file with the Market Manager.
15. Pets and other animals (except service animals) are not allowed under the Market shelter. 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.
19. The Market may operate a remote, off-site mobile market at one or more locations. All rules and guidelines that are contained in the Official Policies shall apply to the remote, off-site mobile market(s).
20. In order to participate in the remote, off-site mobile market locations, a vendor must pay either an annual fee or a weekly fee. If a vendor has paid an annual fee, participation in the remote, off-site mobile market is available at no additional cost. Daily vendors, who have participated in at least one (1) market day of the 2018 season, may participate in the remote, off-site mobile market by paying a \$15.00 fee per space, per sales day and are permitted to sell only when space is available.

**Columbus County Community Farmers Market, Inc,  
2018 VENDOR APPLICATION**

Vendor Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Mobile: \_\_\_\_\_ Other: \_\_\_\_\_

Email Address: \_\_\_\_\_ Website: \_\_\_\_\_

Farm or Business Name *(if different from above)*: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Names of Agents/Sales Reps: \_\_\_\_\_

List ALL 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: \_\_\_\_\_

1. I acknowledge that I have received a copy of the policies governing the operation of the Columbus County Community Farmers Market, Inc. (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 liability insurance coverage only on 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, Inc., 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 vendor fees are non-refundable.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

<b>(CCCFM Market Manager Use Only)</b>	
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 direct or indirect **Gross Farm Sales** less than or equal to **\$174,600** per year?

Yes     No

In each of the last two years, was your **Total Household Income\*** less than **\$24,600.00** per year?

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/area specific value is calculated as the higher of the National Poverty level or 50% of the County/Area 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