



Clayton Farm and Community Market

Vendor Application

Thank you for your interest in the market! The primary criteria considered for participation are:

Product standards

Products sold at the market must be:

1. grown, raised, created, or crafted,
2. by the applicant,
3. within 100 miles of Clayton, NC,
4. in one of the following categories:
 - Farm/fresh products
 - Raw: fruits/vegetables, herbs, plants, flowers, nuts, honey, eggs, dairy products, meat and seafood
 - Value-added: prepared foods and goods *using ingredients from your farm*
 - Prepared foods (Photos of each item must be included with your application)
 - Spice mixes, pet treats, baked goods, beverages, and bottled/canned items
 - Artisanal goods (Photos of each item must be included with your application)
 - Art, woodwork, pottery, paper goods, apparel, jewelry, body products, candles, furniture, crafts, etc.
 - The applications in this category will be juried. No profanity, nudity, or content that is overtly political and/or may be deemed inappropriate by the board is allowed.
 - Must show true craftsmanship, added value, and enhancements
 - No reproductions allowed with the exception of prints of art or photography originally produced by the vendor

Exceptions may be made on a case-by-case basis. All Board decisions will be final. Examples include:

- farm/fresh items that are not available within 100 miles (such as NC seafood)
- certain market-related specialty items (that are not overly manufactured and support another small business - not a third or fourth-party seller) as long as they do not account for more than 50% of a vendor's sales

Local, State, and Federal Regulations

Proper documentation of compliance with any regulations related to your products must be included with this application. Common examples include:

- *home processor/kitchen inspection* for ALL baked goods, jams/jellies, candies, dried mixes, spices, some sauces/liquids, and pickles/acidified food
- *meat handlers license* for any vendor receiving and/or storing, transporting and/or selling fully marked and labeled meat and/or poultry

NC Sales and Use Tax Certificate

Per North Carolina laws, businesses engaged in one or more of the activities listed at www.ncdor.gov/taxes-forms/sales-and-use-tax/sales-and-use-tax-registration must obtain a Certificate of Registration. This certificate *must be included* with the market application.

Number of current vendors

- Besides fruits and vegetables, a maximum of TWO vendors per market may sell the same product; exceptions may be made on a case-by-case basis.
- The market will maintain a minimum of 50% farm/food vendors.
- In the event we cannot accommodate you at the time of your application, you may be placed on a sub list or wait list.
- A vendor who is approved to attend market full-time may be demoted to part-time in the event of vendor absences. In addition, vendors who fail to respond to weekly RSVP emails on time may forfeit their space that week to a vendor on a sub or wait list.

YOUR INFORMATION

Business Name: _____

Contact Name: _____ Phone Number: _____

E-mail address: _____

Web Site Address: _____

Facebook: _____ Instagram: _____

Address(es) where your products are made: _____

List all items you are requesting to sell in each category below.

Farm/fresh products. All items listed here must be grown/raised by YOU. Any exceptions you want to request must be listed separately, on PAGE 5 of this application.

Prepared foods: All items listed here must be handmade by YOU. Any exceptions you want to request must be listed separately, on PAGE 5 of this application.

Artisanal goods: All items listed here must be handmade by YOU. Any exceptions you want to request must be listed separately, on PAGE 5 of this application.

APPLICATION CHECKLIST

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Your product is grown, raised, created, or crafted by you
(any exceptions being requested must be listed on page 5 of this application) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Documents proving you comply with all applicable regulations are attached
(see "Local, State, and Federal Regulations" on page 2 for more details) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Your NC Sales and Use Tax Certificate is attached |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | You have read and understand the CFCM Guidelines (see pages 5-6) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Photos of <i>each product</i> you want to sell are attached (except raw farm goods) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Your products require access to electricity at the market |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | You're prepared to pay the \$35 non-refundable application fee at your first market |

DESIRED ATTENDANCE

- Full-time (every Saturday)* **OR** Part-time (some Saturdays)

**A full-time vendor may be demoted to part-time in the event of vendor absences, based on the number of vendors on the waiting list with a similar product.*

Regular Markets: April-December, 9 am-1 pm./Winter markets: January-March, 10 am-1 pm

TERMS OF AGREEMENT

Signing this application indicates that I have read and agree to abide by the guidelines of the Clayton Farm and Community Market. Signing this application indicates that I understand that the information provided above can be shared via the CFCM newsletter and social media accounts. Signing this application indicates that I understand that CFCM strongly encourages all vendors to carry their own liability insurance policy. My signature further indicates that I have read, and that I understand and agree to the following waiver of liability: *The undersigned does hereby release from all liability and agree to hold harmless the Clayton Farm and Community Market, the CFCM Board of Directors, and the Town of Clayton for any injury or damage suffered or incurred by the undersigned or by employees, volunteers, or representatives of the undersigned in their activities upon the premises of the Clayton Farm and Community Market. The undersigned also agrees to exonerate and hold harmless the Town of Clayton from any and all liability for injury or damage to their persons caused by the activities of the undersigned or its employees, volunteers, or representatives upon said premises, including, but not limited to, any costs, including attorneys' fees, incurred by the Town of Clayton in defense thereof.*

Vendor Signature: _____ Date: _____

Vendor Printed Name: _____

Please email this application and all attachments and photos to info@cfcmmc.org

REQUEST FOR EXCEPTION

All products being sold at the Clayton Farm and Community Market must be grown, raised, created, or crafted by the applicant within 100 miles of Clayton, NC.

Exceptions may be made on a case-by-case basis. All Board decisions will be final. Examples include:

- farm/fresh items that are not available within 100 miles (such as NC seafood)
- certain market-related specialty items (that are not overly manufactured and support another small business - not a third or fourth-party seller) as long as they do not account for more than 50% of a vendor's sales

Any exceptions you want to request must be listed below for the Board's consideration:



Clayton Farm and Community Market

Guidelines

Welcome to the Clayton Farm and Community Market (CFCM)

Thank you for choosing us! The following guidelines will be revised and updated as needed, and may be modified according to the season and products being sold. We welcome your ideas and suggestions at any time. We are a year-round market open April-December, 9am-1pm, and January-March, 10am-1pm.

Application

All applications will be voted on by the CFCM Board of Directors. If the board approves an application, the vendor will be added to the market email list and receive weekly market RSVP emails. If the Board does not approve an application, the applicant will receive an email explaining why. Onsite inspections may be required at the request of the Board if there are questions or concerns about how an item is being produced.

Fees

The market can only accept cash or check at this time (but other options are coming soon).

Market application fee:

- \$35.00
- payable at the vendor's first market appearance each season
- applications must be re-submitted annually

Daily market fees are collected onsite during the market day:

- \$10.00 - Farm/fresh and prepared/value-added food vendors
- \$20.00 - Artisan, artist, craft vendors

All non-sufficient checks will be assessed an NSF fee payable to CFCM based on bank costs to the market.

Sales

At the market, vendors may be asked to complete an anonymous sales report for the day. This information is used to track combined total sales for the day, not to track individual vendor sales. This information may be needed for grant opportunities or other reporting beneficial to the market.

Tent spaces

Tent spaces are assigned via email the Friday before market.

- Vendors must provide their own tables and 10x10-foot tents.
- Most spaces are 10'x10' but please be aware that some spaces only have 5'x10' of usable space under the tent due to the presence of benches in Horne Square. You will be notified ahead of time if you are assigned to one of these spots.

General rules

- Late arrivals and early dismissals are only allowed at the discretion of the onsite manager.
- Vendors must work inside of their own tent area and may not distribute materials or samples to customers outside of that without prior consent.
- Vendors' children must be supervised at all times.
- Audio and music may not be played without prior consent.
- Smoking and vaping are not allowed within the tent spaces or anywhere within Horne Square.
- The market manager has the discretion to request immediate removal of any product considered objectionable.
- All vendors must prominently display their name and location
- All products must be clearly priced and neatly displayed
- Selling top-quality produce at radically lower prices than current market rates is prohibited
- Poor-quality or overripe produce must be labeled as such, and can be sold for a discounted price
- Competition among vendors must remain friendly. Price wars are prohibited.
- Loud music, drumming, shouting and use of other disruptive tactics to draw attention to individual booths is prohibited
- Vendors advertising as “Organic”, “Unsprayed”, “Natural”, etc. are not required to be certified by any recognized certification agency. However, state law restricts use of the phrase “Certified Organic” to only those who have been certified by the United States Department of Agriculture.
- All vendors are required to advertise truthfully and to respond to customers' questions in a like manner.

Grievances

The onsite manager has the authority to grant exceptions to the market policies on an individual basis for reasons of dire need. Should any vendor, at any time, be found in violation of the market guidelines, he or she will be asked to immediately comply. Failure to do so will result in expulsion from the market. Vendors have the right to a hearing before the CFCM Board within two weeks of any disciplinary action.

In the event of customer dissatisfaction, the dispute must be resolved to the satisfaction of the customer and the onsite manager in a timely manner. Vendors who routinely fail to resolve customer disputes may be asked to leave the market.

Vendors with concerns, disputes, or suggestions should contact the onsite manager during the market day and contact the CFCM Board in writing at info@cfcmmc.org within five business days.