



Clayton Farm and Community Market

Grower/Producer/Value-Added/Food Truck - "Consumables" Vendor Application

April 2018 – March 2019

Please read the market's Rules and Regulations (found following the application forms), then complete and return the Vendor Application and Public Information forms.

To participate in our Market Weekends, you must be selling goods/produce that is from within 100 miles of Clayton. Factors that are taken into consideration for new vendors are:

- If the product is made/grown within 100 miles of Clayton
- The number of existing members selling the same product.
- The quality of the product.
- Must be properly licensed and permitted as per their specific product. It is the responsibility of the vendor to obtain all of the required permits and approval from the appropriate government organization/department.

If the board votes yes to allow you to attend our market, you will be added to our vendor email that includes details about where and when to set up for Saturday. If the Board votes no, you will receive an email explaining why. The following are required for each approved vendor:

- As vendor, the fee for attendance each week is \$8.00/member or \$16.00/non-member.
- Fees will be collected on-site each Saturday you participate.
- You must provide your own table and tent. A tent is required by the Town of Clayton.
- You must prominently display your name and location in your booth (e.g. Creekside Farm, Selma). The sign should be between 8 ½ x 11 inches to 18 x 24 inches.

Vendor Application I am a new applicant I am a returning vendor

Business Name: _____

Contact Name: _____

Address: _____

City, State, Zip: _____

Phone Numbers: (Day) _____ **(Evening)** _____

E-mail address: _____

Web site address: _____

Is this business a farmers' cooperative? Yes: _____ No: _____
(If so, attach a list of the participating members, including their names and contact numbers.)

Farm number, if applicable: _____

List any other applicable licenses and certifications. Attach copies of licenses or certifications as necessary: _____

Please list all items that you are requesting permission to sell below. (Refer to definitions of these categories in the Guidelines for the CFCM.)

Produce and plants:

_____	_____
_____	_____
_____	_____

Other fresh farm products:

_____	_____
_____	_____
_____	_____

Value-added farm products:

_____	_____
_____	_____
_____	_____

Prepared Food Offerings/Food Truck Offerings:

_____	_____
_____	_____
_____	_____

I am a 2017-2018 member of the CFCM Association: Yes _____ No _____

I would like to become a member of the CFCM Association for the 2018-2019 season. *Annual dues payment is included.* Yes _____ No _____

The Clayton Farm and Community Market strongly encourages all vendors to carry their own liability insurance policy.

Terms of Agreement

Signing this application indicates that I have read and agree to abide by the terms, requirements, and guidelines of the Clayton Farm and Community Market. 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 market association’s 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 both the Clayton Downtown Development Association and 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 Clayton Downtown Development Association and the Town of Clayton in defense thereof.

Vendor Signature: _____ Date: _____

Vendor Printed Name: _____

Please return this completed application forms and all attachments to the Clayton Farm and Community Market Association.

Email to: info@cfcmmc.org (application can be emailed, payment must be mailed) or
Mail to: Clayton Farm and Community Market, PO Box 1452, Clayton, NC 27528

Note: All enclosed checks must be made payable to the **Clayton Farm and Community Market.**

Clayton Farm and Community Market Rules and Regulations

Revised April 2018 - March 2019

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Farmers and producers living and operating within a 100 mile radius of downtown Clayton, North Carolina may apply to sell approved products at the Clayton Farm and Community Market (CFCM).

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Farm products and value added farm products may be sold at CFCM.

Examples of farm products that may be sold include but are not limited solely to the following:

DfcXi Wg`: fruits, vegetables, nuts, grains, cut flowers and herbs

@j Yd`Ublg. bedding plants, hanging baskets, perennials, landscape plants

CH Yf`ZYgl`ZJfa`dfcXi Wg`: fresh eggs, wool, honey, cheese, meats

JUi Y!UXXYX`ZJfa`dfcXi Wg`: dried herbs, preserves, jams and jellies, pickles, home-made baked goods

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All prospective vendors must fill out an application prior to selling at the market, and the application must be approved by the Clayton Farm and Community Market Board of Directors before said vendor is allowed to set up a booth at the market.

All products that prospective vendors wish to sell during the season must be listed on the application, and only those products listed will be approved for sale at a vendor's booth.

All applicants must include copies of any required licenses or inspection certificates that relate to their specific products. For example, all sellers of baked goods must present a copy of their approved kitchen certificate. Check with local Cooperative Extension offices for your specific product.

On-site inspections may be required at the request of the Board of Directors if the board has any questions or concerns about any item being sold at the Clayton Farm and Community Market.

The CFCM board strongly encourages all vendors to obtain general liability insurance. For information on this process, vendors should contact Amie Newsome at the Johnston County Agricultural Extension: (919) 989-5380 or amie_newsome@ncsu.edu.

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Each prospective vendor is encouraged to join the Clayton Farm and Community Market Association. Annual dues to the association are \$35.00. Initial membership dues shall accompany the membership application, and are accepted at any time during the year. Renewing members must pay annual dues by Opening Day. Any dues paid will be refunded upon written request in the event that a vendor application is denied.

Each day they sell at the market, vendors will pay:

- Member of the CFCM Association: a discounted fee of \$8.00

- Non-members of the CFCM Association: a full fee of \$16.00

Each market day, vendors will be asked to fill out an anonymous sales report for the market. The sales information is used to track total sales generated by the market (all vendors combined) per each day the market is open. It is not used to track individual vendor sales. The information gathered can be used for grants and other means of receiving additional funds to help with the market.

All non-sufficient checks will be assessed an NSF fee payable to the Clayton Farm and Community Market. The fee will be based on costs to the market.

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Selling spaces are established each market day and will be assigned by the on site manager. Vendors will provide their own tables, tents, etc. Any vendor whose inventory requires special facilities or care is expected to provide for those needs him or herself. **Tents are REQUIRED by the Town of Clayton.**

Vendors are required to have their booths operational no later than 30 minutes prior to market opening time. Late arrivals may be allowed to set up only at the discretion of the on site manager.

Vendors are expected to maintain their booth throughout the entire time the market is open. Leaving early is only allowed with the approval of the on site manager.

Each vendor is responsible for maintaining a professional appearance. Booth space must be kept clean and all trash contained. It is the responsibility of the vendor to remove all trash and unsold products at the end of the market day. Use of market space is a privilege that may be revoked if a vendor fails to keep the area safe and clean.

To safeguard the reputation of the Clayton Farm and Community Market and to insure the safety of all products sold all vendors should abide by state and local food safety and health regulations. It is the responsibility of each vendor to be aware of and to maintain compliance with any such regulations that apply to his or her product and to a U]bU]b'dfcdYf'XcW a YbU]cb'cZgi W 'W'a d']UbW'Uh\]g' cf\ Yf'Vcch "

Vendors who do not plan to sell at the market every Saturday should make a good faith effort to inform the Market President or Market Manager via email or phone about their vending schedules. Ideally, the Market would like to be notified about changes in vending schedules no later than Wednesday before the next market Saturday.

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All vendors must prominently display their name and location in their booth (e.g. Creekside Farm, Selma). The sign should be no smaller than 8 ½ x 11 inches, and no larger than 18 x 24 inches.

All products must be clearly priced and neatly displayed. Selling top quality produce at radically lower prices than current market rates is strictly prohibited. Poor quality or over-ripe produce must be clearly labeled as such, and can be sold for a discounted price.

The Clayton Farm and Community Market is a community market, and all competition among vendors **a i ghifYa U]b 'Z]YbX'm** Price wars are strictly prohibited. Loud music, drumming, shouting and use of other disruptive tactics to draw attention to individual booths are strictly prohibited. Vendors are

encouraged to create unique, tasteful, and eye-catching displays.

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 in fact 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.

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The on site 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 with said guidelines. Failure to do so will result in expulsion from the market.

The on site manager has the right to impose disciplinary action at the market. Vendors have the right to a hearing before the Clayton Farm and Community Market Association Board of Directors within 2 weeks of any disciplinary action.

In the event of customer dissatisfaction, the dispute must be resolved to the satisfaction of the customer and the on site 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 on site manager during the market day. They should furthermore, contact the Clayton Farm and Community Market Association Board of Directors in writing within 5 business days.

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The on site manager shall be responsible for:

- assigning spaces on market day to vendors.
- collecting the daily market fees and submitting them to the Clayton Farm and Community Market Association Treasurer in a timely manner.
- handling day to day administrative issues.
- enforcing market regulations and administering penalties, such as requesting a vendor to leave the market.
- answering inquiries and responding to complaints from customers and vendors.
- contacting local law enforcement or emergency services in the event of an emergency on site.
- securing the site at the end of the market day.

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The following policy on grower-buyer-seller status for the Clayton Farm and Community Market vendors is premised on the following:

* A grower/vendor's ability to offer a reasonable selection of fruits and vegetables over the course of the market season can be negatively impacted by crop failures or delays.

- * A grower/vendor should have the opportunity to supplement his/her own produce with that of other local growers at those times when specific items are in high demand (watermelon and sweet corn, for example)
- * Some grower/vendors might find a co-op approach viable, i.e., growers pool their produce for sale but only one grower serves as a market vendor.
- * Some vendors might wish to supplement their own offerings with value added foodstuffs (salsa, jellies, jams, etc.) from certified local producers.
- * The CFCM will uphold the local (100 mi. radius) and seasonable nature of the fruits and vegetables sold at the market per our mission statement of supporting local growers.
- * We want to provide our customers with the greatest possible variety of locally made products and produce.

Given the above principles, and using the N.C. Farmers Market regulations as a template, we propose the following policy:

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• UXX]h]cb`tc`cZZf]b[`j Ui Y!UXXYX`Z`cXghi Zg`dfcXi WX`VmiH Y`j YbXcf` \]a # YfgY`Zj YbXcfg`a UmicZZf`Zf`gUY`cH Yf`j Ui Y!UXXYX`dfcXi Wg`Ug`Uddfcj YX`VmiH Y6`cUX`"

To implement this policy and to ensure the local mandate of our mission, we propose the following:

Unless the grower-buyer-seller relationship has been spelled out and approved on the initial or renewed market application ahead of time, (e.g., other growers have already been identified or other value-added producers identified ahead of time), individual vendors will need to follow the procedures below:

For resale of produce:

- * Notify CFCM Board officers at least 3 days (more if possible) in advance of the market Saturday that vendor will be offering produce for resale.
- * Board can be reached through the CFCM email account info@cfcmmc.org.
- * If resale has been approved as an ongoing situation, market needs to be advised of any said produce (Follow guideline on notification just above.)
- * In all cases (whether advance approval or on-the-spot consideration) vendor will provide Market with name of growers from whom produce has been or will be purchased for resale and the grower's FSA number.
- * A designated Board member will certify the sale by contacting the grower.
- * Offering non-seasonal and non-local fruits and vegetables violates the market's mission statement; therefore, any vendor offering such items for resale will be denied market privileges from that moment forward. In such cases, there will be no refund of daily market fees paid, annual membership dues, or other monies previously paid by the vendor.

For resale of value-added foodstuffs: *All of the above notification procedures (except for supplying FSA number) apply