



Dear Prospective Hub City Farmers' Market Vendor,

Thank you for your interest in the 2017 Hub City Farmers' Market Season! Hub City Farmers' Market is Spartanburg's only producer-only farmers' market. Our 2017 markets will be held every Saturday from April 1 to December 16 at Northside Harvest Park site (498 Howard Street).

Enclosed you will find the 2017 Hub City Farmers' Market Vendor Application, Rules & Regulations, and Monthly Sales Logs. Once completed, please return the application with all required documentation. Applications are due by March 17, 2017. Applications received after the deadline will be processed with a \$25 application fee. If you are applying as a Farmer or Co-op, please prepare for a farm visit. All producers participating in co-ops will require a farm visit as well.

We are planning for a wonderful year with some exciting new changes. First, we have increased our emphasis on marketing this year by a) increasing our budget for traditional marketing campaigns, b) receiving social media training which will be shared with our vendors, and c) adding a "social media incentive" to the 2017 rules and regulations which gives you a discounted booth fee for promoting the Market on social media! Second, we have increased our entertainment budget for the year and purchased a sound system in an effort to raise the entertainment value of the Market. We are also adding an incentive program for vendors who recruit new vendors to the Market, details TBA.

Together, last year we were able to increase the SNAP sales and matching at the Market by nearly \$10,000! That means more low-income families in Spartanburg were able to put healthy, local food on the table. I hope you understand how important you are to Spartanburg and what a difference your work makes in the quality of life for our community.

As we go through the year, please continue to keep us informed of concerns, ideas for improvement, and (of course) success so that we can grow and celebrate together!

Caroline Sexton
Executive Director
Hub City Farmers' Market
864.585.0905
cs Sexton@hubcityfm.org

2017 Hub City Farmers' Market Rules and Regulations

Hub City Farmers' Market (HCFM) is a community-based organization. Our mission is to increase the supply, demand, and access to healthy, local food in Spartanburg County, South Carolina.

Hub City Farmers' Market was developed to help small and family farms, increase the access to healthy, local, affordable food, create a great public space, bring people together, promote active living, and highlight the diversity of Spartanburg.

The mailing address is: Hub City Farmers' Market
298 Magnolia Street
Spartanburg, SC 29306

Hub City Farmers' Market (hereinafter called the "Market" or "HCFM") has been developed to be primarily a farmer and grower market that meets the needs of the community. The Market operates under the direction of the HCFM Board of Directors. Hub City Farmers' Market handles all operations of the Market.

Market Rules and Regulations have been established to provide regulations specific to the Market to help make the market run smoothly and without problems. Rules are subject to change and suggestions are welcome. These Rules and Regulations are mandatory for all farmers, growers, producers, artisans, and food vendors (hereinafter called "vendors") and are part of the Vendor Agreement.

Your compliance will help all of us have a fun and successful market. Participation in the Market is at the sole discretion of Hub City Farmers' Market staff. By submitting the application, you accept present/ future market rules (kept updated on www.hubcityfm.org) and agree to hold Hub City Farmers' Market and its staff harmless from any legal actions against these entities.

1. Operating Hours

Saturdays, April 1- December 16

8:00 am – 12:00 pm

The market begins promptly at the designated time. We ring a bell to signify the start of the market. You are not permitted to exchange money until you hear the bell.

Set Up & Breakdown: Vendor set-up begins at 7:00 am for 8:00 am start time. Set-up prior to the designated time is strictly prohibited. Vendors arriving prior to the designated time will be lined up at a designated location until the Market Manager begins assigning spaces. All vendors should be in place no later than a half hour before the opening bell. All vendors should be ready 15 minutes prior to the opening of the market. Vendors who have not arrived before a half hour before the opening of the market may have booth space forfeited for the day if arrangements have not been made in advance. To make arrangements, call 864.585.0905. Please leave message if staff person is not

available The Market Manager will allow tardy vendors to set up at their discretion. The Market Manager will decide the location of tardy vendors. Only one vehicle per booth is permitted in the market area after 8:00 am. Vendors are not permitted to leave the market before 12:00pm. Vendor breakdown begins at 12:00 pm and vehicles need to be removed by 1:00 pm.

Weekday market set-up begins an hour prior to the opening of the market. All vendors should be in place 15 minutes prior to the opening of the market. Vendors are not permitted to leave the weekday markets until closing.

Promptness: In case of an emergency or unforeseen event (i.e. traffic), please call 864-585-0905 and leave a message as soon as possible Vendors that arrive at 7:45am or after 2 times in a 4 week period will be considered in violation of market rules. Warning and fines will be assessed following Market Manager Warning Form Procedure. Continued tardiness may warrant market expulsion.

Attendance: If you confirmed your coming attendance or pre-paid for your booth, HCFM assumes you will be attending the market unless you notify us by calling 864-585-0905 or emailing Hraines@hubcityfm.org by Wednesday (for Saturday's Market). Otherwise, to be listed on weekly market newsletter vendor list and have market space reserved the vendor must contact Market Manager by Wednesday (for Saturday's Market). If you have confirmed your attendance and you do not show up without contacting the Market Manager to cancel you will be billed a booth fee of \$25 at the market manager's discretion.

Cancellation: We are a "rain or shine" market. The Market Manager will cancel the Market in the event of extreme weather, thunderstorms, snow/ice, or a tornado warning. If the Market is cancelled, the Market Manager will contact all vendors by 7 p.m. the Friday before Market day and by 9:00 a.m. on the day of weekday markets. In the event that a Market is cancelled after opening due to any of the above reasons, vendors should leave market premises immediately. Vendors will not be allowed to sell their products at the site of the Market that day.

2. Spaces, Tents & Sharing:

The Market Manager determines booth space assignment. HCFM sets rental fees for spaces at the Farmers' Market. Fees are listed in the "Vendor Definitions, Fees and Food Safety" section. Based on the Market layout and logistics, management is unable to provide reserved spaces. The center aisle must remain clear; vendor displays must remain in their designated space. Vendors are encouraged to set up properly weighted tents covering their space for uncovered spaces. Spaces must remain clean and barrier free. Littering is prohibited. After breakdown, spaces must be swept and all refuse should be taken with you or disposed of in the proper containers.

Space sharing is allowed during the entire season of the market. Sharing space is limited to two vendors. Both vendors wishing to share must contact Market Manager by Wednesday (for Saturday's Market) or Monday (for Weekday Market). When sharing space, separate selling spaces must be clearly designated. Vendors who choose to share will be charged the higher rate between the two vendors. If a vendor who agreed to share is a "no show", the vendor that is present will be charged the full daily amount for his or her category. HCFM will not assist vendors in finding partners with which to share space.

3. Market Manager

The Farmers' Market Manager is employed by the HCFM and is authorized to assign spaces, enforce all rules and regulations, collect fees and handle all disputes. The Farmers' Market Manager will collect fees in advance of the Market, or during the Market itself. Initial complaints and/or concerns go through the Market Manager.

4. Selling at Market

Hub City Farmers' Market is a "Producer Only" market. To be considered as an eligible vendor, products must fall within the categories listed below and definitions that follow this section:

Farmer/Producer/Grower/Cooperative

Processed Good

Artisan

Hub City Farmers' Market does not accept brokers (i.e. vendors who have bought produce, flowers or plants from a grower but do not grow anything themselves).

All vendors interested in selling at Hub City Farmers' Market must (1) complete a vendor agreement (2) complete a crop plan, if applicable (3) read the Rules and Regulations (4) obtain required signage and (4-5) obtain a City of Spartanburg Business License and all other required permits, etc. (see pages 8-10). Please note that the City of Spartanburg business license will only allow vendors to sell at HCFM's markets. The business license application can be found at:

http://www.cityofspartanburg.org/cms_assets/FORM-%20Business%20License%20Application%202013bv4.pdf

Please contact Nicole Combs, Business Licensing Code Enforcer, at 864.596-2776 or ncombs@cityofspartanburg.org with questions concerning the business license.

Retail sales taxes are the responsibility of the individual vendor.

During the market season, please notify the Market Manager of any amendments to your crop plan/product list. We understand farmers/cooperatives may change their crop plan throughout season. Farm visits must be performed before product is brought to market. HCFM may conduct an inspection of any market vendor during the season at any time to verify an item's origin. In addition to verifying what is being sold, these visits allow HCFM to include specifics about your booth in the weekly e-newsletter and promotional materials. Amendments are needed at least three weeks prior to market day.

HCFM will conduct an inspection of each farmer/grower at least twice during the market season. The first inspection will be performed February-April and the second inspection will be during August-September. Any amendments to crop plans must be turned in prior to the start of the next growing season. These inspections are free during March-May and August-September. Out of season inspections will incur a \$10 fee, which helps to cover cost associated with inspections.

HCFM reserves the right to prohibit anyone from selling or any product from being sold at the market.

Only Individuals knowledgeable of the items for sale must be working at each Market Vendor's space or tent. All Market Vendors will be responsible for the actions of their employees.

All HCFM vendors are required to display a sign indicating farm/organization name and location at their space or tent. Signage may be professionally printed or handmade. HCFM vendors are also encouraged to display any Certified SC Grown, or Appalachian Grown signage. Signage for acceptance of Senior Farmers' Market Nutrition Vouchers, WIC, etc. should be posted in a prominent location. Produce and other allowable products should be clearly marked with their price. This can be done by individually tagging each item with a sign or by listing all produce and prices on a large sign or blackboard. All signs must be posted by market opening. The Market Manager reserves the right to request signage to be altered. Please contact the Market Manager if suggestions for signage are needed.

Hub City Farmers' Market will be collecting monthly vendor sales logs during the first Saturday market of each month. Logs for the month are enclosed. HCFM will be able to provide additional monthly sales logs as needed. This collection will be done anonymously and should include sales information for the each week. Also, you may be asked to periodically fill out anonymous surveys regarding your economic impact on the community and the Market. Hub City Farmers' Market uses this data for grants, and for feasibility studies regarding the Market(s).

5. Vendor Definitions, Fees and Food Safety

Vendors selling dairy, eggs, organic products, honey, meat, corn meal, grits, baked goods, candy, covered nuts, beverages and canned/jarred/bottles foods should complete the appropriate attached food safety checklist.

FARMER/PRODUCER/GROWER/COOPERATIVE (\$25/day Saturday or Special Events) (\$10/day Weekday)

Farmers/Producers/Growers are persons that raise produce (vegetables, fruits, herbs, nuts, honey, dairy products, eggs, poultry, mushrooms, fresh flowers, nursery stock, plants and meats). Farmer/Producer/Grower must propagate all plants or flowers from seed, cuttings, bulbs, or plant division.

COOPERATIVE (\$35/day Saturday or Special Events) (\$20/day Weekday)

Cooperatives are groups of farmers/producers/growers that come together to engage in the production and distribution of goods for the mutual benefit of each member. Cooperatives at the market shall only consist of farmers/producers/growers. Any vendors selling products from multiple growers will be designated as a cooperative. In addition to the requirements detailed under "Selling At Market," cooperatives must submit a joint cover sheet with a separate application and crop plan/product list form for each vendor prior to participating in the market. Each producer of Cooperative is subject to farm visit. Cooperative groups must have signage clearly stating the origin of products. Resell of any kind is strictly prohibited under the cooperative designation. Cooperative vendors selling value added products/processed goods will be charged the applicable fee. **PLEASE NOTE: ANY VENDOR FOUND SELLING COOPERATIVE ITEMS WITHOUT PRIOR APPROVAL MAY BE SUBJECT TO IMMEDIATE EXPULSION FROM THE MARKET.**

PROCESSED GOODS (\$35/day Saturday or Special Event) (\$20/day Weekday)

Value added commodities include, but are not limited to juices, coffee, teas, preserved foods, pickled foods, pastas, sauces, granola, cider, syrup, salsa, cheese, dried fruit, salad dressings, baked goods, pet products, lotions and soaps; etc.. Use of ingredients from local sources is strongly encouraged. Processed Goods Vendors who use local ingredients will be given priority for acceptance to Market. Any goods processed outside of the state of South Carolina MUST be approved by Market Management staff and will be considered on a case-by-case basis.

ARTISAN (\$35/day Saturday or Special Event) (\$20/Weekday)

All Artisans are invited to participate in the Market on Opening Day as well as on the First Saturday of the month. On Saturdays other than Opening Day, the Market allows seven Artisan vendors on a first come, first serve basis. Unless confirmed otherwise, Artisans^r must check space availability with Market Manager on Wednesday preceding the Saturday in which they plan to attend the Market.

Artisans are persons who make the products they offer for sale at the Market with their own hands. This category includes, but is not limited to, pottery, handmade jewelry, decorations, etc. No commercial items, no imported items, no manufactured items, and no second-hand items shall be sold. During peak season, Farmers/Producers/Growers/Processed Goods will have priority in Market placement.

6. Liability

The Market does not carry insurance to cover individual HCFM Vendors. Vendors are individually responsible for any loss, personal injury, deaths and/or any other damage that may occur as a result of the vendor's negligence or that of its employees and/or agents. All vendors hereby agree to indemnify and save the HCFM, or municipality where the satellite market is held harmless from any loss, cost, damages and or other expenses. The City of Spartanburg, HCFM or municipality where market is held shall be reimbursed for any damage to Market property by any of the Market Vendors. This includes damage to sidewalks, grounds, vehicles, fencing, tents and any other property owned by or provided by the City of Spartanburg, HCFM or municipality.

7. Personal Behavior

Please be considerate of your fellow vendors, customers of the Market, the Market staff/volunteers in your conduct at the Market. Inappropriate, rude and/or intimidating behavior towards vendors, staff, or customers will not be tolerated, whether on or off HCFM premises. Such behavior may result in immediate suspension/removal from the market.

8. Complaints

A. Each Market Vendor will address complaints by customers. In the event that a vendor and customer cannot resolve the complaint amicably, the Market Manager will serve as arbiter. The Farmers' Market Manager will also address complaints between the Market Vendors.

B. Complaints regarding a fellow vendor must be submitted in writing so that staff can follow up appropriately. Written complaints may be submitted anonymously. Vendors are asked to refrain from verbal complaints but to inform the Market Manager to assist you in the proper complaint procedures. If you have submitted a written complaint and do not feel that the complaint has been resolved, please contact the Executive Director. If unable to reach resolution/ complaint of sensitive nature, please contact HCFM Board Chair via email at boardchair@hubcityfm.org.

9. Violations of the Market Rules and Sanctions

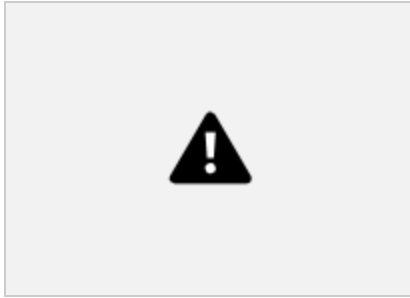
HCFM reserves the right to prohibit anyone from selling or any product from being sold at any time. Any violation of the rules as stated above or of the laws of the State of South Carolina, City of Spartanburg or municipality where a satellite market is held may result in the following sanction(s) by the Market Manager:

- Written Warning
- Temporary Suspension
- Expulsion from Market

We reserve the right to suspend or expel a vendor immediately in extraordinary situations. The Executive Director will make the decision in that case.

10. Social Media incentive *NEW for 2017*

HCFM will apply a credit to your vendor fees for social media posts or mentions promoting upcoming markets or HCFM events. You will receive a \$5.00 discount off your vendor fee the week the posts occurred. To qualify for the credit you must tag the Market and your business in the posts. You must post 2 times in the week and one post must include a picture, video or other link. The post must be positive promotion. We encourage you to promote the Market as much as possible however the discount will not exceed \$5.00 per Market.



MARKET MANAGER WARNING FORM

Hub City Farmers Market has instituted Rules and Regulations in order to ensure a producer only market that is safe, serves the community as listed in our mission and is a great market to sell at as well as to attend. This warning form will be given when there are offenses against Hub City Farmers' Market Rules and Regulations.

Specific reason for warning:

This is the _____ warning given to _____.

Additional warning may result in suspension or expulsion from Market.

Signed by:

Hub City Farmers' Market Executive Director

Date:

*If you feel this warning was given in error, please send written explanation to Market Manager/ Executive Director via email or posted mail.

FOOD SAFETY GUIDELINES

DAIRY

SC DHEC Dairy Division handles all regulations and requirements regarding fluid milk products. Their number is 803-896-0644.

SCDA handles all regulations and requirements regarding cheese products. Their number is 803-737-9690.

All products crossing state lines are under the jurisdiction of the Food and Drug Administration (FDA) and/or the US Department of Agriculture (USDA) Food Safety Inspection Service.

Dairy providers must keep products at 45 degrees F or lower at market. Samples must be labeled as “Display Only.”

EGGS

Eggs must be washed, properly labeled, inspected and graded according to USDA standards. The SCDA can assist you with these standards. Their number is 803-737-9690.

Egg providers must keep eggs at 45 degrees F or lower at market. Sample carton must be labeled as “Display Only – Not For Sale”. A “packed on” or expiration date must be placed on all cartons.

- Provide a current copy of SCDA wholesale license with Farmers’ Market Application.

ORGANIC PRODUCE

Only certified organic growers can use the term “organic” in their advertising. Organic growers must show proof of certification. When an organic producer is also selling non-organic produce at the same stand, the non-organic produce must be clearly separated from the organic produce and clearly labeled as non-organic or conventionally grown.

Clemson University’s Department of Plant and Industry is a USDA approved Accredited Certifying Agent. This accreditation allows DPI (Department of Plant Industry) to certify organic operations in the three major categories of certification. Those three categories are crops, livestock and processing. For more information concerning organic certification, please send an email to Sherry Aultman at saltmn@clermson.edu or call 864-646-2140.

- Provide a current copy of Organic Certification along with Farmers’ Market Application.

HONEY

Honey is a processed food and must be cut, extracted and packaged in an SCDA approved (inspected) and registered Honey House. Honey must be properly labeled with the name of the

product, name and address of manufacturer, and net weight. Label must be in compliance with SCDA laws. If processing under Honey House Exemption, sales are direct to consumer only.

Provide a current copy of Inspection Report for your facility and a letter from shared Honey House verifying use or Honey House Exemption with Farmers' Market Application.

MEAT

Poultry, beef, pork and lamb are regulated by SC Meat and Poultry Inspection Division, Clemson Livestock, Poultry and Health, 500 Clemson Road, Columbia, SC. All products crossing the state line will be under the jurisdiction of the Food and Drug Administration (FDA) and/or the US Department of Agriculture (USDA) Food Safety Inspection Service.

All meat must bear an inspection mark (either SCMPID establishment # or USDA #). The SC Meat and Poultry Inspection Division can help you with this. Their number is 803-788-8747.

Meat at market must be kept frozen at 0 degrees F or less or kept refrigerated at 45 degrees F or less.

All vendors must be Registered Meat Handlers to sell meat at the Farmers' Market. There is no cost for this registration. SCDA can help you with this. Their number is 803-737-9690.

Provide a current copy of Registered Meat Handler license with Farmers' Market Application.

CORN MEAL AND GRITS

The South Carolina Department of Agriculture (SCDA) Lab must check corn for aflatoxins. Their number is 803-737-9700. Gristmills must also be inspected by the SCDA. Their number is 803-737-9690. All products must be properly labeled with the name of the product, the ingredient list, the name and address of the manufacturer and the net weight that has been reviewed by SCDA for compliance.

Provide a current copy of SCDA Inspection Report / Registration Number with Farmers' Market Application.

BAKED GOODS, CANDY, COVERED NUTS

Baked goods, candy and covered nuts must be prepared in an inspected facility.

An approved label must be used. This is state and federal law. Angie Culler at the SCDA will work with you to find an approved label. Angie's number is 803-737-9690.

Vendors who are **owner operators** of a DHEC approved bakery or restaurant can sell at the Farmers' Market under their catering license or retail food license issued by SC DHEC. SC DHEC's number is 803-896-0640. Vendors must post or provide retail Grade "A" permit license at the point of sale.

Provide an inspection report for your DHEC OR SCDA approved and registered facility along with Farmers' Market Application OR a letter giving you permission to use another facility (if applicable) and a copy of the inspection report along with Farmers' Market Application.

Bakeries or restaurants must also provide current inspection report.

BEVERAGES

Beverages must be prepared in a DHEC or SCDA approved kitchen.

Juices prepared off site are subject to HACCP regulations and must come from an SCDA registered and inspected facility. Juices are considered a potentially hazardous food.

Provide inspection report for your DHEC or SCDA approved facility along with Farmers' Market Application or letter giving you permission to use another facility and a copy of inspection report along with Farmers' Market Application.

Hub City Farmers' Market sells bottled water at the Market for organizational fundraising purposes. Selling of any water or any other beverages must be approved by Hub City Farmers' Market Management and will be considered on a case-by-case basis.

CANNED/JARRED/BOTTLED FOODS

Canned/jarred/bottled foods (jams, jellies, sauces, chow-chow, pickled foods, etc.) must be sent to Clemson University or NC State University for analysis.

Illegal home canned foods are hazardous and cannot be sold! A DHEC OR SCDA registered facility must be used. Angie Culler at the SCDA will work with you on how to manufacture safe canned foods. Angie's number is 803-737-9690.

To sell pickled foods, attendance is required at the Better Process Control School, FDA, and SCDA registration, etc.

Provide documentation from SCDA that foods are approved for market along with Farmers' Market Application.

SELLING PLANTS AT HCFM

To be able to sell plants in the state of South Carolina, greenhouses must undergo greenhouse inspection and receive permit. For more information, please contact Brad Cavin, Nursery and Lumber Inspector with Clemson Extension Service, office: 864-596-2993 x 113 or emailing scavin@clemson.edu



VENDOR AGREEMENT

CIRCLE TYPE OF VENDOR:

FARMER/PRODUCER/GROWER, COOPERATIVE, ARTISIAN; PROCESSED GOODS

Application Deadline March 17, 2017. Applications received after deadline will be charged a \$25 application fee

Name of Applicant:

Business Name:

Mailing Address:

Physical Farm Address:

City/State/Zip:

Daytime #: _____ Evening #: _____

Cell #: _____

Email: _____ Website: _____

Photo Release

I give my permission to have photos and/or videos recordings taken of me or my children for publicity purposes during Hub City Farmers Market activities even though we will not receive compensation of any kind for appearing in such photos or video recordings Signature: _____

What is preferred contact info for use by the public?: _____

Are you interested in receiving media coverage? (Y/N)

What months are you planning to participate at HCFM?: _____

General description of product to be used for weekly newsletters: _____

What Market are you applying for participation? Mobile/Wednesday/Saturday/All

Producer Certification

I certify and understand that 100% of the products I offer for sale at the Hub City Farmers' Market (HCFM), as per the attached product list, will be products grown/harvested/produced by me, my family or approved Cooperative members for direct sale to the public.

I have read, understand and agree to comply with the **Hub City Farmers' Market Rules and Regulations**. I understand the violations and sanctions, including suspension and expulsion. I understand selling privileges can be revoked by the HCFM at any time.

I have attached a current product list. Vendors must have an approved application and product list justifying what is being sold at the Market on file with the Hub City Farmers' Market prior to participating.

I will provide a copy of my **City of Spartanburg** business license within 30 days. If applicable, I will provide a copy of my DHEC/SCDA permit or certificate and supporting documents if in a name other than my own.

We understand that Vendors' product availability will vary as market progresses. Please alert Market Manager to any changes to product list.

Vendors agree to be bound by the attached rules and regulations.

Signature: _____ Date: _____

For staff use only:

Vendor attended pre-season meeting: yes: _____ no: _____

Field Verification Date and Time: _____

Date application and product plan received: _____ Field Verification Results: _____

Accepted Vendor: _____ Rejected Vendor: _____

Date Notified: _____

Notes:

In the space below or on an attached sheet, list in detail the items you plan to offer at the market this season. Name specific items, rather than general categories. For example:

winter squash, butternut squash, summer squash rather than squash

daylillies, peonies, irises rather than flowers/perennials
Chocolate Chip Cookies rather than baked goods
goats' milk soap rather than soap

Hub City Farmers' Market will conduct an inspection of each farmer/grower during the market season, when an amendment to the crop plan is made and may conduct an inspection of any market vendor during the season at any time to verify an item's origin.

PRODUCT NAME	WHERE ITEM PRODUCED	MONTH AVAILABLE

Hub City Farmers' Market Monthly Sales Log

Month:

Week 1 Total:	
Week 2 Total:	
Week 3 Total:	
Week 4 Total:	
Week 5 Total:	

Vendor Type	weekly	Full season	Monthly
Farmer	\$25	\$800	\$90/4weeks \$112.50/5weeks
Co-op	\$35	\$1100	\$126/4weeks 157.50/5weeks
Artisan	\$35	\$1100	\$126/4weeks 157.50/5weeks
Processed goods	\$35	\$1100	\$126/4weeks 157.50/5weeks