

**Archdale Parks and Recreation Department
Creekside Park Farmers Market
Vendor Participation Guidelines**

Definitions:

Farmers: Those engaged in growing/producing vegetable and fruits; those engaged in the production of dairy products including milk, cheese, ice cream, etc.; those engaged in the production of eggs by their poultry; those engaged in the preparation of honey produced by their bees.

Food Artisans: Those engaged in the preparation of baked goods and foods, jams, jellies, pickles and preserves.

Craft Artisans: Those engaged in the production of arts and craft items such as pottery, jewelry, apparel, wood and metal crafts, paintings, photography, etc.

Agent: An employee or representative of a farm vendor/food artisan or craft artisan, who along with the vendor, assists in selling goods produced by their vendor.

Mission Statement

The Creekside Park Farmers Market is a place for farmers and craft persons to market locally produced goods directly to the public. The goals are:

- 1) To provide a venue for local farmers, food and craft artisans to sell their homegrown, home baked and handmade wares
- 2) To promote the richness of regional agriculture and artisans
- 3) To provide a place for Archdale residents to have access to fresh locally produced food, and
- 4) To provide a crossroads where all residents can come together.

Market Hours

The Market will be open on Saturday mornings and hours of operation are 7:00am until 11:00am. The Market Manager has the discretion to close the market at any if conditions justify closing. Vendors should give 24 hour-notice to the Archdale Parks and Recreation Department if they will be unable to attend a scheduled market day. A \$25 fee payable to Archdale Parks and Recreation Department, must accompany market application. This fee will reserve a space for the vendor for the entire market season.

Application to Sell

Applications to sell are available online at www.archdale-nc.gov or at the Archdale Recreation Center.

Applications must be completed; \$25 fee paid and returned at least one week prior to the date vendor wishes to begin selling. Application for craft persons must contain descriptions of products to be sold. All crafts must be original and handmade by the seller. **All food must meet NCDA and local health regulations. Members selling prepared foods must provide verification of current NCDA inspection when submitting their application. Produce growers must have a "Grower's Certificate" signed by a Cooperative Extension Agent when submitting their application.** Any vendor who has applied and been accepted to sell produce, food or crafts may only sell items listed on the original application and approved by market management. All vendors wishing to add new items must submit an amended application and be approved before selling new items.

Rules and Regulations

I. Who May Sell

The Creekside Farmers Market exists as an outlet for the selling of farm products raised by the seller and artisan food/craft products made by the seller. These products can only be offered for sale at the market by the farmer who raised them, the artisan who made them, or his/her agent. Selling space shall be available to local growers, and food/craft artisans living in Randolph County and/or neighboring counties. **No reselling of any prepared foods or craft items of any type shall be permitted at any time. Reselling also refers to buying produce or other goods from a wholesaler and selling the product, as is, to the customer.**

The sale of flea market resale type items is not permitted.

II. Vendor Responsibility

- a) All foods must meet sanitation and food safety regulations set forth by the Randolph county Health Department, NC Department of Environmental and Natural Resources, and the NC Department of Agricultural and Consumer Services as applicable.
- b) Each vendor is responsible for keeping space clean. Excess produce must be removed from the market and NOT dumped in market facility trash containers.
- c) Vendors must post his/her Grower's Certification and or verification of current NCDA inspection for public examination at the grower's assigned space while selling at the market.
- d) Prices must be posted on all items to be sold.
- e) Vendors shall display a sign bearing their name and address.
- f) Products should be of top quality.
- g) No low-acid canned foods such as green beans, corn, peas, carrots, etc. may be sold.
- h) No live animals may be sold or given away at the market.
- i) No pets are allowed at the Farmer's Market.
- j) Scales need to have a National Type Evaluation Program (NTEP) certificate of Conformance and be for "legal trade".
- k) It is also **recommended** that Vendors carry liability insurance.
- l) It is the responsibility of the vendor to satisfy customer complaints. Upon receipt of numerous complaints about the same vendor, Market Management will investigate and reserves the right to prohibit vendor from selling at the Market. **Vendors having complaints about vendors must submit specific written and signed complaints to the Archdale Parks and Recreation Department.**
- m) Vendors must be ready to sell by 7:00 am.

III. Violation and Penalties

Violation of any of these policies shall subject the vendor to forfeit the privilege of selling at the Market. Any complaint must be filed in writing, signed and submitted to the Archdale Parks and Recreation Department. Complaints will be looked into by Market Management and reserves the right to impose a penalty which may include probation and/or suspension.

IV. Market Management

The Creekside Park Farmers Market is sponsored by the City of Archdale's Parks and Recreation Department. Market Management consists of City of Archdale Staff and Parks and Recreation Advisory Board members.

V. Products That May Be Sold:

- a) Any vegetable grown by the seller from seeds sets or seedlings on the seller's farm
- b) Fruits, nuts or berries grown by the seller from trees, bushes or vines on the seller's farm
- c) Any plant grown by the seller from seed, seedling, transplant or cutting on the seller's farm.
- d) Bulbs propagated by the seller
- e) Honey produced by the seller's bees
- f) Fresh baked goods made by the seller
- g) Eggs produced by the seller's poultry
- h) Preserves, pickles, relishes, jams and jellies made by the seller
- i) Home baked cakes, pies, cookies and breads except cream pies (as long as they do not require refrigeration)
- j) Fresh cut or dried flowers grown by the seller
- k) Unfortified wine sold directly by the grower who produced the wine on vineyards located within Randolph County and/or neighboring counties
- l) Crafts items include handmade items such as pottery, jewelry, apparel, wood and metal crafts, painting, photography, etc.