



Cary Downtown Farmers Market 501 (c) (3) Market Rules

Cary Downtown Farmers' Market Governance

1. The Cary Downtown Farmers Market (CDFM) will be governed by a Board of Directors who are elected and serve by the rules set forth in the CDFM Bylaws.
2. The elected officers (by the Board of Directors) may consist of a President, Vice- President, Secretary, Treasurer and Adviser.
3. The Association will hire a Market Manager who will report to the Board of Directors.
4. The Market Manager can designate someone to perform Manager duties as needed.
5. Members of the Market delegate the operation of the Market to the officers/Manager.
6. The Officers/Manager reserve the right to interpret the Market Rules and modify them as needed for the Market's operation.

Infectious Disease & Public Health Measures

As we navigate to the ever-changing pandemic climate, the health and safety of our Vendors, Staff, and Community are of the greatest importance. The Cary Downtown Farmers Market will continue to work diligently to maintain a safe and healthy environment. The Market is requiring both Vendors and Customers to take proactive measures.

We appreciate your support and adaptability in the following measures:

- Face Masks/Coverings are mandatory if required by local government ordinance
- If you or someone in your household is sick, please stay home
- Bring hand sanitizer; Wash/Sanitize hands as often as possible

Market Operations

1. The Traditional Season Market will operate from April through October; the Winter Season Market will operate from November through March.
2. Market Manager has authority to cancel a market day or amend market hours as a result of inclement weather or any other reason which make holding the market unsafe or impossible. Depending on the weather circumstance, effort will be made to allow enough notice (24-48 hours) prior to cancellation or adjustment.
 - a. Examples of inclement weather include thunderstorms, winds over 30mph, or severe heat warnings,

but may include other conditions.

3. The Market will operate from 8:00am – 12:00pm on Saturdays during Traditional Season and 9:00am - 12:00pm during Winter Season.
4. The Market grounds will open for set up at 6:45am during Traditional Season and 7:45am during Winter Season. Vending starts at 8:00am for Traditional and 9:00am for Winter. No early sales allowed.
5. The mandatory annual spring meeting will normally be held on a Saturday in March and the annual fall meeting (if having) will normally be held on a Saturday in October, location to be determined.
6. Each week prior to Saturday Market, Vendors **must** confirm their participation/commitment via email, along with their blurb and products available to the Market Manager for the upcoming Saturday market no later than 3:00pm Thursday. This allows for accurate advertising and planning. If confirmation is NOT sent, advertising will NOT be provided for that vendor and space will not be reserved at market on Saturday.
 - Each Friday, Market Manager circulates the Saturday Market layout/booth locations to the attending Vendors
 - If Vendors reach out AFTER deadlines, their participation is subject to space availability and will be placed only where there is an opening.

Vendor Qualifications

1. Vendors must reside in and produce the items they sell within a 100-mile radius of the CDFM location.
2. Vendors must be the original producer of all items being sold. **NO RESELLING will be allowed.** If a vendor is found reselling items, they will be given one opportunity to rectify the situation. If the reselling of items persists, it will result in immediate termination of membership and all privileges to sell at market. (More detail on reselling in sections below)
3. Full-Time Vendors must be members of the Cary Downtown Farmers Market Association (CDFMA). To become a member, vendors must pay the annual membership fee before inspection or first market attended. For vendor applications that are approved during open enrollment, membership fees are due no later than mid-March otherwise if acceptance of the application is after March, then the Membership fee is due before the first Market attended.
4. No Applicant shall be considered a member until the Vendor Approval Committee approves the application.
5. Completed applications and non-refundable application fees must be submitted each year of planned participation. **This fee is required regardless of approval/acceptance into Market.** This fee covers administration and operations of paperwork and document review. Completed applications must be received and approved prior to first market attended. Applications are subject to approval by Board/Manager.
6. **Full-Time vendors are expected to commit to at least 26 Saturdays of the Traditional Season and/or 16 Saturdays during the Winter Season. Guest Vendors are required to carefully plan and identify dates of participation prior to the start of the season.**
7. Vendors may lease land for crop production; however, the market member must perform all operations to maintain any established crop for at least one full season before selling the harvest at market.
8. Members may allow representatives to sell their products for them and will notify the Market Manager before market opening if a representative will be selling their products.
9. Vendors must abide by all CDFMA rules to remain Members.

10. All members are expected to participate in the Market in a spirit of cooperation.

Fees, Penalties & Requirements

1. Membership & Booth Fees are as follows and are payable online or to the Market Manager/designee:

a. A Non-refundable Traditional Season application fee is required regardless of acceptance into the market. This fee covers administration and operations of paperwork and document review.

b. Non-refundable annual association membership dues are due upon approval of application for Full-Time Vendors.

c. Traditional Season Booth Package Options:

- Full-Time Vendor Package Requirements:
 - Must commit to 26 weeks.** Once vendors attend 26 markets, any remaining markets are free.
 - Must pay Package Price **in full.**
 - Must pay Membership Fee.

- Seasonal Produce Vendors will follow the same pricing structure as Full-Time Vendors, however specific payment package will be decided with Market Manager.

- Guest Vendors must identify all dates they wish to participate in on their application and pay for those dates in full upon acceptance.

- The Farmers Fall Festival is a separate event and not included in the normal market season. However, all CDFM Vendors will have priority over outside vendors when applying.

d. Winter Season Booth Options

- Full-Time Vendor Package Requirements:
 - Must commit to 16 weeks Once vendors attend 16 weeks, any remaining are free.
 - Must pay Package Price in full by invoice due date.

- Guest Vendors
 - Must identify all dates they wish to participate in on their application and pay for those dates in full upon acceptance.

- All new vendors must pay New Vendor Application Fee regardless of acceptance to the market.

e. Unique Payment circumstances and package pricing situations will be handled individually and decided by the Market Manager.

f. Membership, Booth Package Fees, and Guest Vendor Fees will be due in advance. Missed market days will not be refunded or credited. **Vendors will not be allowed to set up unless all market fee obligations are up to date.**

2. Annual Association Membership dues, Application fees, and advanced payments are nonrefundable and non-transferable.

3. Vendors arriving after market opening time will be fined an additional \$10 to occupy a space and their placement will be subject to availability and Manager discretion.

4. In order to avoid large deviations between attendance promised and actual attendance, Vendors are expected to identify dates of participation (via application) and make a commitment to meet those dates.

5. Notice must be given to the Manager if a vendor plans to miss a market as follows:

- Vendors who cannot attend on a Market day should email the Market Manager by 3pm on the Thursday prior to Market day. Vendors who do not notify the manager by 3pm on Thursday will be charged their daily base stall/booth fee.
- Any Vendor who fails to attend three of their scheduled market dates during the Market Season without advance notice will be charged \$100 fee for failing to inform and not showing up.
- The Market allows for inclement weather and emergency situations on a case by case basis as approved in writing by the Manager. In the situation of inclement weather conditions, Vendors must make the Manager aware no later than Thursday EOB of their weather permitting status. If Vendors then decide not to attend due to the conditions, Vendors must notify the Manager (phone, text, email) one hour prior to start of market. or it will be counted as a no show.

6. Guest Vendors are required to submit an application and pay the non-refundable application fee. Once approved by the Vendor Approval Committee, Guest Vendors will be required to pay the weekly guest rate each time they participate at Market. Guest Vendors do not pay the membership fee and are not members of the Market, but can attend meetings. Guest Vendors are able to add on additional dates at the manager's discretion.

7. **Non Refundable Policy:** Vendors must indicate their status (Full-Time or Guest) when applying for the Market.

Approved Full-Time vendors must provide payment in full prior to the start of the season in order to be eligible for package rates. If payment is not provided in full prior to the start of the season, Vendors will be designated as Guest Vendors and will not be eligible for a reduced package rate. Guest Vendors must also pay in advance for all agreed upon dates or those dates will not be reserved. The Market **will not reimburse or amend any package rates** after the start of the season.

All commitments are final. Package payments will not be refunded, and missed Market days will not be carried forward to the following season. Exceptional circumstances will be reviewed by the CDFM Vendor Committee and handled on a case-by-case basis; exceptions to this policy will be limited.

Inspection and Certification

1. Approved applicants are subject to an inspection of their farm or place of business before the sale of any product unless inspection is waived by the Manager.

2. For farm inspection, each Applicant shall notify the Manager approximately three weeks before his/her first intended sale date. (Seasonal crops may require seasonal inspections).

3. The Manager or designee agrees to inspect a New Vendor within two (2) weeks of receiving request of inspection. The Manager reserves the right to waive inspection of returning members.

4. All prepared food items, meat, fish and cheese sold must meet state and local health regulations including the inspection of the prepared foods Vendor's kitchens by NCDHHS health inspectors and labeling in compliance with state regulations. Vendors must have a copy of their inspection form on file with the market Manager, as well as with them when selling at market.

5. All items sold as "organic" must meet the requirements of the USDA National Organic Program. Vendors of organic items must have a copy of their certification on file with the Market Manager as well as with them when selling at market. Only organic growers may display a sign using the word "organic."

6. All documentation and certifications must be submitted with application to Manager.

7. All approved applications will provide copies of required documentation (sales tax certification or exemption) before the start of the season to be kept on file with Market Manager.

Items for sale

1. Vendors must provide a written request to the Market Manager for new product approval. The Vendor must provide a full description of the product, intention(s) to sell and image. After these details are collected, the information will go to the Board for consideration and approval. Please allow 10-15 days for full inquiry/approval process.

2. Items which are not available for sale to the general public shall be placed such that they are NOT visible to the general public, to avoid confusion.

3. Products which can be sold include:

a. Any vegetable grown by the Member from seeds, sets, or seedlings.

b. Any fruits, nuts or berries grown by the Member from trees, bushes, or vines on the Member's property.

c. Any plant grown by the Member from seed, seedlings, transplants or cuttings. Woody plants must be grown by the member for six months prior to sales day.

d. Bulbs propagated by the Member.

e. Honey produced by the Member's bees.

f. Cut or dried flowers grown by the Member.

g. Firewood cut by the Member from the Member's property.

h. Straw baled by the Member from the Member's property.

i. Preserves, pickles, relishes, jams and jellies made by the Member. No low acid canned foods (such as green beans, corn, peas, carrots, etc.) may be sold. In addition, no canned tomato products may be sold.

j. Craft items which have been made from basic materials by the Member, such as pottery, wood-crafted objects, beaded jewelry, hand-knitted and crocheted items, soaps and candles.

k. Rain barrels and collection systems.

l. Eggs and meat raised by Member.

m. Seafood may be sold at the market by a licensed seafood dealer. All seafood sold at the Market must have been caught by North Carolina-based fishermen. This is the only form of resale allowed at the market.

4. All food and product sold must meet state and local health regulations, as well as the N.C. Department of Agriculture's general guidelines regarding products exhibited for sale at farmers markets and curb markets.

5. All produce must be top quality.

6. No animals may be physically sold or given away at the Market.

7. In an effort to have statistics for marketing and grant purposes the CDFM will require Vendors to report their weekly gross sales to the Market Manager via email. This information will be kept confidential and will not be shared with

other Vendors or Board Members. Only the weekly grand totals for the market will be shared.

Craft Rules

1. Crafts will be permitted at the market.
2. All crafts must be hand-crafted, original work by the vendor.
3. All crafts sold at the market must be of excellent workmanship both in quality and design.
4. Craft vendors are encouraged to use raw materials from local sources.
5. Traditional farmstead crafts such as pottery, textile-making, soap-making, furniture-making, etc. are encouraged.
6. Craft applications will be accepted based on space availability, category of craft, materials used, general quality and workmanship and at the discretion of the Market Manager.
7. As stated above, no reselling of product is allowed. If vendors purchase raw material for their product the end product must show true craftsmanship, added value and enhancements. Examples of added value or enhancements include but are not limited to: cooking, drying, blending, curing, fermenting, coloring, embellishing, enhancing with scents, carving, sewing, etc. If Market Manager deems a product for sale does not show craftsmanship, added value or enhancements they will be asked to remove the product from their stand until vendor proves the product in question has been enhanced from the original form.

Space Allocation, Tents and Signage

1. One space is defined as the area under a Market approved 10' x 10' canopy. There is a limit of two spaces per Vendor. Vendors must provide their own tents.
2. Adjacent spaces occupied by representatives from the same farm shall be considered one farm. No individual may represent two farms simultaneously on a daily basis.
3. Market space will be assigned by Market Manager or designee based on notice of attendance and best arrangement for Market. Every attempt will be made to keep vendors in their usual spot or relative to other vendors, but permanent placement is not guaranteed.
4. Market space priority will be given to returning applicants.
5. To ensure the safety of both vendors and customers, all tents must have tent weights attached to each tent leg at all times.
6. Vacant spaces at the Market shall be assigned by the Market Manager on a first come – first served basis.
7. The Market does not provide tents, tables, or weights. Each member/vendor is responsible for their own tents, tables, chairs, weights, etc. Canopies must be in safe working order and are subject to approval by the Market Manager.

8. Vendors shall occupy their space at least 15 minutes before opening time. Vehicles cannot enter the market area (the area designated by cones, tape, or otherwise delineated by the Manager) after this time and may not leave until after the market is complete and cleared of all customers.

9. Vendors must display the full name of their farm or business on/at their booth. Farm or business name should be legible from 3-4 feet away. Tables should be covered and full, creative displays of products are encouraged.

10. Prices must be posted for all items sold. Prices should be legible from 2-3 feet away. Each vendor is required to sell their goods at Market at fair and economically sustainable prices. Cutthroat or loss leader pricing is not acceptable in a farmers' market community and will not be tolerated.

11. Market members are responsible for cleaning up the area in and around their stalls after market. Failure to clean up may jeopardize the Market's use of the site and will not be tolerated. Failure to clean the space will result in a \$10 fine paid the following Market Day.

12. Our Market is open until 12:00 pm. Members can consolidate tables and products to maintain nice presentation but shall retain 1 table, tent and member sign until 12:00 pm.

CSA Operators

The CDFM is primarily a "tailgate" type market open to any and all customers. The CDFM is not designed, planned or set up to be solely a drop off location for CSA farms, but the CDFM recognizes the value of having CSA operators participate as CDFM Members.

1. If a CSA operator wishes to be a Member of the CDFM they must abide by all rules of the association.

2. CSA operators must sell their own produce. Resellers are prohibited.

3. CSA operators cannot solicit CSA business via signage at the CDFM. For the avoidance of doubt, CSA operators must not convey the impression that customers are required to join a CSA in order to shop at the Market. Oral solicitations, i.e., verbal conversations with potential customers, are acceptable, as is distribution of standard printer paper or pamphlet-style CSA literature.

4. All products that CSA subscribers are to pick up from the CSA operator at CDFM must be prepackaged in a closed container, ready for transportation, such that they are not visible to non-CSA market customers.

5. CSA farmers must have additional product to set up a display of products that are for sale to any customer of the market.

6. CSA orders that are placed at or picked up from the market must be included in the Vendors weekly sales totals given to the Market Manager.

General Vendor Conduct

1. Both members and Market attendees are prohibited from smoking, vaping or chewing tobacco in the Market area.
2. Vendors can bring pets into the Market, but needs to consider and assume all health and safety precautions. However, the Market Manager will use best judgement on a case by case basis such the display of some farm animals for show and to draw customers to the market.
3. Vendors shall conduct themselves in a manner that is courteous to other vendors, market personnel, and the public. Behavior that is threatening, abusive, or harassing shall result in immediate termination of market membership.

Summary

All vendors must agree to the rules and guidelines laid out in this document in order to participate in the Cary Downtown Farmers Market. These rules are subject to change at any time. Should changes be made, an updated copy of this document will be sent to all vendors.