Pittsboro Farmers’ Market Vendor Rules

Updated 3/12/2020

The Pittsboro Farmers’ Market is a year-round, growers only market. The market is open from 3:00pm until 6:00pm on Thursdays in the parking lot of Main Street Station, 287 East Street, Pittsboro NC. The regular market season opens on the first Thursday in April and continues until the Wednesday before Thanksgiving. The flexible market season December through March. Vendor fees and some other rules are flexible during the off season, but adherence to professional conduct and seller rules are expected at all times.

Any complaints, disputes or violations of the rules may be taken by voice to any Board member or submitted in writing to pittsborfarmersmarket@gmail.com. This should be handled before or after the market so as not to interrupt market sales. Repeated violations of the rules of the market may result in suspension or loss of membership. All rules are open to the interpretation of the Executive Board.

The Board reserves the right to exempt any specific product proposed by the seller and listed on their application. PFM adheres to a strict code of limited competition to ensure the success of all of our members.

All vendors, member or guest, are expected to conduct themselves in a professional manner at all times.

All products to be sold must be of top quality.

Prices must be posted for all items.

Sellers should arrive promptly before the start of market at 3:00, preferably by 2:30, to ensure adequate room and safety for parking of vendors’ vehicles and to allow sufficient time to set up before the start of the market.

Market begins promptly at 3:00pm. **NO sales shall be permitted prior to this time under any circumstance.**

Market ends at 6:00pm. Vendors are expected to remain on the premises until this time. Some flexibility is allowed during winter hours, but early leave is highly discouraged.

Seller is responsible for cleaning up around his/her vehicle and maintaining safety in that area, including proper staking/weighting of tents.

There is no smoking allowed on the market premises.

A suggestion box will be available at the market. Any written suggestions will be addressed within 30 days. Any resolution will be up to the Market Manager’s discretion.

**MEMBER VENDORS**

Vendors must make or produce what they sell within a 50 mile radius of the Market location. Certain exemptions will apply to, but not limited to, seafood vendors and coffee roasters. Seafood must be purchased directly through licensed NC fishermen. Other exceptions will be reviewed by the Board on a case by case basis.

All processed foods (jams, preserves, baked goods, etc) must follow all federal, state, and local health regulations. All products produced under certification, such as organic, licensed meat, poultry, or dairy products, licensed wine and beer sellers, OR products requiring a state inspection, such as baked goods or preserves, must display certification or license and have a copy on file with the Market Manager. Anyone using scales must have them approved by NCDA&CS.

Products that are allowed to be sold are:

* Vegetables grown from seeds, sets or seedlings
* Fruits, nuts, or berries grown on land owned or leased by the seller
* Plants grown by the seller from seed, seedling, transplant or cutting
* Bulbs propagated by the seller
* Eggs produced from the seller’s hens
* Meats from animals raised by the seller
* Dairy products from animals raised by and made by the seller
* Honey produced from the seller’s bees
* Cut or dried flowers grown by the seller
* Firewood cut by the seller
* Straw baled by the seller
* Preserves, pickles, relishes, jams and jellies made by the seller
* Baked goods baked by the seller
* Wine or beer produced by licensed sellers
* Coffee roasted by the seller and coffee products made by the seller
* Traditional farm crafts that originate on the farm with at least a portion of the materials coming from the seller’s property and handmade by the vendor

Products **prohibited** from sales are:

* Low acid canned foods such as green beans, corn, peas, carrots, etc may NOT be sold.
* Canned tomato products may NOT be sold.
* No live animals may be sold or given away at the market.
* No partially constructed crafts may be sold
* No re-sale items may be sold
* Items NOT specifically listed on application at the time of acceptance and/or items that were exempted from approval

To qualify as a member vendor, an approved application must be submitted along with a $25 non-refundable inspection fee and $45 annual membership fee, prior to start of season in which they wish to be a member. Approval is subject to an approved farm inspection; the Board will contact the applicant once the application is reviewed to schedule an inspection. Acceptance/denial will be based upon inspection and Rules/Bylaws.

1. Annual membership fee of $45 is due by February 1st of each year and no later than the first market of the spring season that the vendor attends (generally the first week of April).
2. Weekly parking fee is $10 from April through end of November for each 10x10 space. Weekly parking fees during the off season (December thru March) are flex rate.
3. Returning PFM members in good standing must submit notification of their intention to return to the market for the upcoming season by January 31 of that season in person or in writing sent to pittsborofarmersmarket@gmail.com.
4. Members must contact the Market Manager by NO LATER THAN 8am Wednesday prior to market in the event of an expected absence. Repeated no-shows are grounds for dismissal from the market.
5. A member in good standing is a PFM member vendor that has:
	1. Paid all membership fees timely and in full
	2. Attended market at least 90% of *their* *growing season* from April thru November OR a minimum of 30 markets year round
	3. Has provided sufficient notice to Market Manager for any absences
	4. Has not been found to be in violation of the Market Rules
6. All market members must conduct themselves in a professional manner and shall maintain a membership of good standing.
7. Members who are deemed NOT to be in good standing will not be guaranteed a space, and the Board reserves the right to remove such members from the market.
8. The Board reserves the right to exempt any item proposed for sale on the vendor’s application. Exempted items will be discussed with the seller prior to acceptance of the application.
9. The Board reserves the right to re-inspect any member but must give a 2 week notice prior to inspection.
10. Attendance of vendor meetings is strongly encouraged. The Spring vendor meeting will be held on the first Monday in March and the fall meeting will be held on the first Monday in November (subject to board members’ availability). Vacancies on the Board will be filled at the vendor meetings.
11. A new application is required to be submitted to the Board whenever a new product is proposed. A re-inspection may be required.

**Seasonal Vendors**

Seasonal vendors are defined as growers who have limited product offerings and a short growing season window, such as corn, berries, melons, etc, and do not expect to be at market for more than 12 weeks. Accepted vendors will be expected to come to market for 90% of their growing season in order to remain in good standing. Seasonal vendors are subject to the same rules and codes of conduct as Member vendors.

The cost for a seasonal vendor is a $25 inspection/application fee and $15 per visit.

**Guest Vendors**

Guest vendors are welcome throughout the market season but must be approved by the Board. To qualify as a guest vendor, an application must be submitted and approved prior to attending their first market.

Guest vendors are permitted to attend no more than 12 times per year. Sellers are encouraged to come once a month, selecting a specific week of the month to attend, in order to optimize sales and provide consistency to market customers.

Guest vendors who no longer wish to participate in market or have changed their appearance schedule must give one week’s notice to the Market Manager.

Guest vendors must follow all general market rules of conduct and professionalism.

The cost for a guest vendor is $15 per market visit and $20 for food trucks during the primary market season from April through the end of November. To encourage repeat visits, the stall fee for the 2nd visit is waived.

Our December Vendor Extravaganza event is a popular holiday shopping event that we highly encourage all interested crafters to attend! If you are only planning to attend this one event, please ensure that you submit your application in a timely manner for maximum press.