

Pittsboro Farmers' Market 2021 Rules

Updated January 2021

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.

GENERAL RULES

1. Vendors must make or produce what they sell within a 50 mile radius of the market location (287 East Street Pittsboro NC 27312).
 - a. Certain exemptions will apply to, but are not limited to, seafood vendors and coffee roasters.
 - i. Seafood must be purchased directly through licensed NC fisherman.
 - ii. Coffee roasters must roast their own beans in an approved facility.
 - iii. Other exemptions will be reviewed by the board on a case by case basis.
2. The weekly parking fee is \$10 (or, in the winter months of Dec-March, 12% of sales, whichever is less) for each 10x10 space.
3. All processed foods (jams, preserves, baked goods, etc.) must follow all federal, state, and local health regulations.
4. All products produced under certification, such as organic, licensed meat, poultry, or dairy products, licensed wine and beer sellers, or products requiring a state inspections, such as baked goods and preserves, must display certification or license and have a copy on file with the market manager.
5. Anyone using scales must have them approved by NCDA&CS.
6. Products that are allowed to be sold are:
 - a. Vegetables grown from seeds, sets, or seedlings.
 - b. Fruits, nuts, or berries grown on land owned or leased by the seller.
 - c. Plants grown by the seller from seed, seedling, transplant, or cutting.
 - d. Bulbs propagated by the seller.
 - e. Eggs produced from the seller's hens.
 - f. Meats from animals raised by the seller.
 - g. Dairy products from animals by and made by the seller.
 - h. Honey produced from the seller's bees.
 - i. Cut or dried flowers grown by the seller.
 - j. Firewood cut by the seller.
 - k. Straw baled by the seller.
 - l. Preserves, pickles, relishes, jams, and jellies made by the seller.
 - m. Baked goods baked by the seller.
 - n. Wine or beer produced by licensed sellers.

- o. Coffee roasted by the seller and coffee products made by the seller.
 - p. 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.
7. Products prohibited from sales are:
 - a. Low acid canned foods such as green beans, corn, peas, carrots, etc. may NOT be sold.
 - b. Canned tomato products can NOT be sold.
 - c. No live animals may be sold or given away at market.
 - d. No partially constructed crafts may be sold.
 - e. No re-sale items may be sold.
 - f. Items not specifically listed on the application at the time of acceptance and/or items that were exempted from approval.
 8. All vendors are expected to conduct themselves in a professional manner at all times.
 9. All products to be sold must be of top quality.
 10. Prices must be posted for all items.
 11. Sellers should arrive promptly before the start of market at 3:00 pm, preferably by 2:30 pm, to ensure adequate room and safety for parking of vendors' vehicles and to allow sufficient time to set up before the start of market.
 12. Market begins promptly at 3:00 pm. **NO sales shall be permitted prior to this time under any circumstance.**
 13. Market ends at 6:00 pm. Vendors are expected to remain on the premises until this time.
 14. Seller is responsible for cleaning up around his/her vehicle and maintaining safety in that area, including proper staking/weighting of tents.
 15. There is no smoking allowed on market premises.
 16. **Member and guest vendors who are interested in returning to market for the 2021 season must submit a new application no later than January 31st.** You will not need to pay a new application fee, but you will need to pay the member fee, if applicable.
 - a. Vendors will need to include any items not included in application for the preceding year for approval.
 - b. If there are no new items, vendors need only renew their information and express their interest in returning.
 17. Vendors who are deemed to NOT be in good standing will not be guaranteed a space, and the board reserves the right to remove such members from the market.
 18. Vendors are in good standing when:
 - a. They have paid all membership and parking fees in full and in a timely manner.

- b. They have attended market at least 90% of their growing season OR a minimum of 30 markets year-round (member vendors) OR has attended no more than 12 markets in a 12 month period (guest vendors).
- c. They have provided sufficient notice to the market manager for any absences.
- d. They conduct themselves in a professional manner at market and on market social media platforms.
- e. They have not been found to be in violation of any of the market rules.

MEMBER VENDORS

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

1. New member vendors will be reviewed by the board two times per year and will be contacted regarding their application no later than the first Sunday in March and the first Sunday in November. **New member application deadlines for 2021 are February 19th and October 15th.**
2. Members must contact the market manager no later than noon, Tuesdays prior to market in the event of an expected absence. Repeat no-shows are grounds for dismissal from the market.
3. 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.
4. The board reserves the right to re-inspect any member. The board/manager must give a two week notice prior to re-inspection.
5. Attendance of vendor meetings is strongly encouraged. The Spring vendor meeting will be held on the first Monday in November (subject to board member's availability). Vacancies on the board will be filled at the vendor meetings.

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 along with a \$25 non-refundable application fee prior to the start of their first market. Approval is subject to board discretion and farm inspection where applicable.

The cost for a guest vendor is \$15 per market visit (\$20 for food trucks). To encourage repeat visits, the stall fee for the 2nd visit is waived.

1. New guest vendors will be reviewed by the board on a rolling basis. The market manager will do their best to let you know whether you've been approved or not within a two week period, but this is pending on board member availability.
2. If you would like to attend market more than 12 times in a year, you may choose to apply for member vendor status.
3. Guest vendors are expected to communicate with the market manager their desired attendance schedule (e.g., 12 weeks in a row, once every first Thursday, etc.) and keep the manager updated with any changes.
 - a. 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.
4. 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.

FILING COMPLAINTS

Any complaints, disputes or violations of the rules may be submitted in writing to pittsborfarmersmarket@gmail.com. Please include "market complaint" in the subject heading so it is clear you are submitting a formal complaint to be reviewed. Repeated violations of the rules of the market may result in suspension or loss of membership. All complaints will be reviewed by the market board of directors and are open to their interpretation. The market manager will get back with you in a timely manner.