

Pittsboro Farmers' Market 2023  
Rules Updated December 2022

The Pittsboro Farmers' Market is a year-round, growers only market. The market is open from 3:00 pm until 6:00 pm on Thursdays at The Plant, 220 Lorax Lane, Pittsboro, NC.

## GENERAL RULES

1. Vendors must make or produce what they sell within a 50 mile radius of 220 Lorax Lane, Pittsboro, NC 27312.
    - A. Certain exemptions will apply to, but are not limited to, seafood vendors and coffee roasters.
      - a. Seafood must be purchased directly through licensed NC fisherman.
      - b. Coffee roasters must roast their own beans in an approved facility.
      - c. Other exemptions will be reviewed by the board on a case by case basis.
  2. The weekly parking fees for each 10x10 space are:
    - A. \$20 for member vendors
    - B. \$25 for guest vendors (fee for the second visit will be waived for new guest vendors)
    - C. Vendors requiring a larger space will pay \$30 and must make arrangements in advance with the market manager.
- These fees are subject to change by the Board of Directors.
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 inspection, such as baked goods, tomato products and preserves, must have a copy of that certification or license with them at the market 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, sauces, 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. No live animals may be sold or given away at market.
- C. No partially constructed crafts may be sold.
- D. No resale items may be sold.
- E. 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. See the market code of conduct for more details.

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 2023 season must submit a new application no later than January 15. 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 have 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 (new members only) and a \$50 annual membership fee (all members), prior to the start of the season in which they wish to be a member.

Acceptance/denial will be based upon rules/bylaws.

1. New member vendors will be reviewed by the board once a year and will be contacted regarding their application no later than January 31. The new member application deadline for 2023 is January 15.

2. Members must contact the market manager no later than noon on Tuesdays prior to market in the event of an expected absence. In the event of an unexpected absence, members should contact the manager as soon as possible. Repeat no-shows are grounds for dismissal from the market.

3. The board reserves the right to exclude 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. Approval is subject to an approved farm inspection, where applicable. The market manager will contact the applicant once the application is reviewed to schedule an inspection. New vendors may be approved "pending farm inspection;" in this case, members will be allowed to sell at the market once that inspection is complete.

5. The board reserves the right to re-inspect any member. The board/manager must give a two week notice prior to re-inspection.

6.. Attendance at vendor meetings is required for all vendors. The Spring vendor meeting will be held on the first Monday in March and the Fall vendor meeting will be held the first Monday in

November. If a vendor is unable to attend, they may designate a proxy. Vacancies on the board will be filled at the vendor meetings.

## GUEST VENDORS

To qualify as a guest vendor, an application must be submitted along with a \$25 non-refundable application fee, which can be submitted via PayPal or in person to the market manager during market hours. Approval is subject to board discretion and farm inspection where applicable.

The parking fee for a guest vendor is \$25 per market visit. To encourage repeat visits, the stall fee for the 2nd visit is waived.

1. If you would like to attend the market more than 12 times in a year, you may choose to apply for member vendor status.

2. 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. The market manager will contact you to discuss your selling schedule.

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

## EDUCATIONAL AND NONPROFIT VENDORS

Educational vendors are welcome to attend the Market throughout the year at the discretion of the market manager. Considerations for educational vendors include available space, complementing the member and guest vendors' products, and alignment with the markets' values.

Vendors who qualify under this category include, but are not limited to:

- A. Nonprofit organizations
- B. Community organizations attending market for engagement and education
- C. Individuals demonstrating a skill, leading an activity with market customers, or educating the community about a topic relevant to the market (agriculture, crafting, etc.)

Educational and nonprofit vendors will not be charged for their booth provided that they are a) not selling any products, b) only selling products that directly support their nonprofit organization (for example, bumper stickers that support their cause).

Determination of educational/nonprofit status for the purpose of attending the market will be made at the discretion of the market manager.

## ROLE OF THE MARKET MANAGER

The Market Manager has the following responsibilities:

- A. Communicate with vendors for weekly product information, stall assignments, and attendance confirmations
- B. Attend and conduct onsite operations at Thursday Markets, including setting up and taking down Manager and Activity Tents, signs, and accessories
- C. Manage marketing and advertising activities of the market, including the weekly newsletter and social media
- D. Plan and oversee special events at the market
- E. Serve as the liaison between the market and local organizations, businesses, the Town of Pittsboro, customers, potential corporate and community sponsors, grantors, and others, serving as the public face of the market
- F. Manage projects at the direction of the BOD
- G. Seek out funding opportunities and assist with fundraising for the market
- H. Complete data entry on all relevant Market statistics
- I. Perform reconciliation for stall fee and make timely deposits of stall fees
- J. Recruit and vet new Vendors
- K. Prepare statistics and monthly market information for board's review
- L. Attend meetings and give the manager's report to provide insight to the health of the Market
- M. Serve as liaison between Market vendors, vendor applicants, and the Board of Directors

The Market Manager has the authority to monitor the market in order to ensure market member compliance with all rules of the market and policies established by the BOD. The Market Manager will require compliance with all such rules and policies.

## CODE OF CONDUCT

Everyone is welcome at the Pittsboro Farmers' Market, regardless of age, race, color, religion, sex, national origin, limited english proficiency, political affiliation, disability, sexual orientation, marital status, gender identity, or gender expression.

All vendors, staff, volunteers, and any other persons participating in the Market function shall not discriminate against any individual.

All vendors, staff, volunteers, and customers are expected to act in a professional manner and to treat one another with respect.

All vendors, staff, volunteers, and board members shall project the necessary attitudes and behavior to ensure that harassment, sexual harassment and/or discrimination do not occur.

Any grievance may be reported to the Market Manager or any board member.

## FILING COMPLAINTS

Any complaints, disputes or violations of the rules may be submitted in writing to [pittsborfarmersmarket@gmail.com](mailto: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.