

State Farmers Market
1201 Agriculture Street, Raleigh, North Carolina 27603
Telephone (919) 733-7417 / Fax (919) 733-9932
EFFECTIVE January 1, 2009

Welcome to the State Farmers Market. **Use of the Farmers Area is for growers only.** To permit fair and equal opportunity for all sellers and to ensure quality products for buyers, the following rules have been developed. They will be revised and updated as needed, and may be modified according to the season and products being sold. We want to work with you and welcome your ideas and suggestions at anytime. To achieve maximum benefits and provide the best market, Everyone - growers, sellers, customers, and management must share and work together. Thank you for choosing the State Farmers Market to sell your products. The Market Manager may deny the privilege of operating on the Market to any person who violates these guidelines and rules, or who otherwise takes actions which are determined by the Market Manager to be detrimental to the Market. The Market Manager specifically reserves the right to request additional information or documentation before making a decision to deny or limit access to the market, but is not required by these guidelines to do so. The privilege of selling on the market is not an entitlement. In utilizing his or her discretion to suspend, revoke, or otherwise terminate a seller's privilege to sell on the market, the Market Manager may consider a seller's history of cooperation with the Market Manager and the seller's good faith effort to obey the guidelines and rules of the market. Likewise, any effort to manipulate or to violate the spirit of the guidelines and rules may be considered. The ultimate discretion for eligibility determinations belongs to the Market Manager, and determinations are final once they are rendered. **Sellers are not to purchase products from Wholesale Houses, Truckers Shed, Market Shoppes, Nurseries, or other outside sources in order to resale them in the Farmers Area.**

FARMERS AREA OPERATIONAL GUIDLINES:

- 1) All vehicles with product are to use the 2nd entrance, stop at the Gatehouse, pay the appropriate fees and provide an accurate count of products being brought into the Market. Sellers are not to occupy a space until the gate fee is paid and gate personnel approve a space selection, this includes sellers that want to share a space. **Fees are to be paid Daily or weekly.** Sellers are given spaces on the basis of 1st come, 1st serve. All spaces must be rented at the gatehouse before they are occupied. This includes shared spaces. Spaces cannot be transferred from one seller to another. Gatehouse personnel will make the placement. All sellers wanting to claim a space must have product and be prepared to sell. Sellers are not to rent a space without product to sell, intending only to reserve the space. Any products displayed beyond the lines will require payment for an additional space and must be approved.
- 2) Farmers Areas are open to the public from 6 AM – 8 PM Monday through Saturday and 8 AM – 6 PM on Sunday. Space rents from 12:01 AM – 11:59 PM each day. At peak season, sellers may experience a shortage of selling spaces under shelters. Additional outside spaces adjacent to the Farmers Areas will be identified to handle any overflow. The number and location of spaces available to sellers may be restricted depending upon the type of products to be sold, number of weeks one has sold, the amount and variety of produce being sold and the season. Growers may sell in only one area of the Market and all spaces rented must be adjoined. Growers are limited to **two spaces** on the aisle in the Farmers Building. For sellers who hold space from one day to the next, rent is to be paid for all days the market is open. To hold these spaces, sellers **must have product available for sale and must have personnel** in the space. Growers are expected to be in their rented space from the hours of 9 AM – 5 PM each day (excluding Sundays). **HONOR BOXES ARE NOT TO BE USED.** Growers will be charged an additional load fee of up to \$6.00 in addition to the normal space fee when additional product is brought into the market to replenish their displays. When all product is sold out, seller is to notify the gate personnel if they wish to hold the space or clean and vacate the space. If vacating the space, everything (vehicles, trailers, tables, containers, waste, etc.) must be removed from the market. Market users are to remove vehicles, products or property as directed by the Market Management.
- 3) Commercially manufactured farm, craft and baked good items are prohibited in the Farmers Area. In order for growers to sell baked goods and canned items, sellers must provide kitchen inspection and label products. The office of N.C Food & Drug Protection (919) 733-7366 handles the inspection. All craft items must go to the Craft Building. **Baked Goods** can only set up in designated areas. Growers wishing to sell craft or baked good items must meet with Market Management prior to offering them for sale. No canned vegetables are to be sold.
- 4) **Value Added Products:** To sell value added products in the Farmers Area you must produce the raw product that the value added product comes from, Ex: strawberry jelly or jam- Strawberries, Pickles - cucumbers, Relishes – peppers, tomatoes, etc. You must also have the proper certification to produce these products. Example: acidified food license, & kitchen inspection. **No concession foods can be sold in the Farmers Area.**

- 5) Sellers that plan to use the words “Organically Grown” or “Pesticide Free” must meet with Market Management to discuss their intentions prior to using them on signs in their spaces. In the event that no one is in the office at the time you wish to sell, products could be sold, but without the use of the words “Organic” or “Pesticide Free” until a meeting is scheduled with management.
- 6) No live animals or birds may be sold on The Farmers Market. **No cooking is allowed in the Farmers Area due to electrical restraints. In order to sell meat and seafood on the market you must follow the guidelines in The SUPPLEMENTAL GUIDELINES FOR SELLING MEAT, POULTRY AND SEAFOOD on the Farmers Market.**
A copy of these guidelines is posted on the web site or can be picked up at our office.
- 7) **Complaints:** It is the responsibility of the market seller to satisfy customer complaints. Upon receipt of numerous complaints about the same market seller, this person may be denied privilege to use the market. If anyone has a complaint about another grower, be specific. Write down information and give to the Market Manager.
- 8) All sellers who retail **must display their name, (or farm name) and address.** All other signs must be approved by the market office. All displays and signs for retail sales must be oriented towards the center aisle. Use of price cards is encouraged.
- 9) Sellers are responsible for accidents or injuries that occur within their rented space or involving their displays or equipment (trailers, tables, signs, umbrellas, etc.) and may want to purchase a liability insurance policy. Sellers may be asked to sign a statement about their use of and acceptance of responsibility for potentially dangerous items used in their spaces. Please help the market maintain and keep restrooms clean.
- 10) Certified growers from out of state will pay a double rate and must sell only their own products (*only the grower and his or her spouse or their children, living with them, may sell*). Out of state growers are not allowed to designate other growers or employees to sell their products and may not sell to other growers within the Farmers Area.
- 11) Market Management must approve all outside space use before it is used. This includes vehicles, handcars, signs, cones, tow motors, etc. Outside space is \$10.00 per space per day. Keep in mind that using an outside parking space means a *customer* cannot use it! Parking spaces around Farmers 1 and the Connector are for customers, outside parking spaces can only be used around Farmers 2. When spaces are needed for re-loads please unload in a timely manner and move your vehicle to the front lot. The front lot will be designated for vendor/employee parking. Any vehicles left on the market for more than 7 days will be charged \$4 per day. Market Management will designate an area for storage.

FORK LIFT GUIDELINES

- A. You must have an operator certification to have a tow motor (forklift) operating in the Farmers Area. The N.C. Industrial Commission or OSHA requires this. We need to have a copy on file in the office.
- B. There will be a \$360.00 per year or \$50.00 per month fee to keep a forklift on the Market for use in the Farmers Area. Fork lifts are not to be parked around Farmers Building. Market Manager will designate an area for fork lift parking.

ELECTRICITY: Due to electrical restraints in the Farmers Building, no salamander heaters, refrigerators, coolers, hot plates, or televisions are allowed. **NO COOKING!**

TRASH:

Gray Containers: Trash only, no food waste. Only paper, glass, plastic, styrofoam and waxed cardboard in these containers.

Green Containers: Only food waste and organic matter in these containers.

Dumpsters: Only non-waxed cardboard in these containers.

If you cannot work with this system for all waste matter you bring on the market, you must take waste off of the market!

These guidelines are authorized by the N. C. Administrative Code governing State Farmers Markets

If Market Staff finds that any of these rules are not being followed, the penalties will be:

1st Offense - Written Warning

2nd Offense - Banned from all use of the Market for 30 days.

3rd Offense - Banned from all use of the Market until January 1st of the following year.