State Farmers Market
1201 Agriculture Street, Raleigh, North Carolina 27603
Telephone (919) 733-7417 / Fax (919) 733-9932
FARMERS AREA GUIDELINES---EFFECTIVE January 1, 2014

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 unapproved outside sources in order to resale them in the Farmers Area**.

FARMERS AREA OPERATIONAL GUIDELINES:

1) **The Farmers Area is for growers only. There is a waiting list for space during peak seasons. New growers interested in space must complete a New Vendor Application in order to be added to the waiting list. When there is available space you will be contacted according to your status on the waiting list. In order to maintain your status on the waiting list you MUST complete an application and resubmit it by February 15th, annually.**
2) **Before returning vendors will be able to receive their space in 2014 they are required to have a meeting with market staff. Contact us during our office hours, Monday – Friday, 7:30am to 4:30pm to schedule your appointment. You will need to provide us with a written, detailed production plan with what you plan to grow, and/or sell, a Returning Vendor Application, your FSA 578 Forms, etc. (Please refer to the Vendor Check-List for complete details.)** You will need to be prepared for farm visits to be made to your farm. Space availability will be determined according to seasonal demands. To qualify for 2 spaces you must bring in a minimum of 300 packages a week. Please refer to the Seasonal Produce Growers Space Allocation Guidelines for complete details. **We need at least a 3 day notice before you plan to start setting up. You will not be allowed to show up and be assigned a space without prior approval.**
3) Once approved, all vehicles with product are to use the second entrance, stop at gatehouse and pay appropriate fee. All growers need to report product and amount of product. Fees must be paid daily or weekly. A late fee of $2.00 per day per space will be accessed when space fee is not paid by 6pm. The front gates open at 5 AM and close at 8 PM Monday through Saturday and 8 AM – 6 PM on Sunday. Space rents from 12:00 AM – 11:59 PM each day. Growers and their immediate family will be limited to four spaces inside of the farmers building. Rent is to be paid all days that space is occupied. Growers are expected to be in their rented space, at least from the hours of 9 AM – 5 PM each day. HONOR BOXES ARE NOT TO BE USED. Please use CLOSED signs and adequately rope your space off when you are not open for business. If vacating the space, everything (vehicles, trailers, tables, containers, waste, etc.) must removed from the market. Market users are to remove vehicles, products or property as directed by the Market Management.
3) **Plants are not allowed to be sold in produce areas unless approved by management.** Commercially manufactured farm, craft and baked good items are prohibited in the Farmers Area. In order for growers to sell home baked goods and canned items, grower must provide proper documentation of inspections; ex. kitchen inspection, etc. and label products according to city, county, or state guidelines. The office of N.C Food & Drug Protection (919) 733-7366 handles the inspections. All craft items must go to the Craft Shed. **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. **Anyone selling honey must fill out an application to sell honey**. Applications are available on our website or in the market office**.**
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, etc.. Perishable products will have priority over non-perishable product as far as space allocation. **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. Documentation must be provided to market management before signs can be displayed.

6) No live animals or birds may be sold. **No cooking is allowed in the Farmers Area. 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.** These guidelines are posted on the web site or can be picked up at the office.

7) **Complaints:** It is the responsibility of the market seller to satisfy customer complaints. Upon receipt of numerous customer 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 location of your farm. 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 it is recommended that all growers purchase a liability insurance policy. Please help the market maintain and keep restrooms clean and let market staff know when there is a problem.

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, handcarts, signs, cones, tow motors, etc. Outside space is $15.00 per space per day. **Outside space in Farmers 1 can be used for unloading until 10am. You will be charged if you use the space after 10am.** 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.
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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. You must provide a proof of liability insurance for your forklift.

C. 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 the Farmers Area. Market Manager will designate an area for fork lift parking.

D. All fork lifts must be parked in the wooden fence in the big parking lot. The area is for fork lifts only. No pallets, bin boxes, product or trash. Violators will lose the privilege of having a fork lift on the market.

ELECTRICITY: All electrical appliances must be approved by market management with the exception of scales and cash registers. There will be a fee accessed depending on the appliance. No cooking is allowed in the Farmers Area.

TRASH: Each vendor is responsible for the disposal of their waste. We will provide an area for the disposal of your product at our maintenance building. There is a green compactor for food waste and bio- degradable refuse and a gray compactor for trash. There is also a cardboard collection area. All market vendors can use this area at no charge but please use the appropriate container. For example: Green container: produce, plant material, and anything that's biodegradable. Gray container: plastic, wax cardboard, Styrofoam, floor sweepings, and general trash.

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.

FARMERS AREA
SEASONAL PRODUCE GROWERS SPACE ALLOCATION GUIDELINES

Guidelines that cover all situations and circumstances are difficult to develop. These guidelines can change depending on seasons, products, grower situations, and the Market Managers discretion. Due to space limitations The State Farmers Market has space allocation procedures. Space allocation will be based on space designation made in 2013. Beginning April 1, 2014 the Produce Grower that occupied the space in 2013 will have 1st option of refusal for that space. There will be a waiting list for any grower that would like to sell in Farmers 1 or The Connector. When a Produce Grower goes out we will add the 1st grower on the Produce Grower waiting list to a space in The Farmers Area. Applications for space must be submitted annually.

Definitions:

Produce Grower-Seller: Grower offers for sale fruits and vegetables grown or produced on land that them or their immediate family own or lease. All fruits and vegetables must be FSA Certified. Grower or immediate family members must manage spaces. Grower will use the same space used in 2013 beginning April 1, 2014 as determined by market management Growers-Sellers will be referred to as an "A" grower.

Produce Grower-Buyer-Seller: Grower offers for sale fruits and vegetables grown or produced on land that them or their immediate family own or lease. In addition, they may purchase FSA certified product from 3 N. C. growers, and they may also buy FSA certified product from the North Carolina Farmers Wholesale Area, but must produce at least ½ of the product on their stand at anytime. **All fruits and vegetables must be FSA certified.** Example: If the grower produces 5 items themselves, they can only buy ½ that amount from the certified grower which would be 2 items. Grower-Buyer Sellers must submit who their 3 growers will be and the products they grow before space is assigned. Grower-Buyer-Sellers will use the same space used in 2013 beginning April 1, 2014 as determined by market management. A Grower-Buyer-Seller will be referred to as a "B" grower.

Produce Grower-Designated Seller: Grower will only offer for sale fruits and vegetables grown or produced on land they or their immediate family owns or leases and has designated a person to represent them at the market. **The grower forfeits his/her opportunity to sell on the market themselves for the season. The grower must pay all fees associated with the market with a company or personal check or in person with cash.** The grower must visit with market management to request to have an approved designated seller and provide FSA certification of the crops they produce. An approved Designated Seller may only represent one grower per season and only sell the produce the grower grows. They will use the same space used in 2013 beginning April 1, 2014 as determined by market management. A Grower-Designated Seller will be referred to as a "C" Grower

Grower Designation: Space allocated as an "A" space must be used as an "A" space all year. If an "A" grower wants to sell a product they don't grow, they must meet with market management to determine if space is available for them to relocate to, as a "B" grower.

Certification: The grower must certify all crops with a Form 578 through your county Farm Service Agency. The grower must also visit with market staff prior to occupying a space and declare their status as an "A", "B", or "C" grower. A grower must abide by the designation of the space they are in for the year.

Penalty: Any grower violating the Seasonal Produce Guidelines will be subject to suspension from the farmer's retail area.

Rev. 03/10/14