

2020 SUMMERVILLE FARMERS MARKET VENDOR **RULES & REGULATIONS**

The Market operates under the direction of the Town of Summerville. Market Rules & Regulations have been established to set expectations specific to the Market and are subject to change. All vendors should carefully read all of the below information before completing their Town of Summerville Farmers Market Application.

MARKET MANAGER:

Megan Boisvert is the Market Manager and can be contacted by:

Phone Number: (843) 510-0005

Email: mboisvert@summervillesc.gov

GENERAL INFO/ FEES:

- Applicants may request specific spots but are not guaranteed to receive requested spots. The Market Manager reserves the right to change the market layout and/or reassign vendor spots at any point in time.
- Vendors are responsible for providing and setting up any needed tables, chairs, tents, etc. for their space.

OPERATING HOURS/ SEASON:

- Market will open April 11 and run through November 21 (33 total Saturdays), and will be open on November 28th for a special Holiday Market.
- Market hours will be 8:00 AM – 1:00 PM. Vendors shall be set up and ready for business by 7:45 AM.
- Market will be divided into two seasons: Summer and Fall.
 - 1) Summer: April 11 – August 29 (21 Saturdays)
 - 2) Fall: September 5 – November 21 (12 Saturdays)
- Fees will be as follows:
 - \$5 per space per day (if paid for on a day-to-day basis). **Vendors who call out after the Wednesday deadline must still pay the \$5 vendor fee.** (Exceptions for the late fee will only be made in the event of weather or for Farmers with a shortage of product).
 - \$84 per space for entire Summer Season, if paid in advance by close of the 2nd day of Summer market.
 - \$48 per space for entire Fall Season, if paid in advance by close of 2nd day of Fall market.
 - \$136 per space for both Summer & Fall Season, if paid in advance by close of 2nd day of Summer market.
 - Holiday Market will be \$10 per space, payable November 28th. Hours for this market will be 9:00am – 2:00pm.

VIOLATIONS OF MARKET RULES:

- THREE VIOLATIONS OF ANY OF THE RULES ARE GROUNDS FOR IMMEDIATE DISMISAL FROM THE MARKET AND LOSS OF ANY PREPAID FEES.
- Vendors will be notified about all violations with a written warning.

BUSINESS LICENSES & HOSPITALITY TAX:

Town of Summerville business licenses are required (growers/producers are exempt). Vendors selling prepared, unpackaged food are required to collect hospitality tax and remit to Town.

For more information contact the Town of Summerville Business License Office:

Scott McDonald or Krista Collins

200 S. Main St.

Summerville, SC 29483

Phone: (843) 851-4215

Email: SMcdonald@summervillesc.gov or Kcollins@summervillesc.gov

VENDOR SELECTION PROCESS & REQUIREMENTS:

- There shall be a Farmers Market Board, whose members will vote on which new or part-time vendors to allow to participate in the Farmers Market. Returning permanent vendors from the previous year are still required to complete the Market Application.
- There will be a **REQUIRED** meeting for all selected permanent vendors at Council Chambers on the third floor of Town Hall at 6:00pm on Wednesday, March 11th, 2020.
- All vendors allowed shall fall into one of the following categories, and meet the specifications required for said category: Farmers/Growers, Specialty Foods, and Artisans.

FARMERS & GROWERS RULES:

If you are intending to sell fresh produce (e.g. vegetables, fruits, flowers, plants, honey, meat, etc.) of any kind you are expected to apply for the Market as a Farmer and adhere to the following rules. Farmers are required to grow at least 50% of the produce they sell. The other 50% may be purchased and resold, but the farmer shall fully disclose in writing as to where the produce was grown and purchased.

1) 50 Percent Rule:

- No more than 50 % of produce can be purchased and resold at the Market. Produce you purchase from another source, even another Lowcountry farm, shall not be considered part of your harvested 50% (e.g. If you harvest and sell 4 items, you can sell 4 purchased items).
- All farmers are required to disclose in advance, on their Farmers Market Application, what produce they are intending to grow themselves and sell at the Market and what produce they are intending to buy and resell at the Market.
 - If an applicant is offered a space at the Market, they will only be authorized to sell the items that were listed on their market application so please be as specific as possible.
 - All farms are subject to site visits if any items are questioned. The Town of Summerville is not required to announce or schedule field site visits.

2) Produce Signage (The Farmers Market will not provide any of these signs)

- Farmers & growers agree to display notices adjacent to purchased produces. This sign will be displayed so that customers can easily see it. Information to include on the sign will be: name of item, the words “purchased from” and location of the farm where the item was purchased. Any misleading the customer on product origin will be grounds for immediate vendor dismissal without refund.
- Farmers/growers agree to display signage indicating the name and price of each item for sale. This signage will be displayed so customers can easily read it.

3) Farmers will be allowed to request up to three (3) spaces. You are not guaranteed to received this number of spaces.

4) Selections will be made to diversify produce offered.

5) ‘Certified SC Grown’ produce preferred.

6) It is also recommended that farmers be certified to redeem WIC/Senior FMNP checks.

SPECIALTY FOOD:

Specialty Food(s) Vendors must be in compliance with all regulations for their specific items. Please see SCDA Farmers Market Regulations sheet for specific information.

- On your application you are required to include a detailed list or menu of every item you plan to sell at the Market. If offered a space you are only authorized to sell the items listed on your application so please be as specific as possible.
- Specialty Food Vendors may request up to two (2) spaces.
- Selections will be made to diversify product offerings.

- ‘Certified SC Product’ preferred.

ARTISANS:

- 100% of your products offered must be made by the vendor
- Artisans may rent one (1) space.
- Selections will be made to diversify product offerings.

MARKET ATTENDANCE RULES:

- If a vendor is unable to attend, he/she shall contact the Market Manager by 12:00 pm on the Wednesday prior. The space(s) will be filled from a waiting list of suitable vendors.
- Vendors that offer and accept a permanent space at the beginning of the season are allowed **6 on time** (before Wednesday) callouts for the entire season or **4 late callouts** (after Wednesday) callouts for the entire season. After reaching this number you will automatically forfeit your space for the season and will be added to the fill-in vendor list. (Exceptions will only be made in the event of weather or for Farmers with a shortage of product).

MARKET SET UP & BREAK DOWN PROCEDURES:

- Vendor should **arrive at the market no later than 7:30AM** and be **completely set-up and ready to start selling at 7:45AM.**
- Setup – In order to facilitate the free flow of vendor traffic, vendors that do not occupy a “pull-in” space must adhere to the following upon arrival:
 - Park your vehicle directly in front of your assigned space in a manner that will allow other vendor vehicles to pass.
 - Unload your vehicle contents in your assigned space.
 - Park your vehicle on the top level of the free public garage, lower levels of the garage are reserved for patrons of the Market.
 - Do not park in the alleyway behind Short Central. This area is closed to vendors and shoppers.
 - Return to your space to set up table, chairs, tent, wares, etc.
- Breakdown – **Breakdown will not begin before 1PM.**
 - Please be courteous to your fellow vendors.
 - Entrance to parking garage is one-way ONLY. Vendors may not come out of the entrance from the bank parking lot. At the end of the day vendors must drive around the block and enter the market area from 2nd Street, regardless of how close your spot is to the parking garage entrance.
 - Vendors that do not occupy a “pull-in” spot will break down their spaces prior to retrieving their vehicles. While loading, park directly in front of your assigned spot in a manner that will allow other vendor vehicles to pass.
- **Trash receptacles are provided for market patrons only.** Vendors are responsible for removing all trash/waste that they generate. Vendors may not use any trash receptacles from neighboring businesses.

MISCELLANEOUS RULES & EXPECTATIONS:

- Vendor smoking or vaping of any kind is strictly prohibited in Farmers Market area, including vendor spaces. No alcohol or illegal drugs are allowed on the property.
- Vendors will, at all times, treat other vendors with respect and not interfere with customers standing at others spaces and/or actively transacting business.
- It is expected that all vendors reflect the Town of Summerville in a respectful way. A hostile or unprofessional attitude towards patrons, market staff or other vendors **WILL NOT** be tolerated and may result in a written rule violation or termination from the market.

- Vendors may offer samples immediately in front of their assigned space. Venturing beyond this assigned area to provide samples, “calling-in”, or “hawking” of customers is not permitted.
- Vendors are responsible for handling complaints from their customers. For other complaints or concerns about the market, please contact the Market Manager.
- Weather Policy: The market will only be cancelled for weather deemed unsafe. We understand that some vendors will not be able to attend during rainy weather due to sensitivity of their product to moisture.
- All vendors must sign and return the *2020 Summerville Farmers’ Market Agreement* prior to vending in the market.