

Policy #48

Troutman Farmers' Market Rules and Guidelines

The Purpose of the Troutman Farmers' Market (Market) is to provide a comfortable location for consumers, farmers, and artisans to buy and sell domestic fruits, vegetables, plants, meats, honey, and *natural* homemade goods. This is **not** a flea market, and the Town takes great pride in limiting items for sale to those that help support and sustain the local farm and artisan community.

- Market Manager:** Each market day the Market Manager (or his or her designee) will be available from the time the Market opens until the time it closes. The Market Manager (Manager) may deny the privilege of operating at the Market to any person who violates these guidelines and rules, or who otherwise takes actions which are determined by the Manager to be detrimental to the Market (such as, but not limited to: no shows without a reasonable excuse, continually arriving late/leaving early, being disrespectful to the Manager/other vendors, etc.) The privilege of selling at the Market is not an entitlement. In utilizing his or her discretion to suspend, revoke, or otherwise terminate a farmer's/vendor's privilege to sell at the Market, the Manager may consider the farmer's/vendor's history of cooperation with the Market management and the farmer's/vendor's good faith efforts to obey the rules of the Market. The ultimate discretion for eligibility determinations belongs to the Manager, and determinations are final once they are rendered.
- General:** Farmers/vendors agree to comply with all applicable federal, state, and local government laws and regulations. Farmers/vendors must obtain any and all necessary license and permits and keep documentation of such compliance with them at the Market. The Manager will keep a list of all vendors (including their Certification of Registration from the NC Department of Revenue and/or their Usage and Sales Tax Number) at the Market each market day during the season.
- Application and Fees:** All farmers/vendors must submit a completed application along with the **non-refundable** registration fee to Town Hall for consideration of approval by the Town. The Town of Troutman reserves the right to deny vendors who represent a conflict of interest with tenants of the Town of Troutman.
- Operation:** The Farmers' Market will operate on a set schedule each season from the first Tuesday in May to the last Tuesday in September with the ultimate closing date up to the discretion of Town and Market Staff-based on product availability. Farmers/vendors are expected to set-up and sell on all market days in order to provide consistency for customers. Farmers/vendors should be completely set up each day prior to the Market opening time of 4pm.
- Spaces:** Spaces are available in the size of 8'x8' under the Troutman ESC Park Pavilion and 10'x10' on the sidewalks around the Troutman ESC Park Pavilion. Vendors may request which size space they prefer on their application. Spaces are available on a first come, first serve basis, based on when the application and payment are received at Troutman Town Hall. Upon registration, each vendor will be assigned a location, and this will be his/her designated selling space for the entirety of the season. Farmers/vendors are required to maintain their space(s) in a neat and orderly fashion and are responsible for removing all debris, displays, and product from their area at the end of each market day. All farmers/vendors are required to display their name (or farm name) at their stand. Use of price cards is encouraged. Farmers/vendors are required to operate their stands in a safe manner. Farmers/vendors are required to make immediate safety changes when directed to do so by the Manager. All vendors are required to bring their own table. Existing tables may be used on a first come, first serve basis. If tables are moved, they must be returned to their original location at the end of Market weekly. Do not drag tables, as this is causing damage to the tables.
- Parking:** Vehicle parking is not allowed in the grass area around the Troutman ESC Park Pavilion due to amenities and landscaping, as well as concerns for safety. Vendors will need to unload and load their items from the designated parking area.
- Garbage and Unsold Product:** Garbage and unsold products shall be carried home for disposal, donated to food programs, or offered to livestock feeders.
- Events:** The Manager may organize events to showcase local businesses (with priority given to downtown Troutman businesses), provide entertainment for residents and visitors, fundraise for local non-profits, and promote Troutman's assets.

9. **Special Occasions:** Troutman Farmers' Market will not operate on the first Tuesday in August due to a previously scheduled annual Town event. Troutman Farmers' Market will not operate in the event of a national holiday and/or a Troutman Town Hall closure occurring on a scheduled Farmers' Market Day.

10. **Bad Weather Policy:** If severe weather is threatening, a decision will be made by 2:00pm on the day of Farmers' Market, as to whether conditions allow for Farmer's Market to operate safely. The announcement will be made via email and on the Town of Troutman's Farmers' Market Facebook page.

11. **Repeal:** Adoption of this policy on January 12 repealed Town Policy #39 titled "Troutman Depot (137 South Main Street) Farmers' Market Rules and Guidelines 2014."

- Amended: March 8, 2018

***Please be good neighbors to our Farmers, Vendors, and Market staff and adhere closely to each of these guidelines in order that we may continue to offer this program and provide an opportunity for you to sell.**

Troutman Farmers' Market Vendor Application

Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____

E-mail: _____

Certificate of Registration # or Usage and Sales Tax #: _____

Will you have product for the entire Farmers' Market season? (May-September) _____ If no, what dates do you anticipate participating in Troutman Farmers' Market? _____

Please list all items to be sold (use a separate page if needed):

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

Which size space is your preference? _____ 8x8 under Pavilion _____ 10x10 on sidewalk

Registration Fee (check one):

\$40.00 Vendor Space Annual Rental

I have received, read, understood, and agree to abide by all Market rules, regulations, guidelines, and schedule of fees. I further understand that my failure to abide by these rules, regulations, and guidelines as interpreted by Market management may result in temporary or permanent dismissal from the Market.

Applicant Signature: _____ Date: _____

Please make check payable to *Town of Troutman* and return to:

Troutman Farmers' Market
Town of Troutman
P.O. Box 26 or 400 N. Eastway Dr.
Troutman, NC 28166
704-528-7600
ewatson@troutmannnc.gov



North Carolina
Main Street

Office Use Only:

Town Signature: _____ Date Approved: _____

Notes: _____