



## 2018 Vendor Contract & Market Rules

Apr 2018 through Mar 2019

Welcome to the Jackson County Farmers Market!

Market Manager - (828) 393-5236  
jacksoncountyfarmersmarket@gmail.com  
www.jacksoncountyfarmersmarket.org  
P.O. Box 903 — Sylva — NC 28779

We are glad you want to take part in the market and our community. Please take a few minutes to read over this vendor contract, **initial in spaces to demonstrate understanding, sign and return to Lisa McBride**, Market Manager. **Please keep the last page for your records.** *(If you would like a copy of the full contract, please let the Market Manager know.)*

### We ask that vendors abide by the following:

\_\_\_\_\_ All **produce/vegetables** that you sell at the JCFM must be grown by you, the vendor. You may not sell or resell produce/vegetables brought in from outside the local area at the JCFM. However, you may sell wild harvested berries, mushrooms, etc. that you have gathered, from Jackson or an adjoining county, provided that any pertinent Local and State regulations have been followed.

\_\_\_\_\_ You must live in, and have grown your produce and vegetables, in Jackson or an adjoining county. (Please note that the Board may make exception for farm product vendors living in North Carolina counties west of Jackson County.

\_\_\_\_\_ All **crafts** sold at the JCFM must be made locally by you, the vendor. Additionally, all crafts must be made from raw materials (not from a kit). You may not resell any commercial products or second-hand “yard sale” items at the JCFM. Because the JCFM is focused on being a 'farmers' market, and during the summer season we endeavor to maintain a balance of at least 60% farmers/food vendors to 40% non-food vendors, the number of booth spaces available for non-food vendors is limited. **All crafts require an NCDOR number.**

\_\_\_\_\_ All **value-added products** sold at the JCFM must be made locally by you, the vendor. If you are selling any processed food (for example: jams, jellies, molasses, bread or baked goods) these **MUST** be prepared in a certified kitchen. Additionally, we ask that you provide the JCFM with documentation showing you have passed, and are up to date with, all necessary inspections for your certified kitchen. Please hand this documentation in

with your vendor contract. All vendors of value-added and prepared food products must meet all Federal, State and County guidelines pertaining to the preparation and sale of their products. These goods must be properly labeled with your contact information, and an ingredients list. **All valued-added products require an NCDOR number.**

\_\_\_\_\_ All **meat** sold at the JCFM must be locally raised by you, the vendor. Additionally, we ask that you provide the JCFM a copy of your meat handler's license and permit for the sale of meat and shellfish (obtained from the JC Health Department) with this contract, AND keep a copy of both these licenses with you at the market.

\_\_\_\_\_ Please submit an **application** in advance of selling at the JCFM. If you have not submitted this application in advance of selling at the market, please know that your membership is **provisional** until the Board approves your application.

\_\_\_\_\_ Any product(s) that have not been approved in a vendor's initial application and/or contract needs to be approved by either the Market Manager or the Board.

\_\_\_\_\_ **Vendors** who are selling products that are **not tax exempt** are required by state law to register with the North Carolina Department of Revenue. You must **display your 'Sales and Use' Tax certificate of registration** on your booth at **all times**, and provide a copy to the market manager with this contract. **Non tax exempt vendors will not be able to set up without providing the NCDOR number to the Market Manager.**

\_\_\_\_\_ **Vendors** who are selling products **that are tax exempt** must provide a written attestation form to the market manager OR provide the market manager with your NCDOR agricultural exemption number.

\_\_\_\_\_ All vendors of the Jackson County Farmers Market will accept **Credit, Debit (\$5 tokens)** and **SNAP** (Supplemental Nutrition Assistance Program) (**\$1 tokens**) at the market. These are available for purchase by customers at the information booth.

*When tokens are presented as payment:*

- **\$1 tokens (SNAP)** are only for the purchase of SNAP eligible products and **no change** may be given. - **\$1 tokens** may be used to purchase: breads, cereals, fruits, vegetables, meats, fish, poultry, seeds and plants which produce food for the household to eat. **NO CHANGE MAY BE GIVEN.** These tokens cannot be used to purchase any nonfood items, soaps, paper products, household supplies; or prepared hot foods.
- **\$5 tokens (Credit/Debit)** can be used to purchase anything, and change may be given. (Credit/Debit users are charged a \$1 fee to help offset the cost of the machine.)
- All tokens must be turned in for reimbursement, and may not be reused by the vendor.
- Vendors should submit their tokens to the Market Manager by the last market of the month, for reimbursement on the first market of the following month.

\_\_\_\_\_ Those who choose to not comply with their Jackson County Farmers Market, Inc. contract or applicable Federal, State, or local regulations may be asked to leave the market at any time by the Market Manager or a member of the Board of Directors.

\_\_\_\_\_ All vendors are welcome at monthly Board meetings to voice concerns, ask questions, or volunteer to help with the many tasks running the Jackson County Farmers Market.

The JCFM maintains a **library of books and DVDs** on market related subjects. As a vendor you may borrow items from the library – at the information booth on most market days. There is no fee for vendors.

*Please remember that a good-looking display attracts customers to your booth and contributes to the appeal of our market; please keep your area clean and your prices clearly displayed.*

**\_\_\_\_\_ Risk management, insurance, and hold harmless provisions**

Jackson County Farmer's Market's risk management efforts include best practices, education and enforcement to promote a safe and healthy environment. Vendors must participate actively in these efforts and take all steps necessary to assure health and safety.

Vendors, as a condition of participation in the Market, agree to the following hold harmless provisions:

Each vendor participating in the Jackson County Farmers Market shall be responsible for any loss, personal injury, deaths, and/or damage that may occur as the result of the vendor's negligence or that of it's servants, agents, and employees, and hereby agrees to exonerate, hold harmless, indemnify and defend Jackson County Farmers Market, its successors and assigns, from and against any and all losses, damages, claims, suits or actions, judgments and costs, and attorneys fees which may arise or grow out of any injury or death of persons or damage to property in any manner connected with the vendor's products, operations or vending at the Market.

Jackson County Farmers Market holds general liability insurance for the Market. This insurance DOES NOT cover vendor spaces or products. It is recommended that vendors have insurance covering participation in the Market.



## Outdoor Saturday Market Season - April 2018 through October 2019

### Basic set-up information:

The Jackson County Farmers Market Outdoor 2018 Season is every Saturday from 9:00am - 12:00pm, rain or shine, April through October (including the 4<sup>th</sup> Saturday in April – ‘Greening Up The Mountains’ - but from 9:00am to 4:00pm), and is held in the Town of Sylva parking lot on Railroad Avenue.

\_\_\_\_\_ **Set-up is from 8:00 AM until 8:45 AM.** We ask that you be at the market and setting up by 8:30am at the latest so we may ensure that all vendors will have a space and be ready by 9:00am. Non-tailgate vendors should move their vehicles to the gravel parking lot (other side of Bridge Park) by 9:00am.

\_\_\_\_\_ Farmers Market **season vendors** (those who have paid the summer season fee in advance) are entitled to a designated 10' x 10' space. Please let the Market Manager know by the **Thursday before the market** if you will be absent. Your cooperation is much appreciated! (Someone else may need the space).

\_\_\_\_\_ Farmers Market **weekly vendors** who attend the market on a **week-by-week basis** do not have a designated space, although we do make an effort to put you in the same space each time you come. Please see the Market Manager for your space assignment the morning of each market and understand that there may be a short wait while we are getting vendors into spaces. **It is also possible that no space will be available.**

\_\_\_\_\_ **For safety reasons, we ask that vendors stay for the entire duration** of market hours and do not pack up early to leave. (If you know you will need to leave early, inform the Market Manager in advance and she can site you in a space from which you can safely leave early.) Also, **weights and/or tie-downs are required** for all canopies/umbrellas.

\_\_\_\_\_ The Town of Sylva regulations prohibit smoking on Town property and, consequently, there is **No Smoking** allowed at the market (Town of Sylva Parking Lot) and the adjacent Bridge Park.

\_\_\_\_\_ Please note that if the regular the Town of Sylva parking lot is unexpectedly and temporarily unavailable to the JCFM, vendors will be contacted when possible, and signs will be posted on the morning of the market with directions to an **Alternate Market Venue.**

### **Outdoor Saturday Market Vendor Fee**

We ask that those who wish to have a designated space for the outdoor Saturday Market season pay the **\$120 season fee** at their first market of the summer season. We offer an option to pay in 4 installments of \$30 at the start of April, May, June, and July\*. Weekly Drop-in Members pay **\$15 per market** attended. These market fees cover license, market liability insurance, advertising, special events, signage, market manager salary, etc. and are non-refundable. (\*Season vendors in arrears with fees will be required to make payment arrangements with the manager and, until paid up, will be required to pay the weekly fee.)



## Wednesday Tailgate Market Season - April 2018 through October 2019

### **Basic set-up information:**

The Jackson County Farmers Market Wednesday Tailgate 2018 Season is every Wednesday evening from 4:00pm until 7:00, rain or shine, April through October (except for July 4<sup>th</sup> and October 31st), and is held in the Town of Sylva parking lot on Railroad Avenue.

**\_\_\_\_\_ Please note that this is the first season of the Wednesday evening market. It is a pilot, trial season. Therefore, attendance at this market does not count in calculating the full-time, voting member status for the 2018-19 season. Also note after this inaugural season, the fee structure will change.**

**\_\_\_\_\_ Please arrive between 3:15pm and 3:30 OR you will wait until after 4:00pm to arrive. Set-up is from 3:45 PM until 4:00 PM. We ask that you be at the market during these times specifically for the safety of Mountain Discovery students. Their bus arrives at 3:45. This will be strictly enforced during the school year. The market will not open until 4:00pm.**

**\_\_\_\_\_ Farmers Market vendors who have paid the summer season Wednesday fees in advance are entitled to a designated 10' x 10' space. Please let the Market Manager know by the **Monday before the market** if you will be absent. Your cooperation is much appreciated! (Someone else may need the space).**

**\_\_\_\_\_ Farmers Market **weekly vendors** who attend the market on a **week-by-week basis** do not have a designated space, although we do make an effort to put you in the same space each time you come. Please see the Market Manager for your space assignment the afternoon of each market and understand that there may be a short wait while we are getting vendors into spaces. **It is also possible that no space will be available.****

**\_\_\_\_\_ For safety reasons, as a reminder, we require that vendors do not arrive between 3:30 and 4:00pm because of the charter school drop-off. We also ask that vendors stay for the entire duration of market hours and do not pack up early to leave. (If you know you will need to leave early, inform the Market Manager in advance and she can site you in a space from which you can safely leave early.) Also, **weights and/or tie-downs are required** for all canopies/umbrellas.**

**\_\_\_\_\_ Town of Sylva regulations prohibit smoking on Town property and, consequently, there is **No Smoking** allowed at the market (Town of Sylva Parking Lot) and the adjacent Bridge Park.**

**\_\_\_\_\_ Please note that if the regular Town of Sylva parking lot is unexpectedly and temporarily unavailable to the JCFM, vendors will be contacted when possible, and signs will be posted on the morning of the market with directions to an **Alternate Market Venue**.**

### **Outdoor Wednesday Evening Market Vendor Fee**

**\_\_\_\_\_ For this pilot season, all vendors will be considered Weekly Members and pay **\$5 per market** attended. These market fees cover license, market liability insurance, advertising, special events, signage, market manager salary, etc. and are non-refundable. (\*Season vendors in arrears with fees will be required to make payment arrangements with the manager and, until paid up, will be required to pay the weekly fee.)**





## Winter Indoor Market - November 2018 through March 2019

### **Basic set-up information:**

The Jackson County Farmers Market Winter 2018-2019 season is every Saturday from 10:00am - 1:00pm, rain or shine, November through December 16th. The Market will be closed for the holidays December 22<sup>nd</sup> and 29<sup>th</sup>. The rest of the Winter Market dates will be announced at a later date.

\_\_\_\_\_ **Set-up is from 9:00 AM until 9:45 AM. All vendors** please let the Market Manager know by the **Wednesday before market** if you will be in attendance. (Booth spaces are limited and a space cannot be guaranteed. All **summer fees must be paid up** before a space can be allocated.) Your cooperation with this is much appreciated!

\_\_\_\_\_ The winter market does not have designated spaces for its vendors. However, we will try to put you in the same space each week.

\_\_\_\_\_ Winter non-food vendors please note that vending at the winter market does not guarantee you a space at the summer market.

\_\_\_\_\_ We ask that ALL winter market vendors **participate in the after-market clean up** of the Community Table space, twice per winter market season. This takes approximately 45 minutes, after the market closes at 1:00 pm.

### **Winter Vendor Fee**

\_\_\_\_\_ All vendors will be considered Weekly Members during the Winter Market and will pay **\$6 per Market** attended. This market fee covers our rent, license, market liability insurance, advertising, special events, signage, market manager salary, etc. and is non-refundable.



Indicate which of the following apply to your production and vending and attach with your application:

- Attestation for Farm Grown Products
- NC Dept. of Revenue 'Certificate of Registration'
- NCDA Kitchen Inspection
- NCDA Meat Handler's license
- FDA Short course certification (for acidified foods)
- USDA Organic Certification
- Liability Insurance Documentation (if carried by vendor)

Name(s): \_\_\_\_\_

Farm/Business Name: \_\_\_\_\_

Location: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Products sold: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

NC Department of Revenue Certificate of Registration Number: \_\_\_\_\_

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**Markets applying for (circle all applicable):**

**Outdoor Saturday Market                      Wednesday Evening Tailgate Market                      Winter Indoor Market**

**Outdoor Saturday Set-up (circle one): Tailgate    Tent/Table**

**Winter Indoor Market Set-up (circle one): Inside                      Outside/Tailgate (weather permitting)**

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*I have read and understand the information above and acknowledge that I am personally responsible for complying with all JCFM and government regulations pertaining to the sale of my produce and/or products.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**What is the best way you can be contacted in the event of last minute market day changes?**

Phone: \_\_\_\_\_ Text: \_\_\_\_\_ Email: \_\_\_\_\_ Other: \_\_\_\_\_

**Outdoor Saturday Season Vendors Payment: \$120**

In Full \_\_\_\_\_

Installments    April \_\_\_\_\_                      May \_\_\_\_\_                      June \_\_\_\_\_                      July \_\_\_\_\_

**Weekly Drop-In Members – Outdoor Saturday Market Payment: \$15 per week**

4/7 _____	4/14 _____	4/21 _____	4/28 <b>GUTM</b> _____	
5/5 _____	5/12 _____	5/19 _____	5/26 _____	
6/2 _____	6/9 _____	6/16 _____	6/23 _____	6/30 _____
7/7 _____	7/14 _____	7/21 _____	7/28 _____	
8/4 _____	8/11 _____	8/18 _____	8/25 _____	
9/1 _____	9/8 _____	9/15 _____	9/22 _____	9/29 _____
10/6 _____	10/13 _____	10/20 _____	10/27 _____	

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**Weekly Drop-In Members – Wednesday Evening Tailgate Market Payment: \$5 per week**

4/4 _____	4/11 _____	4/18 _____	4/25 _____	
5/2 _____	5/9 _____	5/16 _____	5/23 _____	
6/6 _____	6/13 _____	6/20 _____	6/27 _____	
7/4 <b>No Market</b>	7/11 _____	7/18 _____	7/25 _____	
8/1 _____	8/8 _____	8/15 _____	8/22 _____	8/29 _____
9/5 _____	9/12 _____	9/19 _____	9/26 _____	
10/3 _____	10/10 _____	10/17 _____	10/24 _____	10/31 <b>No Market</b>

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**Winter Weekly Drop-in Members Payment: \$6 per week**

11/3 _____	11/10 _____	11/17 _____	11/24 _____	
12/1 _____	12/8 _____	12/15 _____	12/22 <b>No Market</b>	12/29 <b>No Market</b>
1/5 _____	1/12 _____	1/19 _____	1/26 _____	
2/2 _____	2/9 _____	2/16 _____	2/23 _____	
3/2 _____	3/9 _____	3/16 _____	3/23 _____	3/30 _____

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**April 2018 - March 2019 Vendor Information and Agreement: Please keep this portion for your records.**

*Name(s):* \_\_\_\_\_

*Farm/Business Name:* \_\_\_\_\_

*Location:* \_\_\_\_\_

*Products sold:* \_\_\_\_\_

*Mailing Address:* \_\_\_\_\_

*E-mail:* \_\_\_\_\_ *Phone:* \_\_\_\_\_

*NC Department of Revenue Certificate of Registration Number:* \_\_\_\_\_

*Date:* \_\_\_\_\_

***Markets applying for (circle all applicable):***

**Outdoor Saturday Market**

**Wednesday Evening Tailgate Market**

**Winter Indoor Market**

***Outdoor Saturday Set-up (circle one):*** Tailgate Tent/Table

***Winter Indoor Market Set-up (circle one):*** Inside Outside/Tailgate (weather permitting)

## Outdoor Saturday Season Vendors

**Payment: \$120**

In Full \_\_\_\_\_

Installments    April \_\_\_\_\_                      May \_\_\_\_\_                      June \_\_\_\_\_                      July \_\_\_\_\_

**Weekly Drop-In Members – Outdoor Saturday Market: Payment \$15 per week**

4/7 _____	4/14 _____	4/21 _____	4/28 <b>GUTM</b> _____	
5/5 _____	5/12 _____	5/19 _____	5/26 _____	
6/2 _____	6/9 _____	6/16 _____	6/23 _____	6/30 _____
7/7 _____	7/14 _____	7/21 _____	7/28 _____	
8/4 _____	8/11 _____	8/18 _____	8/25 _____	
9/1 _____	9/8 _____	9/15 _____	9/22 _____	9/29 _____
10/6 _____	10/13 _____	10/20 _____	10/27 _____	

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**Weekly Drop-In Members – Wednesday Evening Tailgate Market: Payment \$5 per week**

4/4 _____	4/11 _____	4/18 _____	4/25 _____	
5/2 _____	5/9 _____	5/16 _____	5/23 _____	
6/6 _____	6/13 _____	6/20 _____	6/27 _____	
7/4 <b>No Market</b>	7/11 _____	7/18 _____	7/25 _____	
8/1 _____	8/8 _____	8/15 _____	8/22 _____	8/29 _____
9/5 _____	9/12 _____	9/19 _____	9/26 _____	
10/3 _____	10/10 _____	10/17 _____	10/24 _____	10/31 <b>No Market</b>

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## Winter Indoor Season Vendors

**WINTER Weekly Drop-in Members: Payment \$6 per week**

11/3 _____	11/10 _____	11/17 _____	11/24 _____	
12/1 _____	12/8 _____	12/15 _____	12/22 <b>No Market</b>	12/29 <b>No Market</b>
1/5 _____	1/12 _____	1/19 _____	1/26 _____	
2/2 _____	2/9 _____	2/16 _____	2/23 _____	
3/2 _____	3/9 _____	3/16 _____	3/23 _____	3/30 _____

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