



Dear Prospective Inman Fresh Farmers' Market Vendor,

Thank you for your interest in the 2015 Inman Fresh Farmers' Market Season! Inman Fresh Farmers' Market is a producer only farmers' market serving northern Spartanburg County. Our 2015 markets will be held every Friday from May 8th to October 30th, 4:00 pm to 7:00 pm.

Enclosed you will find the 2015 Inman Fresh Farmers' Market Vendor Application along with our Rules & Regulations.

We are excited for our inaugural season and our goal is to provide fresh quality food that is sourced from right here at home.

Stephanie Kingsmore

Stephanie Kingsmore
Market Director
Inman Fresh Farmers' Market
(864) 804-7790
Stephanie.InmanFreshMkt@gmail.com

2015 Inman Fresh Farmers' Market Rules and Regulations

Inman Fresh Farmers' Market (IFFM) is a community-based organization. Our mission is to increase the supply, demand, and access to healthy, local food in the Upstate of South Carolina.

Inman Fresh Farmers' Market was developed to help small and family farms, increase the access to healthy, local, affordable food, create a great public space, bring people together, promote active living, and highlight the diversity of Inman.

The mailing address is: Inman Fresh Farmers Market

20 S. Main Street

Inman, SC 29349

Inman Fresh Farmers' Market has been developed to be primarily a farmer and grower market that meets the needs of the community. Inman Fresh Farmers' Market Committee and Director handles all operations of the Market.

Market Rules and Regulations have been established to provide regulations specific to the Market to help make the market run smoothly and without problems. Rules are subject to change and suggestions are welcome. These Rules and Regulations are mandatory for all farmers, growers, producers, artisans, and food vendors (hereinafter called "vendors") and are part of the Vendor Agreement.

Vendor compliance will help all of us have a fun and successful market. Participation in the Market is at the sole discretion of Inman Fresh Farmers' Market staff. By submitting the application, vendors accept present/ future market rules and agree to hold Inman Fresh Farmers' Market and its staff harmless from any legal actions against these entities.

1. Operating Hours

Fridays, 4:00pm – 7:00pm

The market begins promptly at 4:00 PM. We ring a bell to signify the start of the market. You are not permitted to exchange money until you hear the bell.

Set Up & Breakdown: Vendor set-up begins at 3:00 pm. Set-up prior to 3:00 pm is strictly prohibited. All vendors should be in place no later than 3:30 p.m. and should be set up and ready to sell by 3:45 p.m. Vendors who have not arrived by 3:30 may have booth space forfeited for the day if arrangements have not been made in advance. To make arrangements, **call (864) 804-7790**. Please leave message if staff person is not available. The Market Director will allow tardy vendors to set up at their discretion. The Market Director will decide the location of tardy vendors. Vendors are not permitted to leave the market before 7:00pm. Vendor breakdown begins at 7:00 pm and vehicles need to be removed by 8:00 pm.

Promptness: In case of an emergency or unforeseen event (i.e. traffic), please call 864-804-7790 and leave a message as soon as possible.

Attendance: If a vendor confirmed their attendance or pre-paid for your booth, IFFM assumes they will be attending the market unless they notify us by calling 864-804-7790 or emailing Stephanie.inmanfreshmkt@gmail.com no later than 72 hours prior to the market day. The vendor must contact the Market Director no later than 72 hours prior to the market day.

Cancellation: We are a “rain or shine” market. The Market Director will cancel the Market in the event of extreme weather, thunderstorms, or a tornado warning. If the Market is cancelled, the Market Director will contact all vendors by 7 p.m. the Thursday before Market day. In the event that a Market is cancelled after opening due to any of the above reasons, vendors should leave market premises immediately. Vendors will not be allowed to sell their products at the site of the Market that day.

2. Spaces, Tents & Tables

The Market Director determines booth space assignment. IFFM sets rental fees for spaces at the Farmers’ Market. Fees are listed in the “Vendor Definitions, Fees and Food Safety” section. Based on the Market layout and logistics, management is unable to provide reserved spaces. The center aisle must remain clear; vendor displays must remain in their designated space. Vendors are encouraged to set up tents covering their space for uncovered spaces. Spaces must remain clean and barrier free. Littering is prohibited. After breakdown, spaces must be swept and all refuse should be disposed of in the proper containers.

3. Market Director

The Farmers’ Market Director is authorized to assign spaces, enforce all rules and regulations, collect fees and handle all disputes. The Market Director will collect fees in advance of the Market, or during the Market itself. Initial complaints and/or concerns go through the Market Director.

4. Selling at Market

Inman Fresh Farmers' Market is a “Producer Only” market. To be considered as an eligible vendor, products must fall within the categories listed below and definitions that follow this section: **Farmer/Producer/Grower/Cooperative, Processed Good, Artisan**

Inman Fresh Farmers' Market does not accept brokers (i.e. vendors who have bought produce, flowers or plants from a grower but do not grow anything themselves).

All vendors interested in selling at Inman Fresh Farmers' Market must (1) complete a vendor agreement. (2) read the Rules and Regulations (3) obtain required signage and (4) obtain a City of Inman Business License and all other required permits, etc. Please note that the City of Inman business license will only allow vendors to sell at IFFM’s markets. The business license application can be obtained through City Hall of Inman at:

20 South Main Street
Inman, SC 29349
(864) 472-6200

*****Retail sales taxes are the responsibility of the individual vendor.*****

IFFM reserves the right to prohibit anyone from selling or any product from being sold at the market.

All IFFM vendors are required to display a sign indicating farm/organization name and location at their space or tent. Signage may be professionally printed or handmade. IFFM vendors are also encouraged to display any Certified SC Grown, or Appalachian Grown signage.

Produce and other allowable products should be clearly marked with their price. Pricing should be posted in a prominent location by individually tagging each item with a sign or by listing all produce and prices on a large sign or blackboard. All signs must be posted by market opening. The Market Director reserves the right to request signage to be altered. Please contact the Market Director if suggestions for signage are needed.

5. Vendor Definitions, Fees, and Food Safety

Vendors selling dairy, eggs, organic products, honey, meat, corn meal, grits, baked goods, candy, covered nuts, beverages and canned/jarred/bottles foods should complete the appropriate attached food safety checklist. Vendor is responsible for food safety and will follow the standards as posted in FOOD SAFETY AND GUIDELINES of this application.

There is a \$1 per week charge for electricity. This charge is NOT included in your space rental. It is an additional cost, **should you require power.** Vendors must provide the appropriate drop cords.

FARMER/PRODUCER/GROWER (\$8/day Friday)

Farmers/Producers/Growers are persons that raise produce (vegetables, fruits, herbs, nuts, honey, dairy products, eggs, poultry, mushrooms, fresh flowers, nursery stock, plants and meats). Farmer/Producer/Grower must propagate all plants or flowers from seed, cuttings, bulbs, or plant division.

COOPERATIVE (\$8/day Friday)

Cooperatives are groups of farmers/producers/growers that come together to engage in the production and distribution of goods for the mutual benefit of each member. Any items to be brought in under the cooperative label must have Market Directors approval in advance. Approved goods must enhance value to IFFM. The Market Director will work under the general guideline of “does this product make our market better for our customers?” Cooperatives at the market shall only consist of farmers/producers/growers. Any vendors selling products from multiple growers will be designated as a cooperative. In addition to the requirements detailed under “Selling At Market,” cooperatives must submit a joint cover sheet with a separate application and crop plan/ product list form for each vendor prior to participating in the market. Each producer of Cooperative is subject to farm visit. Cooperative groups must have signage clearly stating the origin of products. Resell of any kind is strictly prohibited under the cooperative designation. **PLEASE NOTE: ANY VENDOR FOUND SELLING COOPERATIVE ITEMS WITHOUT PRIOR APPROVAL MAY BE SUBJECT TO IMMEDIATE EXPULSION FROM THE MARKET.**

PROCESSED GOODS (\$8/day Friday)

Value added commodities include, but are not limited to juices, coffee, teas, preserved foods, pickled foods, pastas, sauces, granola, cider, syrup, salsa, cheese, dried fruit, salad dressings, baked goods, pet products, lotions and soaps, etc. All value added commodities must be processed by the seller; re-packaging alone does not constitute processing. Use of ingredients from local sources is strongly encouraged. Processed Goods vendors who use local ingredients will be given priority for acceptance to Market. IFFM management must approve any goods processed outside of the state of South Carolina. 4

ARTISAN (\$8/day Friday)

We invite artisans to join the market as space allows. Artisans make the products they offer for sale at the Market with their own hands. This category includes, but is not limited to, pottery, handmade jewelry, decorations, etc...

No commercial items, no imported items, no manufactured items, and no second-hand items shall be sold.

PREPARED FOOD (\$8/day Friday)

We welcome vendors preparing food to be consumed at the market, or off-premise consumption. We highly encourage the use of local ingredients, especially if using ingredients from the market.

A prepared food vendor should follow the same rules all other vendors follow: the vendor should craft the dish, not merely heat or re-packaged prepared foods.

6. Liability

The Market does not carry insurance to cover individual IFFM Vendors. IFFM is only renting a space to the vendor. Vendors are individually responsible for any loss, personal injury, deaths and/or any other damage that may occur as a result of the vendor's negligence or that of its employees and/or agents. All vendors hereby agree to indemnify and save the IFFM, or municipality where the satellite market is held harmless from any loss, cost, damages and or other expenses. The City of Inman, IFFM or municipality where market is held shall be reimbursed for any damage to Market property by any of the Market Vendors. This includes damage to sidewalks, grounds, vehicles, fencing, tents and any other property owned by or provided by the City of Inman, IFFM or municipality.

7. Personal Conduct

Please be considerate of fellow vendors, customers of the Market, and the Market staff/volunteers. Inappropriate, rude, and/or intimidating behavior towards vendors, staff, or customers will not be tolerated, on IFFM premises. Such behavior may result in immediate removal from the market. Smoking is strictly prohibited by city ordinance. Profanity will not be tolerated.

8. Complaints

A. Each Market Vendor will address complaints by customers. In the event that a vendor and customer cannot resolve the complaint amicably, the Market Director will serve as arbiter. The Farmers' Market Director will also address complaints between the Market Vendors.

B. Complaints regarding a fellow vendor must be submitted in writing so that staff can follow up appropriately. The Market Committee shall act as the arbiter; the Market Director may serve as final arbiter in the event of an appeal.

9. Violations of the Market Rules and Sanctions

IFFM reserves the right to prohibit anyone from selling or any product from being sold at any time. Any violation of the rules as stated above or of the laws of the State of South Carolina, City of Inman or municipality where a satellite market is held may result in the following sanction(s) by the Market Director:

- Written Warning
- Temporary Suspension
- Expulsion from Market

We reserve the right to suspend or expel a vendor immediately in extraordinary situations. The Market Director will make the decision in that case.

MARKET MANAGER WARNING FORM

Inman Fresh Farmers Market has instituted Rules and Regulations in order to ensure a producer only market that is safe, serves the community as listed in our mission and is a great market to sell at as well as to attend. This warning form will be given when there are offenses against Inman Fresh Farmers' Market Rules and Regulations.

OFFENSE:

- _____ Set up prior to 3:00 p.m.
- _____ Selling prior to designated market opening
- _____ Excessive tardiness
- _____ Leaving before designated market closing
- _____ No call /no show
- _____ Food Safety Violation

- _____ Reselling
- _____ Littering
- _____ Other

Specific reason for warning:

This is the _____ warning given to _____.

Additional warning may result in suspension or expulsion from Market.

Signed by: _____

FOOD SAFETY GUIDELINES

DAIRY

SC DHEC Dairy Division handles all regulations and requirements regarding fluid milk products. Their number is 803-896-0644.

SCDA handles all regulations and requirements regarding cheese products. Their number is 803-737-9690.

All products crossing state lines are under the jurisdiction of the Food and Drug Administration (FDA) and/or the US Department of Agriculture (USDA) Food Safety Inspection Service.

Dairy providers must keep products at 45 degrees F or lower at market. Samples must be labeled as “Display Only.”

EGGS

Eggs must be washed, properly labeled, inspected and graded according to USDA standards. The SCDA can assist with these standards. Their number is 803-737-9690.

Egg providers must keep eggs at 45 degrees F or lower at market. Sample carton must be labeled as “Display Only – Not For Sale”. A “packed on” or expiration date must be placed on all cartons.

ORGANIC PRODUCE

Only certified organic growers can use the term “organic” in their advertising. Organic growers must show proof of certification. When an organic producer is also selling non-organic produce at the same stand, the non-organic produce must be clearly separated from the organic produce and clearly labeled as non-organic or conventionally grown.

Clemson University’s Department of Plant and Industry is a USDA approved Accredited Certifying Agent. This accreditation allows DPI (Department of Plant Industry) to certify organic operations in the three major categories of certification. Those three categories are crops, livestock and processing. For more information concerning organic certification, please send an email to Sherry Aultman at saltmn@clemsn.edu or call 864-646-2140.

Provide a current copy of Organic Certification along with Farmers’ Market Application.

FISH AND SEAFOOD

Whole and unprocessed fish and seafood are under the Dept. of Natural Resources (DNR). Call 803-734-3886.

Requirements to clean, process, dress, gut, or scale fish and seafood, yourself. You will need an approved facility, to register with SCDA and will be subject to state and federal food safety regulations including completing seafood HACCP training.

____ Complete a seafood HACCP course provided by FDA and have a HACCP plan. Provide a copy of HACCP certificate or HACCP plan.

- ___ Use a SCDA registered and approved facility (fish house).
- ___ Provide a copy of your Registration Verification Certificate (RVC) and display your certificate at the point of sale.
- ___ Provide copy of commercial fishing license from DNR.
- ___ Provide copy of current liability insurance.
- ___ Keep fish and seafood properly iced or refrigerated at 45 degrees F or below at all times.

HONEY

Honey is a processed food and must be cut, extracted and packaged in an SCDA approved (inspected) and registered Honey House. Honey must be properly labeled with the name of the product, name and address of manufacturer, and net weight. Label must be in compliance with SCDA laws. If processing under Honey House Exemption, sales are direct to consumer only.

Provide a current copy of Inspection Report for your facility and a letter from shared Honey House verifying use or Honey House Exemption with Farmers' Market Application.

MEAT

Poultry, beef, pork and lamb are regulated by SC Meat and Poultry Inspection Division, Clemson Livestock, Poultry and Health, 500 Clemson Road, Columbia, SC. All products crossing the state line will be under the jurisdiction of the Food and Drug Administration (FDA) and/or the US Department of Agriculture (USDA) Food Safety Inspection Service.

All meat must bear an inspection mark (either SCMPID establishment # or USDA #). The SC Meat and Poultry Inspection Division can help with questions. Their number is 803-788-8747.

Meat at market must be kept frozen at 0 degrees F or less or kept refrigerated at 45 degrees F or less.

All vendors must be Registered Meat Handlers to sell meat at the Farmers' Market. There is no cost for this registration. SCDA can help vendors clarify questions. Their number is 803-737-9690.

Provide a current copy of Registered Meat Handler license with Farmers' Market Application.

CORN MEAL AND GRITS

The South Carolina Department of Agriculture (SCDA) Lab must check corn for aflatoxins. Their number is 803-737-9700. Gristmills must also be inspected by the SCDA. Their number is 803-737-9690. All products must be properly labeled with the name of the product, the ingredient list, the name and address of the manufacturer and the net weight that has been reviewed by SCDA for compliance.

Provide a current copy of SCDA Inspection Report / Registration Number with Farmers' Market Application.

BAKED GOODS, CANDY, COVERED NUTS

Baked goods, candy and covered nuts must be prepared in an inspected facility.

An approved label must be used. This is state and federal law. Angie Culler at the SCDA will help vendors get labels produced. Angie's number is 803-737-9690.

Vendors who are **owner operators** of a DHEC approved bakery or restaurant can sell at the Farmers' Market under their catering license or retail food license issued by SC DHEC. SC DHEC's number is 803-896-0640. Vendors must post or provide retail Grade "A" permit license at the point of sale.

Provide an inspection report for DHEC OR SCDA approved and registered facility along with Farmers' Market Application OR a letter giving permission to use another facility (if applicable) and a copy of the inspection report along with Farmers' Market Application.

Bakeries or restaurants must also provide current inspection report.

BEVERAGES

Beverages must be prepared in a DHEC or SCDA approved kitchen.

Juices prepared off site are subject to HACCP regulations and must come from an SCDA registered and inspected facility. Juices are considered a potentially hazardous food.

Provide inspection report for DHEC or SCDA approved facility along with Farmers' Market Application or letter giving permission to use another facility and a copy of inspection report along with Farmers' Market Application.

Inman Fresh Farmers' Market sells bottled water at the Market for organizational fundraising purposes. Selling of any water or any other beverages must be approved by Inman Fresh Farmers' Market Management and will be considered on a case-by-case basis. (IDEA ONLY)

CANNED/JARRED/BOTTLED FOODS

Canned/jarred/bottled foods (jams, jellies, sauces, chow-chow, pickled foods, etc.) must be sent to Clemson University or NC State University for analysis.

Home canned foods are hazardous and cannot be sold! A DHEC OR SCDA registered facility must be used. Angie Culler at the SCDA will assist on the manufacture of safe canned foods. Angie's number is 803-737-9690.

To sell pickled foods, attendance is required at the Better Process Control School, FDA, and SCDA registration, etc.

Provide documentation from SCDA that foods are approved for market along with Farmers' Market Application.

FOODS PREPARED ON SITE (ex: BBQ, burgers, etc.)

___ Foods sold from Mobile Units are subject to DHEC approval of the Mobile Unit and permanent base facility.

___ Provide inspection certificates for both facilities.

___ Retail Food Establishments on-site must have a SCDHEC permit and a posted Grade at the point of sale.

___ Provide copy of current liability insurance.

___ Contact DHEC Food Protection (803-896-0640)

VENDOR AGREEMENT

CIRCLE TYPE OF VENDOR:

FARMER/PRODUCER/GROWER, COOPERATIVE, ARTISIAN, PROCESSED GOODS, PREPARED FOOD

Application Deadline (May 1st 2015) Applications submitted after this date should include a \$25 processing fee.

Name of Applicant:

Business Name:

Address:

City/State/Zip:

Daytime #: _____ Evening #: _____

Cell #: _____

Email: _____ Website: _____

What is preferred contact info for use by the public?: _____

Are you interested in receiving media coverage? (Y/N)

What months are you planning to participate at IFFM?: _____

General description of product to be used for weekly newsletters: _____

Producer Certification

I certify and understand that 100% of the products I offer for sale at the Inman Fresh Farmers' Market (IFFM), as per the attached product list, will be products grown/harvested/produced by me, my family or approved Cooperative members for direct sale to the public.

I have read, understand and agree to comply with the **Inman Fresh Farmers' Market Rules and Regulations**. I understand the violations and sanctions, including suspension and expulsion. I understand selling privileges can be revoked by the IFFM at any time.

I have attached a current product list. Vendors must have an approved application and product list justifying what is being sold at the Market on file with the Inman Fresh Farmers' Market prior to participating.

I will provide a copy of my **City of Inman** business license within 30 days. If applicable, I will provide a copy of my DHEC/SCDA permit or certificate and supporting documents if in a name other than my own.

We understand that Vendors' product availability will vary as the market progresses. Please alert the Market Director to any changes to product list.

Vendors agree to be bound by the attached rules and regulations.

Signature: _____ Date: _____

<i>For staff use only:</i>	
Vendor attended pre-season meeting: yes: _____ no: _____	Field Verification Date and Time:

Date application and product plan received: _____	Field Verification Results:

Accepted Vendor: _____ Rejected Vendor: _____	
Date Notified: _____	
Notes:	

In the space below or on an attached sheet, vendors should list in detail the items they plan to offer at the market this season. Name specific items, rather than general categories. For example:

winter squash, butternut squash, summer squash rather than squash
daylillies, peonies, irises rather than flowers/perennials
Chocolate Chip Cookies rather than baked goods

Inman Fresh Farmers' Market will conduct an inspection of each farmer/grower during the market season, when an amendment to the crop plan is made and may conduct an inspection of any market vendor during the season at any time to verify an item's origin.

PRODUCT NAME	WHERE ITEM PRODUCED	MONTH AVAILABLE