

Guest Vendor Program at the Durham Farmers' Market

Thank you for your interest in becoming a Guest Vendor at the Durham Farmers' Market! Please review the rules and regulations below prior to submitting your completed application. If you have any questions, please email manager@durhamfarmersmarket.com.

Mission Statement

The Durham Farmers' Market brings people together to celebrate the unique food and culture of downtown Durham and the farms that sustain it. We provide access to fresh food for all of our community, champion small farmers and artisans, and foster a thriving and participatory local economy.

Durham Farmers' Market Operating Schedule

- Main Season (April through November) – Saturdays from 8 am-12 pm

General Rules

- Guest Vendors must comply with all applicable Durham Farmers' Market Rules and By-Laws, with two exceptions. First, the 70-mile radius rule is waived for Guest Vendors. Second, a licensed seafood dealer may work with multiple licensed commercial fishermen to sell Category 3 products at the market.
- Acceptance as a Guest Vendor does NOT make the vendor a market member and the Guest Vendor does NOT attain any of the privileges of membership, such as seniority, space reservations, and voting rights.
- Durham Farmers' Market staff will ask for references to confirm that the Guest Vendor produces all items sold.
- The Board of Directors will approve both the vendor and their proposed market products. Only products that complement the current product mix at the Durham Farmers' Market will be considered. Guest Vendors are only approved for the current market year and must re-apply to be considered for the following season.
- Guest Vendors will only be permitted to sell in unoccupied spaces at the market. A Guest Vendor will receive their stall assignment from the Market Manager upon arrival. **During Covid-19 emergency market operations, guest vendors will receive their stall assignment 2-3 days before the market. It is not guaranteed that your vehicle can stay with you throughout the duration of the market or an outlet will be available.**
- Guest Vendors are responsible for following all applicable health department and NCDA guidelines to ensure food safety. In addition, seafood vendors must comply with the rules of the NC Division of Marine Fisheries. Guest Vendors must supply the Market Manager with copies of all permits and certifications.
- Guest Vendors must provide proof of liability insurance and add the Durham Farmers' Market as an additionally insured on their policy.
- Guest Vendors must contact the Market Manager at least 72 hours in advance of the market if they are unable to attend the assigned date. **During Covid-19 emergency market operations, vendors are asked to let market management know by Mondays at 5PM whether they are interested in attending market the upcoming Saturday. Guest vendors will be informed by Thursday if there is a space available.**
- Guest Vendors must supply a newsletter submission every time they attend the market. Submissions are due to the Market Manager by Thursday at 4 pm. **During Covid-19**

emergency market operations, newsletter submissions are due by Mondays at 5PM.

Guest Vendor Attendance & Selling Guidelines

- Guest Vendors may sell at up to 10 markets during the approved market season, or at the discretion of the Board of Directors.
- Guest Vendors must pay a non-refundable \$20 application fee in order to be considered for the program.
- The Market Manager will collect the weekly stall fee during the market. The stall fees are as follows: **During Covid-19 operations, stall fees will be invoiced through Square on the Thursday or Friday prior to market. You will receive an email prompt to pay.**
 - **Vendor Categories 1 & 2 - \$50 per market**
 - Category 1: Raw or minimally processed farm products including vegetables, fruits, herbs, cut flowers, eggs, honey, nuts, bedding plants, and landscape plants.
 - Category 2: Processed foods that require use of a North Carolina Department of Agriculture (NCDCA) inspected kitchen including baked goods, jams, jellies, preserves, vinegars, juices, coffee, and tea.
 - **Vendor Category 3 - \$150 per Main Season/ \$100 Winter Season Market**
 - Category 3: Products that require more stringent inspections, regulation, or refrigeration including acidified foods, cheese and other dairy products, meat, poultry, and fish.
- Arrival time is prior to 7:30 am for the Saturday Main Season Market. Failure to arrive on time may result in an inability to sell at the market.
- Guest Vendors will be provided with a space that is approximately 10' x 10' and must bring their own tables, chairs and tent for displaying and selling their products. Such facilities must be constructed in a manner that poses no hazard to the public and allows easy access to products on display.
- Guest Vendors are responsible for bringing garbage containers for disposal of paper products, wrappers, and other debris for the convenience of their customers. At the end of the market day, Guest Vendors must clear their space of debris and litter or face a fine equal to the stall fee. No water or ice that comes in contact with meat or fish should be deposited or allowed to drain on Market premises.
- Guest Vendors are responsible for managing lines and congestion so that it does not block other vendors or the flow of the market.
- Guest Vendors must stay for the duration of the market, even if product is sold out prior.
- Guest Vendors must display their business name clearly at their booth along with a sign provided by the market denoting that they are a Guest Vendor.
- Products offered for sale are expected to be of the highest quality. If a vendor offers products of inferior quality, the vendor may be asked to withdraw the item(s) by the Market Manager.
- Products should be clearly priced and displayed in a manner that does not mislead customers.

Violation of any of the above rules and regulations will result in a Guest Vendor not being asked to return to the market.

Durham Farmers' Market Guest Vendor Application

I, _____ (Owner Name), hereby apply to the Durham Farmers' Market to be a Guest Vendor for the 2021 market season. As a Guest Vendor of the Durham Farmers' Market, I agree that prior to offering my products for sale at the market, I will review and comply with the organization's rules and regulations.

Business Name: _____

Owner(s): _____

Mailing Address: _____

Address of Production Site(s) if Different from Mailing Address: _____

Home Phone: _____

Work Phone: _____

E-mail Address: _____

Website: _____

Describe, in detail, your products to be sold at market: _____

Do you currently sell these products at another farmers' market(s)? If yes, how long have you sold at that farmers' market(s)? Please provide the name and contact information for the market manager so we can verify your participation at that market(s). If you do not sell at a farmers' market, please provide the name and contact information for your local cooperative extension office or business that sells your products.

How long have you been in business or farming/practicing your craft?

Provide a detailed description of your display at the market (e.g. banner, signage, 10' x 10' tent) and/or photo of display: _____

How do you believe your business will benefit the Durham Farmers' Market community?

Will the farmer/producer be selling at the market or will someone else be selling? If someone else is selling, please describe their role in and knowledge of your farm/business.

Please initial that you have completed the following before submitting your application:

_____ Attached photocopies of all required certifications, including insurance. **Note:** If applying as a Category 3 seafood vendor, please attach a copy of the license for each commercial fisherman and include information on the location where they catch fish. Also, please attach a copy of the seafood dealer's license.

_____ Completed all parts of the application, including the Hold Harmless Agreement

_____ Read the Durham Farmers' Market Rules & By-Laws

_____ Included the \$20 nonrefundable application fee. If paying online, please use the following link:

<https://checkout.square.site/merchant/0GE5NJPQ1E3RK/checkout/E6WVQOXOYBAMKEGDSPZ3WRPS>

Please submit your completed application and all necessary attachments via e-mail (manager@durhamfarmersmarket.com) or mail:

Durham Farmers' Market
P.O. Box 1903
Durham, NC 27702

2021 Guest Vendor Application Deadline: May 5th, 2021

Questions? Contact Michelle Greene, Market Manager, at 919-667-3099 or manager@durhamfarmersmarket.com.

I acknowledge that I have read the Durham Farmers' Market Rules and By-Laws and that I will abide by these rules. I understand that my ability to attend future market days as a Guest Vendor will be terminated for violation of any Durham Farmers' Market rule. I agree to allow representatives of the Durham Farmers' Market to visit and inspect my business and the products I intend to sell. My signature indicates that I attest that I grow, produce or catch the products that I wish to sell at the Durham Farmers' Market and that I hold all appropriate permits and licenses.

Signature

Date

Durham Farmers' Market Hold Harmless Agreement

In consideration for the Guest Vendor's participation in the Durham Farmers' Market, the Guest Vendor agrees to indemnify and hold harmless the Durham Farmers' Market, the market's staff, and the Board of Directors from and against any and all liability, damage, expense, cause of actions, suits, claims, penalties, and/or judgments arising from injury or injuries to any person(s) and/or property as a result of consuming any food or drink acquired from the Guest Vendor, use of any item purchased from the Guest Vendor, or from any action or inaction on the part of the Guest Vendor.

Signature

Date

Name of Business

Owner

Address

City, State, Zip

Phone Number

E-mail