

2016 SUMMERVILLE FARMERS MARKET VENDOR INFORMATION

GENERAL INFO/FEES

- Tim Orvin is the Market Manager and can be contacted at (843) 851-5211 or torvin@summervillesc.gov
- Ninety four (94) spaces are available ó please see enclosed site layout. Applicants may request specific spots. The Market Manager reserves the right to change the market layout and/or reassign vendor spots at any point in time.
- Market will open April 9 and run through December 17 (37 total Saturdays), and will be open on November 26.
- Market hours will be 8:00 AM ó 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.
 - o Summer: April 9 ó August 27 (21 Saturdays)
 - o Fall: September 3 ó December 17 (16 Saturdays)
- Fees will be as follows:
 - o \$5 per space per day (if paid for on a day-to-day basis).
 - o \$84 per space for entire Summer Season, if paid in advance by close of the 2nd day of Summer market.
 - o \$64 per space for entire Fall Season, if paid in advance by close of 2nd day of Fall market.
 - o \$145 per space for both Summer & Fall Season, if paid in advance by close of 2nd day of Summer market.
- 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.
 - o For more information contact the Town of Summerville Business License Office:
Pamela Wike
200 S. Main St.
Summerville, SC 29483
Phone: (843) 851-4215
Email: PWike@summervillesc.gov
- Vendors are responsible for providing and setting up any needed tables, chairs, tents, etc. for their space

VENDOR SELECTIONS/REQUIREMENTS

- There shall be a Farmers Market Board, whose members will vote on the vendors to be allowed to participate in the farmers market.
- There will be a mandatory meeting for all selected permanent vendors at Cuthbert Community Center (105 West 5th South St.) at 6:30PM on Tuesday, March 15th, 2016.
- All vendors allowed shall fall into one of the following categories, and meet the specifications required for said category: Farmers, Specialty Foods, and Artisans
- **FARMERS:**
 - o Farmers must grow at least 50% of the produce they sell.
 - o The other 50% may be purchased and resold, but the farmer shall fully disclose where the produce was grown and purchased. **Any misleading the customer on product origin will be grounds for immediate vendor dismissal without refund.**
 - o Farmers will be allowed to rent up to three (3) spaces, if justified.
 - o Selections will be made to diversify produce offered.
 - o -Certified SC Grownøproduce preferred.
 - o It is also recommended that farmers be certified to redeem WIC/Senior FMNP checks, as well as able to accept EBT/SNAP.
- **SPECIALTY FOODS:**

- 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.
 - Specialty Food Vendors may rent one (1) space.
 - Selections will be made to diversify product offerings.
 - Certified SC Product preferred.
 - Vendor-manufactured items preferred over local resale items.
- **ARTISANS:**
 - Products offered must be made by the vendor ó NO RESALE ALLOWED
 - Artisans may rent one (1) space.
 - Selections will be made to diversify product offerings.

MARKET SETUP/BREAKDOWN RULES

- TWO VIOLATIONS OF ANY OF THE RULES LISTED BELOW ARE GROUNDS FOR IMMEDIATE DISMISSAL FROM THE MARKET AND LOSS OF ANY PREPAID FEES. Vendors will be notified of the first violation with a written warning.
- If a vendor is unable to attend, he/she shall contact the Market Manager by noon on the Wednesday prior. The space(s) will be filled from a waiting list of suitable vendors.
- Setup ó In order to facilitate the free flow of vendor traffic, vendors that do not occupy a "park-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 in the free public garage.
 - 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.
 - Be ready to start vending by 7:45AM.
- Breakdown ó 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 "park-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

- Smoking is strictly prohibited in 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.
- 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, 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 *2016 Summerville Farmers' Market Agreement* prior to vending in the market.