**RULES OF THE SANFORD FARMERS' MARKET**

1. Members must reside and produce the items they sell within a 75-mile radius of Sanford.
2. Members (or representatives of members) must be the original producers of all items being sold. No buying or reselling of produce or other products is allowed.
3. Members must have an application approved at least one week before they plan to begin selling at the market. Applications will be processed within two weeks of receipt (therefore, members should apply at least three weeks before they want to sell to guarantee enough time for processing and approval). Applications are available from North Carolina Cooperative Extension 2420 Tramway Road, Sanford, NC 27332-9174, telephone number (919) 775-5624. Applications are also available on the website at http://lee.ces.ncsu.edu/sanford-farmers-market/
4. The Market Manager or a member of the Sanford Farmers’ Market will be appointed by the Manager to inspect new farm/operations prior to their approval to sell at the Market.
5. Members must pay a $25 annual fee by check. A $10 credit will be given for attendance at the annual meeting. This fee must be paid on or before the first day of attendance. Prospective member’s fee must be paid prior to selling day.
6. Members must pay a $5 parking fee per market day for each space. A space is a normal size parking space. Spaces will be assigned. Market Manager will fill unoccupied spaces.
7. The Market Manager shall not be charged an annual fee or pay the fee required per market day. (Added 2005)
8. The fees collected will be kept by the market treasurer and spent for promotion, advertising, postage, signs, insurance and items deemed necessary for market operations and approved by the steering committee.
9. A manager and treasurer will be elected yearly at the winter planning meeting. The treasurer is responsible for maintaining the checking account and giving a yearly report to the members. The manager will have authorization to sign checks should the treasurer not be available.
10. The market will operate from 9 a.m. until 12 p.m. each Saturday from April through October at the McSwain Center, 2420 Tramway Rd., and from 10am- 12noon on Tuesdays starting in the month of July through October at the Enrichment Center. No selling before the opening time is allowed unless approved by manger on duty. (Modified 2018)
11. Farmers Market Nutrition Program (FMNP) – this program reaches WIC families and seniors. Farmers wishing to participate must complete an application, attend training provided by the Market Manager and follow the guidelines established by the FMNP program. Only those approved to participate in the program can accept FMNP vouchers.
12. All produce must be of top quality and should be displayed attractively.
13. Frozen meat and fish may be sold if it meets all NCDA requirements. These items must be maintained in cold storage units. Registered Meat and Poultry Handlers Certification from NCDA must be submitted with the vendor’s application and should also be displayed for consumers at the vendor area.
14. Venders cannot sell or give away animals at the market. No vender animals (pets) are allowed in the market. (Modified 2018)
15. Crafts: Paid vendors may sell crafts and provide other agricultural services, (i.e. Pea and bean shelling, honey bee hive rentals, etc.). No partially constructed crafts should be brought, finished and resold (for example: paint-by-numbers, t-shirts, etc.).
16. Members who prepare foods for sale at the market must do so in an NCDA inspected kitchen. Documentation of the inspection must be attached to the vendor application and posted for consumers. Information & Resources for Starting a Home-based Food Business and applying for home processing inspection can be found on NCDA’s web site at <http://www.ncagr.gov/fooddrug/food/homebiz.htm>
17. Baked Goods: Baked goods must follow NCDA regulations. All vendors wishing to sell baked goods must have an approved, inspected kitchen. The number of bakers will be determined yearly by the Sanford Farmers’ Market Steering Committee.
18. Products which can be sold include:

 a) Any vegetable grown by the member from seeds, sets, or seedlings.

b) Any fruits, nuts or berries grown by the member from trees, bushes, or vines on the member's property.

 c) Any plant grown by the member from seed, seedling, transplant or cutting

 d) Bulbs propagated by the member.

 e) Eggs produced by the member's poultry.

 f) Honey produced by the member's bees.

 g) Cut, dried flowers or natural item grown by the member.

 h) Firewood cut by the member.

i) Straw baled by the member.

j) Preserves, pickles, relishes, jams, jellies, made by the member in a NCDA approved kitchen.

k) Any other agricultural product/products approved by management. (Added 2018)

1. No home processed canned foods such as green beans, tomatoes, corn, peas, carrots, etc. may be sold at the Sanford Farmers’ Market.
2. Prices must be posted for all items sold. In addition, vendors participating in the Farmers’ Market Nutrition Program (WIC and/or Senior) must display the FMNP program signage at their booth.
3. Each member is responsible for cleaning up the area around his/her vehicle and maintaining safety in that area.
4. Members should not move their vehicles in or out of the market area during times when such movement would pose a danger to people in the shopping area.
5. Members are encouraged to set up 30 minutes prior the Market opening.
6. A trial period consists of one visit. Potential vendors will pay $10 during this period. To continue selling after the trial period, the potential vendor must become a member of the farmers’ market and pay membership dues.
7. Scales or units of measure must be the type that can be approved and recertified annually by North Carolina Department of Agriculture. Market Manager will make arrangements to have the inspector at the winter annual meeting. Those not able to recertify at this time, must contact the **Standards Division** at NCDA at 919-733-3313 and arrange for an inspection.
8. All paid members have voting rights.
9. The Steering Committee will be chosen each year at the market's winter meeting and shall consist of at least three members, with one new member elected each year. Representatives of North Carolina Cooperative Extension in Lee County will be ex-officio members of the Steering Committee.
10. The Sanford Farmers' Market Steering Committee reserves the right to interpret the rules and to modify rules as needed for the market operation. However, 50% of the steering committee members must be present to modify rules.
11. Vendor not participating for 3 consecutive markets can have their spot reassigned,

except in the case of certain situations such as sickness, extended vacations, etc.

(Added 2017)

Revised and approved 2/26/2018