2012 GENERAL OPERATING PROCEDURES AND RULES FOR THE ROBESON COUNTY FARMERS MARKET

A. **PURPOSE**
The Robeson County Farmers Market exists for the purpose of providing and enhancing marketing outlets that exist for locally grown agricultural products. All products sold at the market must be grown by a Robeson County resident.

B. **COORDINATION**
The Robeson County Center of the North Carolina Cooperative Extension Service will coordinate the operations of the market. The Extension Service has limited funds to provide a market manager during the official season and any other costs associated with this position would have to be provided by the association. The Robeson County Farmers Market Association will serve the Extension Service in an advisory capacity. All vendors who sell at the market are considered members of the association. The Extension agent and a representative of the Farmers Market Association will visit each vendor at least once during the growing season to verify that produce being sold is homegrown by the vendor. A sign/certificate will be provided verifying this.

C. **SCHEDULE OF OPERATIONS**
1. The Robeson County Farmers Market shall operate on Wednesdays and Saturdays only.

2. The market will open at 7 a.m. on each day of operation. It will close when the last vendor departs or at 1 p.m., whichever occurs first.

3. The official season for the Robeson County Farmers Market will begin in the spring at such time that sufficient quantities of produce are available for sale and will continue into the fall until such time that supplies of produce or participation by sellers declines to an insignificant level—usually May to November.

4. The remainder of the year, vendors will be allowed to use the market area, but they will be expected to keep it clean. Fees will be collected up front by the market manager or a designated person.

D. **SPACE ALLOCATION**
The market manager will direct vendors to the area where they will be allowed to park. Preference will be given to vendors with season passes. If the market manager is busy, one of the officers or board members will direct vendors to a parking area with instructions to see the market manager to pay fees and take care of paperwork.

E. **FEES**
1. A fee of **$8 on Wednesdays and Saturdays** will be collected per space from each vendor for each day they sell at the market. Daily fees **cannot** be applied toward a season pass.

2. **Season passes may be purchased for $100.** Season passes will cover vendor sales at the market from May to May.

3. Fees will be cash up front, collected on arrival by the market manager or designated person. The fees collected will be deposited in the Farmers Market Association checking account and will be used for promotion of the Farmers Market or as approved by the Board of Directors.

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F. **PUBLICITY**
Before leaving the market on each sales day, the vendor will need to supply information to the market manager on the amounts of various products he intends to bring to the next market. This information can be used by the Cooperative Extension Service or others to promote the market.

G. **GENERAL RULES**
1. **All vendors** must complete and sign a "Growers Certificate" to be able to sell at the market. A copy of this certificate can be obtained from the market manager or the Cooperative Extension Service (671-3276).

2. All vendors must identify themselves with an attractive sign (minimum size - 12” x 24”) bearing their name and address. The vendor shall display this sign prominently while selling at the market. The sign verifying homegrown should also be displayed.

3. Prices of products offered for sale shall be determined solely by each individual vendor. **Prices shall be prominently displayed.**

4. All vendors are responsible for cleaning their sales area prior to leaving the market each day. Each vendor should bring a broom to assist him in cleaning his sales area.

5. **Value-Added Products:** Only edible, raw farm products may be sold with the following exceptions: roasted or boiled peanuts which were prepared by the seller; country-cured pork products prepared by the seller; syrup, jams, and jellies prepared by the seller; fresh cut flowers grown by the seller; and plants grown by the seller. To sell value-added products, the seller must produce the raw product that the product comes from. It is the vendor's responsibility to ensure that all processed foods are in compliance with NCDA regulations and all local and state food and sanitation regulations are met. If any products sold require inspection certification by NCDA, the vendor should prominently display a copy of the certificate.

6. Products that are purchased for resale will not be allowed at the Farmers Market. Vendors may sell for other Farmers Market Association Members.

7. Only quality produce will be sold at the market. To display a positive image to the public and to market patrons, it is highly recommended that all vendors provide and maintain attractive displays for their products.

8. Vendors are individually responsible for complying with any governmental laws or regulations pertaining to their sales activities to include weights and measures, taxes, and product quality standards. **When required, vendors must provide their own scales with current NCDA inspection stickers.**

9. Refusal to comply with rules governing the market operation or the selling of inferior products on a consistent basis may lead to a vendor being barred from selling at the market.

Last updated: 04/10/12

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