

# Sampson Farmers' Market

at Clinton City Market • 215 Lisbon St

Bringing the best of the County to the heart of the City!

## Operating Guidelines

### Application and Fees

Vendors are required to complete the Hold Harmless Agreement and Vendor Application. There is no fee required for vendors to participate in the Sampson Farmers Market during the 2013 season.

### Hours and Days of Operation

Market hours are Wednesdays, Fridays and Saturdays from 9 am - 2 pm from the beginning of May through the end of October.

Vendors are strongly encouraged to remain at the market for the full duration of operating hours.

### Display Area

Spaces are approximately 10' x 10'. The vendor is responsible for providing any display items, including tables and chairs. If a vendor is not located under the market structure, they may set up a tent not to exceed 10'x10' in dimensions.

Spaces will be designated by the Market Staff and communicated to the vendors prior to each market day.

### Set-up and Unloading

Set-up and unloading shall take place between 8 am and 9 am on Wednesdays and Saturdays. Vehicles must be moved to an approved parking location immediately after unloading.

### Vendor Requirements

All vendors must complete the Hold Harmless Agreement and Vendor Application listing the types of products to be sold during the season. Producers may sell farm, food, and craft products including *but not limited to*: fruits, vegetables, dairy products, cut flowers, plants, cider, jams, jellies, relishes, honey, canned goods and baked goods.

*Produce and Processed Food Vendor Eligibility:* At least 75% of the value of the products offered each market day must be grown or produced by vendor and/or in Sampson County. Any vendor claiming to sell organic produce must be certified according to USDA standards and able to provide proof of USDA organic certification. The vendor or vendor's agent must be present at the vendor booth during operating hours.

*Craft Vendor Eligibility:* All non-food merchandise must be handmade. At least 75% of the merchandise at a craft vendor's booth must be handmade by that vendor. Please submit at least two photos of the

proposed handmade merchandise with your application. The vendor or vendor's agent must be present at the vendor booth during operating hours.

No flea market or yard sale items shall be sold at the market.

Electricity:

Limited electrical outlets are available. Electricity is available on a first come, first served basis.

Signage:

Vendors are strongly encouraged to display the name of their business and the prices for products being sold.

Clean-up:

Each vendor is responsible for cleaning all trash and waste within and around their allotted space. Trash containers will be provided on-site for end of the day clean-up.

Licenses, Inspections and Hold Harmless Agreement:

It is the responsibility of each vendor to abide by all state and federal regulations which govern the production, harvest, preparation, preservation, labeling, or safety of products offered for sale at the market. (This includes USDA organic certification.)

All vendors are required to secure proper licenses and inspections for their products, and to provide this information with the Application. The City of Clinton and the Sampson Farmers Market are not liable for any non-compliance with the North Carolina Department of Agriculture or the Sampson County Health Department.

Applications will be considered incomplete if the attached Hold Harmless Agreement is not signed and returned with the application form.

Violations

A vendor, customer, or the Market Manager may submit to the Farmers Market Committee a complaint against a vendor where there is reason to believe a violation of market policies exists. The identity of the complainant will not be revealed. Vendors are urged to initiate a complaint when they witness an infraction of market policies.

Violations of any of these rules as discovered by or reported to the Market Committee will result in a verbal warning to the offender for the first offense, a written warning and two market days (one week) suspension for a second offense, and removal from the market for the third offense.

To report a violation, contact Mary Rose at 910-299-4904, [mmr@cityofclintonnc.us](mailto:mmr@cityofclintonnc.us), or 227 Lisbon St., Clinton, NC (Monday-Friday, 8:30-5 pm).

Appeals can be made to Mary M. Rose, Clinton-Sampson Planning Director, at 910-299-4904 or [mmr@cityofclintonnc.us](mailto:mmr@cityofclintonnc.us).

## Pets

No pets are allowed on the market premises except service animals and approved pet adoption agencies such as the Sampson County Animal Shelter.

## **APPLICATION PROCESS**

Please submit your application as soon as possible by mail (PO Box 199, Clinton NC 28329), fax (910-592-4261), email (mmr@cityofclintonnc.us), or in-person delivery (227 Lisbon St, Clinton NC 28328).

Your application will be reviewed by the Farmers Market Committee and you will be contacted within three business days of the receipt of your application.



## VENDOR APPLICATION

MAIL Application To: Sampson Farmers Market, PO Box 199, Clinton, NC 28328  
FAX To: (910-592-4261), E-mail (mmr@cityofclintonnc.us), or  
In-person delivery to: (227 Lisbon St, Clinton NC 28328).

### CONTACT INFORMATION (please print)

Vendor Business Name: \_\_\_\_\_ Vendor Contact: \_\_\_\_\_

Names of authorized selling agents for your booth\*: \_\_\_\_\_

*\*If you are in need of a selling agent, please contact Betty Holland at 910-299-4904.*

Street Address, City, State, Zip  
\_\_\_\_\_

Work Phone #: \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Cell Phone # \_\_\_\_\_ E-mail: \_\_\_\_\_

Website: \_\_\_\_\_

**PRODUCTS:** Please list all products you are proposing to sell: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you do not intend to be at the market weekly from May – October, please indicate the month(s) you will be attending by checking on the lines below.

May \_\_\_ June \_\_\_ July \_\_\_ August \_\_\_ September \_\_\_ October \_\_\_

I would like to sell at the (circle): Wednesday market Friday market Saturday market All markets

Do you need electricity? (circle one): Yes No

*Electricity is available on a limited basis to vendors; first come, first served.*

### LICENSES, PERMITS, & REGULATIONS

**All vendors shall be responsible for meeting all federal, state, and local regulations.**

### AGREEMENT AND SIGNATURE

By submitting this application, I affirm that the facts set forth in it are true and complete. By signing below, I certify that I have read, understand, and will adhere to all applicable market rules as stated in the Operating Guidelines. I understand that failure to comply with these specific guidelines may result in the termination of my participation in the Sampson Farmers Market.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*We are looking forward to a great season! If you have any questions, please contact Mary Rose, Market Manager, at 910-299-4904.*

**Please also see the Hold Harmless Agreement, which must be signed for your application to be complete.**



## HOLD HARMLESS AGREEMENT

All authorized vendors participating in the Sampson Farmers Market shall be individually responsible to the City 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 servants, agents, and employees. All vendors hereby agree to indemnify and save the City harmless from any loss, cost, damages and other expenses, including attorneys' fees suffered or incurred by the City by reason of the vendors' negligence or that of its servants, agents and employees; provided that the vendors shall not be responsible nor required to indemnify the City for negligence of the City, its servants, agents or employees. No insurance is provided by the City of Clinton to participants in the farmers market.

I acknowledge that I have been provided a copy of the Sampson Farmers Market Operating Guidelines that govern this operation, and acknowledge that I have read that document and will comply with the policies therein.

Signature of Participant: \_\_\_\_\_

Print Name of Participant: \_\_\_\_\_

Date: \_\_\_\_\_