

**DUPLIN COUNTY FARMERS MARKET AT THE EVENT CENTER
OFFICIAL POLICIES**

1. All vendors must reside in Duplin County, and/or an adjoining county may request approval from the Duplin County Health Department or the Duplin County Event Center.
2. Vendors must be the original producer of at least 50% of all products they offer for sale. Vendors may supplement their inventory with items produced within Duplin County or an adjoining North Carolina county subject to Market Manager approval.
3. All vendors must complete and sign a Vendor Application (Page #2 & #3) and pay all Vendor fees prior to approval to participate in the Market.
4. All vendors must agree to all representative of the Market to visit the premises where the products to be sold are produced. The Duplin County Health Department/or the Duplin County Event Center shall determine final approval of all vendors.
5. Daily vendors must pay a fee per space, per year to the Market Manager.
6. All vendor fees are non-refundable.
7. Market hours to the public are from 8:00am-12:00pm. Vendors will be allowed time to begin set up at 7:00am but, cannot sell any products prior to the start of the market.
8. Vehicles of vendors may be allowed at entrances for setting up from 7:00am-7:40am and breaking down from 12:00pm-until otherwise, your vehicle may be moved away from any main entrances to make easy access for all consumers.
9. All vendors are required to stay till the end of the market which is 12:00pm. Staying the entire time ensures consumers that Vendors are committed and available during all of market hours.
10. Each vendor shall be responsible for the cleanliness of his or her space. Vendors are encouraged to assist in the cleaning of common areas provided for the convenience of all customers.
11. All vendors must display an attractive, easy-to-read sign with their farm or business name at his or her space. In addition, prices should be clearly posted for all items for sale.
12. Products that may be sold at the Market include, but are not limited to:
 - a. Vegetables grown by the vendor
 - b. Fruits, nuts, berries grown by the vendor
 - c. Plants grown by the vendor
 - d. Bulbs propagated by the vendor
 - e. Eggs produced by the vendors poultry.
 - f. Honey produced by the vendor's bees
 - g. Fresh baked goods made by vendor. Must have all appropriate permits to prepare foods.
 - h. Preserves, pickles, relishes, jams, jellies, etc. made by the vendor.
 - i. Fresh cut or dried flowers grown by the vendor.
 - j. Firewood cut by the vendor.
 - k. Compost produced and bagged by the vendor. No topsoil or unbagged compost may be sold.
 - l. Other farm products as approved by the Duplin County Health Department and/or Duplin County Event Center
13. All produce must be high quality and may be inspected at any time from the Market staff. Only USDA certified organic growers may display signage using the word "organic" and a copy of the vendors organic certification must be displayed at the sales space and on file with the Market staff.
14. Pets and other animals (except service animals) are not allowed under the Market shelter unless otherwise noted by the Market Staff.
15. Handcrafted items produced by the vendor may be sold at the Market. The Market staff must approve sale of all craft items prior to the vendor's first sales day.
16. Gas cookers and other open fires are not permitted at the Market, except for special events as approved and supervised by the Duplin County Health Department And/or Market staff members.
17. The Market staff must approve a vendor's use of water and electricity. Other fees may apply and will be determined by the Market staff members.

Duplin County Event Center Farmers Market 2016 VENDOR APPLICATION

Vendor Name:

Mailing Address:

City, State, Zip Code:

Telephone Number: _____ Mobile: _____ Other: _____

Email Address: _____ Web Site: _____

Farm or Business Name (if different from above):

Physical Address:

City, State, Zip Code

Names of Agents/Sales Reps:

Products you plan to sell:

What products will be the majority of your sales? (Please Circle):

Farm Products Wine/Beer Crafts Baked goods (with permit)

Months you plan to sell (Please Circle): **June 4th** **July 2nd** **August 6th** **September 3rd**

1. I acknowledge that I have received a copy of the policies governing the operation of the Duplin County Farmers Market (DCFM) and I agree that I will abide by these policies.
2. I agree to allow representatives of the Market to visit the premises where the products I intend to sell are produced in order to determine my eligibility to participate and to insure compliance with DCFM policies.
3. I understand and acknowledge that it is my responsibility to provide liability coverage for myself, my employees and representatives of my business, either by purchasing insurance or by personal indemnity.
4. I assume sole risk for selling at the Market and I agree to release and hold harmless the Duplin County Farmers Market, its directors, officers and employees from any claims relating to property damage or personal injury to myself, my family members and employees or representatives of my business related to or arising from my participation in the Market.
5. I understand that my vendor privileges may be terminated for violation of any of these agreements and that vendor fees are non-refundable.

Signature: _____ **Date:** _____

Farmers' Market

Vendor Form

Duplin County Events Center
195 Fairgrounds Drive
Kenansville, NC 28349
8 am – 12 pm

Each booth is a 10 x 10 space. There is no tent provided for your space. You may request power for an additional charge. We ask that all vendors be set up no later than 7:30am. There will be no vehicles allowed inside the Farmers' Market area between 7:30am – 12pm. Please reserve your space early due to limited availability.

The policies are subject to change without notice by Event Management

Vendor Name: _____

Address: _____

City, State, Zip: _____

Phone #: _____ Email Address: _____

Items for sale _____

Indoor 10' x 10' booths required _____ x \$10 ea. = \$ _____

Indoor 10' x 10' booths (for non-farmers) _____ x \$25 ea. = \$ _____

Outdoor 10' x 10' booths required _____ x \$10 ea. = \$ _____

One table and 2 chairs _____ x \$5 = \$ _____

Number of 120 volt/20 amp circuits needed _____ x \$10 ea. = \$ _____

Total enclosed \$ _____

Make checks payable to: **Duplin County Events Center**

Come by to pay by credit card.

Duplin County Events Center
195 Fairgrounds Drive,
Kenansville, NC 28349 Phone: (910) 275-0009 Fax: (910) 275-0028
www.duplincevnts.com