FARMERS OF ORANGE NC
MARKET RULES AND REGULATIONS (2016)
GENERAL RULES

Market Hours

The Saturday market operates from 8:00 a.m. to noon during the main season and 9:00 a.m. to noon during the winter season.

The Tuesday market operates from 3:00 p.m. to 6:00 p.m. from spring to mid-October. Tuesday market hours change to 2:00pm to 5:00pm from the third Tuesday of October through the Tuesday before Thanksgiving. All Saturday market rules apply. Additionally, no selling is allowed before the Tuesday market start time.

Absences

Notice of Saturday market absence must be made 24 hours before the market starts or the member will be charged the space fee for that week. Reserved spaces will be held until 30 minutes before the start of market.

Membership Fee

The current annual Membership fee is $100.

For returning Members, this fee, along with outstanding fees from the previous year, must accompany the Returning Member Application for the upcoming year and be received on or before December 31. Failure to submit the Returning Member Application and fees by this date will be treated as a resignation from the market. **Late applications will not be accepted.**

Eligibility to Sell at Tuesday Market

All Members approved to sell at the Saturday market are also eligible to sell at the Tuesday market. The Board of Directors may, at its discretion, approve new applicants to sell at the Tuesday market only, without granting the right to sell at the Saturday market.

PRODUCT RESTRICTIONS

No Buying and Reselling

Members must be the original producer of all items. This applies to both direct sales and all products delivered by a member to customers at market pursuant to prearranged sales (pre-orders, CSA shares, buying club shares, restaurant sales, etc.). If a CSA is a joint effort of two or more producers, all must be Members, all must be present at market during delivery, and the collaborative CSA must be approved by the Board of Directors in advance of the first delivery. Pick up of all prearranged sales must be during market sale hours.

Products that may be sold include :

a. Vegetables grown by the Member from seeds, sets, or seedlings
b. Fruits/nuts/berries grown by the Member from trees, bushes, or vines
c. Plants 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. Fresh (not frozen) baked goods made by the Member
h. Preserves, relishes, jams, jellies, etc. made by the Member (no "low-acid" canned foods such as green beans, corn, peas, carrots, etc. may be sold, and high-acid or acidified foods (pickles, tomato products, etc.) may be sold only if the seller has passed the NCDA certification course)
i. Fresh cut or dried flowers grown by the Member
j. Firewood cut by the Member
k. Compost produced and bagged by the Member (no topsoil or un-bagged compost may be sold)
l. Poultry and livestock meats from animals raised by the Member
m. Meats from aquatic animals raised or caught by the Member
n. Wild-crafted products, such as edible wild plants/berries and mushrooms, harvested by Member on their property, or with permission of property owner.
o. Cheese from animals raised on the Member's premises or made from milk purchased from a local farm (less than 60 miles from the Chapel Hill Farmers' Market)
p. Fresh prepared foods made in a NCDA certified kitchen
q. Coffee
r. Beer and wine produced by Member with NCABC permits
s. Non-farm crafts produced by the Member.

All Products Must Be Listed on Application

Only crops or other products described in the membership application may be sold at market. Members must submit an application amendment for any major new item(s) not described in the market membership application. Any major new item must be approved by the Board and may require re-inspection.

Quality of Products

If the Market Manager or a Board Member brings to the attention of the Board of Directors that a member consistently brings poor quality products to market, the Board may suspend the member from the market pending review and re-inspection.

Licenses and Certifications

All prepared food items, meat, fish, cheese, pickles and preserves sold must meet state and local health regulations including the inspection of the prepared foods seller's kitchen by NCDA health inspectors and labeling in compliance with regulations. Sellers of meat and fish must have valid licenses. Members must have a copy of licenses/certifications with them at market and have a copy on file with the Market Manager. No water or ice that comes into contact with meat or fish may be deposited or allowed to drain onto the market premises. Wild harvested products must adhere to all NC and federal laws.

Organics

All items sold as organic must meet the requirements of the National Organic Program. Only certified organic growers may display signs using the word "organic" with exemptions specified by the National Organic Program.

Leasing of Land

Leasing of land is allowed, but perennial crops and long-lived animals must be under the member's control for at least one growing season.

VENDING REGULATIONS

Fee Schedule

a. Application fee is $30 (one time).
b. Annual Membership fee is $100.
c. The fee to submit an application amendment for new products for board consideration $10.
d. Members pay a space fee of $20 per Saturday market and $15 per Tuesday market. Pre-Thanksgiving market counts as a Saturday market for fee and market attendance.
e. Craft Vendors pay a space fee of $20 per Saturday market and $15 per Tuesday market. Craft Vendors do not pay an Annual Membership fee.
f. Specialty Vendors pay a space fee of $25.00 per Saturday market and $20 per Tuesday market. Specialty Vendors do not pay an Annual Membership fee.
g. Double space fee is $50 on Saturday and $40 on Tuesday. Double spaces are allocated by request and at the board's discretion.
h. Minor Infraction 1st incident fee is $0
i. Minor Infraction 2nd incident fee is $20
j. Minor Infraction 3rd incident fee is $20 (Plus Major Infraction enforcement)
k. Major Infraction has no fee, See Polices and Procedures.
l. No show fee equal to your normal weekly fee (Manager's discretion).

Definitions of Spaces

a. *Reserved Space*: Returning Members have the right to a "reserved" space, which is chosen at the annual meeting according to the process detailed in these rules. A returning member may keep their reserved space OR reserve a new space from any non-reserved/open space available. Choice of reserved spaces is determined by seniority, which is determined by cumulative Saturday market attendance since April 5, 2008. Attendance at the Tuesday market does not affect seniority for Saturday market nor does attendance at the Saturday market affect seniority for the Tuesday market. Seniority for the Tuesday market accrues separately, and is cumulative from May, 2009. Any lapse in membership results in the loss of accrued seniority.

b. *Assigned Space*: New Members are assigned a space by the board based on what remains after returning Members have made their choices. These are called "assigned" spaces.

c. *Allocated Space*: The Market Manager allocates weekly spaces for any given market. Reserved and assigned spaces are kept in relative proximity to each other. The Market Manager, on a weekly basis, allocates specialty vendors a space.

Space Selection Process

At the annual membership meeting, returning members have the right to reserve or maintain a space in the market layout.

In market years when a new layout has been created, returning members choose spaces from an open map in order of seniority. This first year is considered a trial year and spaces will not actually be reserved the following year.

In the second year of a new layout, the map is cleared and returning members again choose spaces in order of seniority. These spaces are considered reserved.
In the third and subsequent years of a layout the process is as follows:

Returning members with reserved spaces choose to either maintain their reserved space or select a new space. Members maintaining their spaces are left on the map.
Then the returning member with highest seniority who has not maintained a reserved space chooses a new space.

Market Layout

The board of directors determines the overall layout of the spaces of the market. When needed, the board may create a new layout for a new market year.
The board and market manager may make minor changes to a layout during the market year in order to improve customer traffic flow, space for special events, etc.
Saturday and Tuesday market layouts are treated separately in design and in member space selection.

Double Spaces

The Board of Directors prefers for each member to have one space. The Board will consider a double space for a Member, if there is available space in a given week, and if the Member has indicated on the application for membership that he wishes to be considered for additional space. Use of a double space assignment is limited to 12 weeks per member during the market year.
Members are offered double spaces by the Market Manager as spaces are available each week. Offers of a double space will be made to maximize opportunity for all Members considering the following: space availability, request on application, seniority, demonstrable need, and frequency of use. This process is done separately for each side of the market.

Vehicles at Market

The market closes off incoming traffic 30 minutes before market start time. No further traffic will be allowed into the market area after that time. If arriving less than 30 minutes before the start of the market, Members must park outside the market area and carry in their items. Members arriving after the market start time will not be allowed to set up. Exceptions are granted at the Market Manager's discretion.

Inclement Weather Policy

For the safety of yourself and our customers: If, during market, the weather makes you feel unsafe (i.e. hail, lightening, etc) feel free to pack up and take shelter in your vehicle or the mall until market is over, at which point you can then safely move your vehicle.

Canopies

Members must use a 10' X 10' canopy at their space adequately secured with weights. Members who lose control of their canopy will not be allowed to return without an improved method of securing the canopy.

Size of Space

All Members' products should be within their canopy space. Large product displays or signs that extend into the customer traffic are not allowed.

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Market Presence

Members must maintain a positive market presence for the entire market. Members may not take down their canopies or move vehicles out of the market area during market hours. Members may not leave prior to closing time. All exceptions are to be at the Market Manager's discretion.

Etiquette at Market

Vendors are expected to act in a courteous and respectful manner towards customers, other vendors, and the market manager.

Complaints regarding rule violations or the general activities of the farmers' market should be made in writing to the market manager or a board member or in person during a regular scheduled board meeting.

Cleaning up

Each Member is responsible for cleaning up the area around his/her selling space.

No Smoking in the Market

While staffing your space, a 'No Smoking' policy must be strictly observed.

Displaying Prices

Prices must be clearly posted for all items sold.

Certified Scales

Members may use only certified scales. If uncertified scales are used, the member will be barred from selling for the remainder of that market and will not be permitted to return to market until certification is documented.

No Pets

Members and customers are prohibited from bringing pets to the market. This does not apply to service animals.