



Nashville Farmers Market
Operational Guidelines for Vendors
Revised 02/1/2024

Certifications, Inspections and Designations

1. All vendors must achieve “market-certification,” documenting that they grow, produce, create or have been designated to sell their items. A one-week waiting period is normally required of vendors not previously certified. Applications from new vendors are due by the deadline listed. Applications from new vendors received after the listed deadline will be reviewed and considered only on an as needed basis.

2. The Nashville Farmers Market is a growers’ market. Vendors must be the original producer of all items sold. Therefore, all vendors selling products at the Market must grow, produce, create, or add value to the products they sell. Farm visits may be conducted at any time during the market season to verify that vendors are complying with these rules.

EXCEPTIONS TO GROWER’S MARKET RULE

Vendor Partnering:

Vendors may partner with another North Carolina farmer to bring product(s) that otherwise, would not be available in our region. Such partnerships must be specified on the Vendor Designation form and require prior approval by Nashville Farmers Market staff.

A Market vendor will be limited to only five partnership items. Signage must be provided stating the name and location of the farm that grew/produced the item. The absentee farmer must first sign and submit a Vendor Designation form a minimum of one week prior to selling at the market.

3. Absentee vendors that grow produce in NC will be accepted at the market after satisfactory inspection by the market manager and/or NC Cooperative Extension staff. Absentee vendors that grow plants or produce specialty food items in North Carolina will be permitted after satisfactory inspection by Nashville Farmers Market staff and/or NC Cooperative Extension staff. Absentee vendors will not be permitted for artisan or craft items.

4. Nashville Farmers Market and/or NC Cooperative Extension staff will conduct on-farm inspections and/or verifications as needed to monitor compliance by market-certified vendors and absentee farmers. Willful abuse of the market-certification or vendor-designation procedures may result in suspension of an individual's market participation for the remainder of the market season.

5. Vendors selling food items prepared or cooked off-site are required to provide evidence of satisfying food safety requirements of the Food and Drug Protection Division, N.C. Department of Agriculture & Consumer Services. For most baked goods, a certificate of home kitchen inspection is required. Vendors preparing pickled foods must successfully complete an FDA approved "Better Process Control School." All food items must be labeled with the vendor's name and its ingredients as required by the NCDA&CS. The sale of foods that require refrigeration should follow guidelines set by the NCDA&CS.

6. The Nashville Farmers Market will permit a select number of artisans who handcraft their items. Examples of such artisan products include; pottery, woodwork, stained glass, all-natural soaps, farm raised spun yarns, and basketry. Handcrafted, uniquely made items constructed with raw materials such as plants, animals, or forest products will be considered. Preference will be given to applicants with locally sourced materials. The item must show evidence of manual skill obtainable only through a significant period of experience and dedication. Market artisans are encouraged, if possible, to actively demonstrate their handmade craft while participating at the Market. Upon submission, three photos of such products must be included with a vendor certification. A two-week waiting period is required to allow the Nashville Farmers Market staff to review an artisan vendor's products. Vendor designees are not permitted for artisan or craft items. All artisan items must be created by the vendor submitting the certification.

7. Vendors who sell unprocessed agricultural products are not required to collect sales tax from their customers. However, vendors who sell items other than unprocessed agricultural products they themselves produce must provide the farmers market manager a copy of their NC Department of Revenue "Certificate of Registration". A vendor failing to provide this documentation will not be permitted to sell at the market. The N.C. Dept. of Revenue makes it possible to obtain a "Certificate of Registration" by visiting this link and clicking on the REGISTER ONLINE. <https://www.ncdor.gov/taxes-forms/business-registration/online-business-registration>

8. Failure to comply with any of the guidelines will result in the following penalties:

1st offense - 2-week market suspension
2nd offense - 1 month market suspension

9. The Market Manager has the right to suspend a vendor for the remainder of the calendar year for continuous violations of policy.

Assignment of Selling Space by the Market Manager

1. "Market-certified" vendors will be given priority for use of market space if:
 - The vendor's primary sales involve agriculture products. The vendor has prepaid for the full season.
 - The vendor's farm or residence is located in Nashville. Preference is then given to vendors that have a farm or residence in the following counties: Nash, Edgecombe, Wilson, or Halifax Counties.
 - The vendor has indicated they will attend a large portion of the market season.
2. A market space is considered occupied only when both the vendor or vendor's employee and products are present.
3. The market manager can direct some vendors to share a space if it is determined their product variety or supply will not justify use of a whole space.
4. Vendors paying for Friday Markets daily (guest vendors), will each pay \$10.00 per market space per day fee. Guest vendors' market space is apt to change week to week.
5. All vendors must give notice to the assistant market manager by Wednesday at 5 pm if he/she is NOT planning to attend. Notice must be given in written form such as a text or email. There will be a \$10.00 NO SHOW fee for non-compliance. The only exception to this rule is emergency situations which are at the manager's/staff discretion. The assistant market manager can be reached by phone at (252) 532-9591, (252) 459-9796 or by email at FarmersMarket@townofnashvillenc.gov
6. Transfer of market space assignments by and among vendors is prohibited. Market space assignment is the responsibility of the market manager.
7. Vendors will indicate on their application which dates they plan to attend the market and market space will be assigned. When demand for selling space exceeds the market's capacity, additional vendors may be directed to take outdoor positions on the market grounds.
8. The market manager will categorize vendors as agricultural, baked goods, specialty food/drink or artisans according to observation and judgment that at least 75% of a vendor's sales activity is in one of these categories.

Specific Product Limitations

1. The sale of agricultural products is encouraged at the Nashville Farmers Market. Agricultural products include the following: vegetables, fruits, farm-raised meats, dairy products, eggs, honey, plants, nuts, seafood and fiber.
2. The sale of homemade baked goods, candy, jelly, jams, preserves, homemade ice cream, and specialty food items produced by the vendor are generally allowed, provided required inspections and certifications are satisfied.
3. The sale of value-added agricultural products such as, cooked popcorn and nuts are permitted. When possible, the primary raw agricultural ingredients should be produced in North Carolina.
4. The sale of ready-to-eat items such as snow cones, cotton candy, sandwiches and beverages are generally not permitted but may be permitted by the market manager.
5. The market manager and Town of Nashville staff will limit at their discretion the excessive duplication of any product.

General Requirements

1. Each vendor must display a sign that includes his/her name or business name, location and telephone number. Minimum sign size will be 8½ inches X 11 inches. A sign will not be larger than 12 square feet.
2. Each vendor selling any items other than unprocessed agricultural items that he/she actually produced must also display a copy of his/her N.C. Dept. of Revenue "Certificate of Registration."
3. All items must have a visible sign displaying the price.
4. For products sold by weight, vendors will provide scales that have been inspected for accuracy by N.C. Dept. of Agriculture, Standards Division.
5. Vendors will return unsold products, containers or waste to their farms or homes for proper disposal. Vendors will also be responsible for cleaning and sweeping their market space at the end of each market day.
6. The market manager may ask vendors or customers to leave the market building and grounds, if she/he determines they are disruptive to the atmosphere or mission of the market.
7. The market manager will not accept personal gifts from vendors, nor attempt to influence product pricing.

8. The market manager will use discretion to address situations not specifically described by these published market operational guidelines.

9. It is the responsibility of the market vendor to promote the Nashville Farmers Market and all vendors in a positive way to market customers. Failure to do so may result in the vendor losing market certification and suspension of his/her market participation.

10. Vendors assume all liability arising from the sale or use of their products, displays, tables, equipment and other items that are sold or used on the property of the Farmer's Market and hereby agree to indemnify and hold Farmer's Market and Vendors harmless from any and all liability, claims, loss, cost, damage or expenses (including the cost and expense of defending any claim) arising or alleged to arise out of Vendor's sale or use of its products or property at the Farmer's Market.

11. It is highly recommended that all market vendors have liability insurance.

12. All vendors are required to provide sales and/or service to all market customers regardless of race, color, national origin, religion, gender, age or disability. Failure to do so may result in the vendor losing market certification and suspension of his/her market participation.

13. All vendors are required to provide their own equipment for their market booth space. This includes tables, table covers, chairs, display items, etc. All equipment must be removed from the space at the end of each day.

14. It is the responsibility of the market vendor to advertise their products/business on social media.

Market Schedule and Payment for 2024 Season

Friday Market - 3:00pm-7:00pm, April 12st to August 30(September-October 3:00 pm -6:00 pm

Thanksgiving Market – 3:00pm-6:00pm Friday, November 22

Holiday Market - 3:00pm-6:00pm Friday, December 6

Regular Season							Holiday	
April	May	June	July	August	Sept	Oct	Nov	Dec
Fri	Fri	Fri	Fri	Fri	Fri	Fri	Fri	Fri
12	3	7	5	2	6	4	22	6
19	10	14	12	9	13	11		
26	17	21	19	16	20			
	24	28	26	23	27			
	31			30				
Regular Season - \$220 Full Season (Includes Holiday Markets) - \$230 Guest Vendor Fee - \$10 for each market date							\$10 for each Holiday Market	

Please Send Vendor Certification and Required Paperwork to:

Rhonda Mitchell

P.O. Box 987

Nashville, NC 27856

Farmersmarket@townofnashvillenc.gov

252-532-9591 or 252-459-9796

Please feel free to call or email with questions about the vendor material.

*Refunds for prepaid vendor fees may be permitted if a medical condition prevents a vendor from attending the market. Likewise, if a vendor or their products are not accepted at the Nashville Farmers Market a vendor may request a refund. All requests for refunds must be made by email to farmersmarket@townofnashvillenc.gov and koy.worrell@townofnashvillenc.gov.