



Town of Ridgeland Farmers Market 2017/18 Rules and Regulations

Mission Statement: Our mission at the Town of Ridgeland Farmers Market is to promote the health benefits of and providing access to fresh, local produce to the general populace through an outlet for local agriculture providers to sell their products directly to customers; providing assistance to vendors to become certified for the Farmers Market Nutrition Program and to enroll in the food stamp program; providing access to fresh, locally-grown produce to the low-income community; providing agricultural education to the community and providing a venue for local farmers and growers to engage in mutual education on best agricultural practices; improving the general business climate of Ridgeland, South Carolina and providing information to farmers and residents that connect them to a variety of agricultural resources.

The Town of Ridgeland Administrator must approve every vendor, and vendor approval is only given if it is determined that the vendor's participation in the Farmer's Market is consistent with or will further the mission of the Market as outlined above. **All vendors are required to obtain Town of Ridgeland Business Licenses before permission is granted to become a vendor.**

These Rules & Regulations were created for the Town of Ridgeland Farmer's Market (hereinafter called "Market") and are mandatory for all Whole Food/Horticultural, Value-Added, Non-Profit Vendors and Market Day Sponsors (hereinafter called "Participants") including their agents and employees. **They are subject to change should demand for market space increase.** Participants are required to read these rules and regulations carefully before signing their applications:

1: Market Schedule

Fridays: 11:30 a.m. – 5pm

Saturdays: 8 am – 1:30 pm

Season of Market: April-December

2. Arrival & Set Up

Vendor may set up at 11 a.m. on Fridays and 7 a.m. on Saturdays. All Participants are to unload supplies and **move vehicles out of the market area BEFORE noon on Fridays and BEFORE 8**

a.m. on Saturdays. Those arriving later than these hours must hand carry in supplies from outside the Market area. Movement of vendor vehicles within the Market area during market hours is strictly prohibited. Participants who have been assigned a vendor space and who arrive later than market starting times may forfeit their space and may not be permitted to participate that day.

3. Dismantle & Departure

Participants are NOT permitted to dismantle their tents or tables before the close of the Market. If a participant experiences a personal emergency and cannot attend the Market, please contact the Town Administrator.

4. Market Cancellation

The Market will be cancelled in the event of any adverse weather conditions that endanger the safety of both Participants and customers. If the Market is cancelled for weather-related reasons, Participants are prohibited from selling their products at the Market for the remainder of that day.

5. Spaces, Tables & Electricity

The Town Administrator (or his designee) will assign Participant space locations. Those who participated in the Market the previous year will have priority over new Participants. **Growers are ALWAYS given priority over other Participants (i.e., non-growers).** Spaces must remain clean and barrier-free at all times. Participants are responsible for providing their own tables, extension cords, equipment, etc. Any tents may not be larger than the standard size of 10' x 10'. Spaces near electrical outlets are reserved for vendors needing power to prepare, heat and/or cool their food. Those vendors who require multiple outlets and/or use devices that draw an abundant amount of power are required to bring a quiet generator. The Town Administrator reserves the right to prioritize and limit the use of power by any/all vendors if necessary. A "per market" fee of \$5 per market is charged for any vendors wishing to utilize power outlets.

6. Market Fees

Fees shall be collected by the Town Administrator (or his designee) at the start of each market. Any vendor who cannot pay the fee at the start of the market will be required to remove their merchandise immediately.

Growers:	\$ 0.00 per market (\$10.00 for each additional space)
Value-Added Food Vendors:	\$20.00 per market (\$20.00 per each additional space)
Handmade Craft Vendors:	\$10.00 per market (\$20.00 per each additional space)
Market Day Business Sponsors:	\$50.00 per market (\$40.00 per each additional space)

****Vendors may promote their businesses by collecting contact information and/or distributing brochures, coupons, etc. However, no business transactions may take place.

7. Insurance

The Town of Ridgeland does NOT carry insurance to cover the Participants. Participants are required to carry their own personal, general and/or product liability insurance and to produce

a copy of the certificate prior to participation in the Market. The Town of Ridgeland shall be reimbursed for any damage to their properties by Participants, including but not limited to damage to the grounds, market structure, vehicles, fencing, sidewalks, and any other property owned by or associated with the Market. Certificates of insurance shall name the Town of Ridgeland as additional insured.

8. Complaints

Participants are solely responsible for effectively addressing complaints from their customers. Repeated customer complaints regarding a specific Participant may result in the expulsion of that Participant from the Market. The Town Administrator shall address any complaints between Market Participants.

9. Pets

Vendor pets are strictly prohibited within the confines of the Market.

10. Smoking

Smoking by Vendors and/or Participants is strictly prohibited.

11. Loud Music – No loud music is permitted at the Farmer’s Market

12. Brokers

It is the Town of Ridgeland’s stated mission to bring consumers fresh produce from regional growers in South Carolina, Georgia and North Carolina. The Town of Ridgeland does NOT accept brokers (vendors that do not grow or produce ANY of their own products). The Town Administrator will remove from display ANY merchandise or produce that does not meet these criteria and the Participant shall be given a warning. A second violation shall be grounds for permanent expulsion from the Market.

GENERAL RULES FOR ALL MARKET PARTICIPANTS AND MARKET CUSTOMERS

1. Abusive, profane, threatening or harassing language or actions toward Market staff, other participants, or market customers is prohibited.
2. Individuals knowledgeable of the items for sale must be working at each Participant’s display.
3. Children under the age of 14 will not be permitted to sell unless an adult who is knowledgeable about the item(s) for sale is present.
4. Participants will dress appropriately for working with the public.
5. Fraudulent, dishonest or deceptive merchandising is prohibited.
6. False packs and incorporating the exposure of the best products at the top of a package with inferior products packed below is prohibited.
7. Solicitations for products, services or **charitable contributions are NOT permitted**.
8. Children under 10 years of age must be accompanied by a responsible adult.
9. Participants are responsible for their own actions and those of their employees and/or agents.
10. Firearms, weapons (knives, sprays, batons, bats), fireworks, gambling, disorderly conduct, or the use of illegal drugs by participants, their employees/agents, or market customers is strictly prohibited.
11. The selling of live animals (e.g., livestock, domesticated animals) is prohibited.
12. Selling and distribution of alcoholic beverages is prohibited.

VALUE-ADDED FOOD VENDORS Value-Added Food Vendors must comply with the following, in addition to the general Rules and Regulations: To be considered an eligible, Value-Added Food Vendor, the Participant must be a person who prepares and sells edible items that have been altered from their “raw” or “original” state.

1. Value-Added Food Vendor Application: Value-Added Food Vendors must complete and sign the Value-Added Food Vendor Application stating understanding of and agreement to comply with the Rules and Regulations of the Market.
2. Prohibition of Resale Items: The sale of “resale” items by Value-Added Food Vendors is prohibited.
3. Products: All products must complement the mission of the Market.
4. SC DHEC/Department of Agriculture: Value-Added Food Vendors must be in compliance with S.C. Department of Health and Environmental Control (DHEC) rules and regulations. Food items prepared for sale must have been prepared in a DHEC or Department of Agriculture–approved kitchen. A copy of your permit must be included with your application.
5. Retail & Business License: All Value-Added Food Vendors must have a Town of Ridgeland Business License. A copy of the Participant’s license will be required before participation in the Market, and a copy must be prominently displayed at the Market. Value-Added Food Vendors will be responsible for further license requirements as established by South Carolina.
6. Insurance: Refer to the general Rules and Regulations above.

SANCTIONS FOR VIOLATIONS OF MARKET RULES AND REGULATIONS Any violation of the Market Rules and Regulations as stated above or any violation of the laws of the State of South Carolina, Jasper County, the Town of Ridgeland, or the United States of America will result in the following sanction(s) being imposed by the Town Manager:

1. First offense: Verbal warning from the Town Manager.
2. Second offense: Written warning from the Town Manager.
3. Third offense: Permanent expulsion from the Market, with trespass notice served.

Appeals

Participants may appeal sanctions imposed upon them that do not involve suspension or expulsion from the Market by writing to the Town Clerk within fifteen (15) days of the imposition of the sanction(s). The appeal must clearly state the specific reason(s) for the appeal. Participants may request a hearing before Town Council in regard to any sanctions that involve suspension or expulsion from the Market by writing to the Town Clerk within fifteen (15) days of the imposition of the sanction. The Town Council shall, by majority vote of those members present that constitute a quorum, render a decision based on findings of fact and the application of rules as set forth in this document. The decision shall be served upon all parties and shall be final.