

COLLETON MUSEUM



& FARMERS MARKET

The Colleton Farmers Market 2014 Rules

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Mission Statement

The Colleton Farmers Market (CFM) is a public service, not-for-profit organization. Its primary mission is to encourage, support, and promote the entrepreneurial efforts of local, independent, small-scale farmers, food artisans and crafters seeking to sell products directly to the consumer while operating independently from large corporate or factory farms and businesses. Inherent in this mission is serving the community and the consumers who benefit from the availability of these farmers' products. Secondary goals are : To more fully develop local food systems; to educate consumers regarding the individual; community and environmental benefits of buying fresh, locally produced foods; to provide easy access to healthy foods to underserved population; to provide a venue for education and fundraising efforts of local nonprofit organizations, to grow the artistic and cultural resources of the community; and to create a lively public space that celebrates diversity, collaboration, and a sense of community.

Operation

The Colleton Farmers Market is a program of the Colleton Museum and is owned and operated by Colleton County. From May to October, the market is open every Tuesday from 2 – 6 PM and every Saturday from 10 AM – 2 PM. The market is located at 506 E. Washington St., Walterboro, SC 29488.

The CFM advisory committee provides guidance and makes recommendations regarding the market. The committee is comprised of market vendors, a customer representative, and representatives from Colleton County and the city of Walterboro. All aspects of the CFM may be subject to approval by Colleton County Council.

Permit fees, market set-up fees, revenue from fundraisers, and other funds received by the CFM will be used to pay for advertising, signs, permits, special events, promotions, manager salary and/or other expenses related to the CFM as appropriated by County Council. The CFM is a nonprofit organization.

What May Be Sold

Only farm products, value added farm products, a limited number of handcrafted items, and a limited number of prepared foods may be sold. Permission to sell any product is subject to the market rules in addition to any applicable restrictions imposed by law.

“Farm Products” are defined as fresh produce or other freshly harvested plants, products, fresh animal products, and live plants. Examples are fruits, vegetables, nuts, grains, cut flowers, bedding plants, fresh eggs, wood, honey and meat from farm animals. Selling of live animals is not permitted.

“Value-Added Farm Products” are defined as products made from farm products, from the parts of plants or animal raised on the farm, or from byproducts of farm activities. Examples include dried herbs, preserves, jams and jellies, pickles, baked goods, cheese from goats’ milk.

Vendors of prepared foods must be in compliance with SCDA and DHEC rules and regulations, and food items prepared for sale must have been prepared in a DHEC approved kitchen.

Craft items: At the discretion of the market manager and Advisory committee, and with consideration given to the mission and spirit of the market, market appearance, and atmosphere, a limited number of craft items may be approved for sale at the CFM. These will be limited to handcrafted items made by CFM vendor at home or studio or on the farm, with emphasis on heritage skills such as those that would be passed down through families. The approval craft items for sale at the CFM are recognized as an inherently subjective process, and the CFM manager and committee are entrusted with that responsibility. Artisans producing craft items are encouraged to include information about the sources of their local materials or the history of their craft both in their application and on site, and to regularly demonstrate their craft on-site.

Prepared foods: At the discretion of the market manager and advisory committee and with their consideration given to the positive spirit of the market, the market appearance, and the atmosphere, limited number of prepared foods (25% of the combined number of all market members) may be approved for sale at CFM. The approval of prepared foods

for sale at the CFM is a fairly subjective process, and the manager and committee are entrusted with that responsibility. All food vendors must be in compliance with the DHEC rules and regulations and food items prepared for sale must be prepared in a DHEC approved kitchen. For more information about requirements of processed or any other foods other than fresh produce, contact SC Department of Agriculture/food safety and compliance section at 803 – 737 – 9690.

Market Rules and Guidelines

1. Each vendor must have and display a permit to sell provided by the Colleton Farmers Market. Vendor applications are available at the Colleton Museum. The permit fee is \$15 and is not prorated. The permit fee will be refunded promptly in full to any potential seller whose application is not approved.
2. Applications from farmer/growers must include a list of crops they anticipate growing and in what quantities. Applications from crafters must include a list of crafts to be sold. Applications from food vendors must include a list of food items to be sold.
3. The market manager and advisory committee will determine vendor eligibility. Prior to approval, site visits are required for farmers new to the market. Farm visits may be conducted randomly throughout the season for new and returning farmers.
4. Each vendor certified to accept USDA farmers market nutrition program vouchers must display 2014 certification as provided by SC DA and SC DSS.
5. Vendor fees are five dollars per 10 foot space per day to participate in the market. It is the vendor's responsibility to make payment to the market manager and complete required paperwork within the first two hours of the market day.
6. Space assignment is designed to promote optimum pedestrian traffic flow; it is solely at the discretion of market manager and Museum director. Also, taken into consideration is vendor participation, safety, pedestrian traffic flow, product, vendor commitment, and general appearance of the market.
7. Setup is permitted beginning one hour prior to opening. Vendors not on the premises 15 minutes before market opening forfeit their reserved or assumed space unless they have received prior approval from the Market Manager. Breakdown should be completed by 15 minutes after the close of market. Repeated lack of compliance of this rule may be considered a violation of Farmers' Market rules.
8. Vendors must bring all needed supplies and equipment which may include tent, table, chairs, table coverings, signs, water, change, and bags. Any member vendor whose inventory requires special facilities or care must be able to provide for those needs.
9. Each vendor is responsible for providing securely anchored tents, tables, canopies, etc. , and cleaning up the area around his or her selling space both

during and after the market . Use of the market space is a privilege that may be revoked if a vendor fails to keep their area safe and clean.

10. Vendors are not permitted to dismantle their booths before the market closes unless they completely sell out of product and they coordinate with the market manager. They must ensure that they can remove their tent, tables and vehicle safely and without causing an unacceptable level disruption to the other market participants and their customers.
11. A minimum of 50% of farm products sold must be grown or produced by the vendor. The market manager may waive the 50% rule due to weather climate conditions
12. Food Sampling is permitted, however, the following guidelines apply: 1) Disposable gloves must be used; 2) Sample given in single servings only; 3) vendor must observe good sanitation practices; 4) Vendor must furnish own trash can for customer trash.
13. Farmers who have grown 100% of the items they sell may display signs to indicate this to customers. 100% of value added products, 100% of crafts, and hundred percent of prepared foods must be made or prepared by the vendor.
14. Only products currently being harvested in South Carolina, North Carolina, or Georgia may be sold.
15. The sale of types of produce not grown in South Carolina (pineapples, bananas, oranges, etc.)Is strictly prohibited.
16. “Hawking” by vendors to draw attention is not permitted.
17. Each member vendor will determine his or her own prices. Prices must be clearly marked and posted for all items sold at the Market. Where the product was grown (ex: grown in Orangeburg County or if grown by the market farmer there should be a sign saying “I Grew This”)
18. Pets in vendor spaces are not permitted. Customers may have pets on leashes.
19. A no smoking policy is in effect from member vendors while staffing their booths. No alcoholic beverages are permitted at the booths.
20. Nonprofit clubs, organizations, and groups may exhibit/sell items in the community booth at the market at no charge. One such organization per market is permitted. An application to reserve the space must be made in advance by contacting the market manager.
21. All value added agricultural goods must conform to the requirements of SC Food and Cosmetic Division Safety and Health regulations. It is the responsibility of each vendor to be aware of and to maintain compliance with any such regulations that apply to his or her products and maintain proper documentation at his or her booth. For more information contact the SC Department of Health and Environmental Control at 843 – 757 – 6441 or www.Scdhec.gov or the SC Department of Agriculture at 803 – 737-9690 or [HTTP://agricultural.SC.gov](http://agricultural.SC.gov).
22. All vendors must abide by state and local business or retail licensing requirements. It is the responsibility of each vendor to maintain compliance of any such regulations that apply to his or her products and maintain proper documentation on site. For more information, contact BSC retail tax commission at 803 – 898 – 5784 at www.sctax.org.

23. Colleton County is not responsible for any accident at the Colleton Museum & Farmers Market or Brown Hardware Bldg. property ("Colleton Kitchen"). It is the responsibility of vendor to maintain his or her own personal liability insurance as it pertains to the products which he or she is producing and selling.
24. Violation of this CFM rules as stated above or below or any violation of the laws of the state of South Carolina, Colleton County, the city Walterboro or the United States of America may result in suspension or expulsion from the market.
25. Rules are subject to change as deemed necessary by Colleton County.

26. To comply with nonprofit requirements and to assist with the other efforts to support the market, vendors may be asked to submit completed gross sales forms by product category and to represent themselves with honesty and integrity. The following guidelines apply.
 - *Sales forms shall be collected each week at the end of the market.
 - *Only the market manager shall be privy to their original forms. Discussion of the sales tallies for individual vendors is not permitted.
 - *Raw data shall be incorporated into a spreadsheet by category grouping and not by vendor name.
 - *Forms shall be destroyed after compiling into a spreadsheet.
27. The market manager is charged with the responsibility of resolving vendor disputes. All concerns and complaints must be submitted in writing, using form "Vendor Observation, Concerns, and Suggestions." Such form is available at the Farmers Market Desk.

28. Market vendors shall abide by the following rules of conduct:
 - *abusive, profane, threatening, or harassing language and actions toward market staff, other vendors, or customers is prohibited.
 - *Disparaging remarks to or about other vendors is prohibited on the Colleton Museum and Farmers Market campus.
 - *Fraudulent, dishonest and deceptive market merchandising is prohibited, including misrepresentation of product purchased for resale as a vendor grown product.
29. Violation of the above Market Rules may result in suspension from the Farmers Market as a Vendor.
30. If a vendor is suspended for rule violation the vendor may appeal the decision to the Farmers Market Committee whose decision shall be final.