



Dear Prospective Market Vendor,

Thank you for your interest in the 2010 Carolina First Saturday Market! The Carolina First Saturday Market is the City of Greenville's premier open-aiored market located curbside on Main Street in downtown Greenville. The 2010 market season will run every Saturday from May 1 to October 30 (except October 9 due to Fall for Greenville) from 8 a.m. to Noon.

Enclosed you will find the 2010 Carolina First Saturday Market Vendor Application and Rules & Regulations. Please return the completed application form by **March 1, 2010**. Please make sure application is completely filled out before submitting. Incomplete applications will not be processed. The application is not only a necessary component for selling at the Market, but also will be used as a resource tool in our marketing efforts. Your information will be used on the Saturday Market's web site and in other marketing materials for the public and media.

If you have any questions regarding the market application and/or the rules and regulations, please contact me at 864-467-4494.

I look forward to seeing you at the Market!

Sincerely,

Morgan Cox
Market Manager
City of Greenville Special Events



Vendor Categories

Selection of Vendors:

Vendors will be chosen from the applications by a Selection Committee according to these guidelines:

1. Returning 2009 Vendors who are in good standing with the Saturday Market.
2. Fulfillment of all requirements set out in the 2010 Rules and Regulations.
3. Type of Product: The desired ratio of vendors is as follows:
 - 50% farmer/produce/nursery/commercial
 - 33% crafter and the remaining
 - 17% as prepared food/miscellaneous

Therefore, farmers/produce/nursery/processor vendors always get priority over other applicants to maintain the core of this event as a farmer's market. Although no vendor is promised exclusivity, there is sometimes not enough demand to have more than one provider of the particular item(s).

4. Specialty Items: There will only be one vendor allowed per type of specialty item unless approved by the Selection Committee.
5. Quality of Product: All items wish to be sold by the applicant will be reviewed and must be of high quality, safe, and an enhancement to the Saturday Market.

Farmer/Produce/Grower:

Farmers are persons or entities that raise produce (vegetables, fruits, nuts, and grains), herbs, flowers or nursery crops from seed or plants. Beekeepers, egg farmers, poultry and livestock producers are considered farmers. Farmers may resell produce from other **local farms** only if they have approval from the Market Manager. The Farmers **must** provide what, when, and from where the produce is coming from on the application. If there are items in question, such as "out of season produce" being sold, you will be expected to provide proof of where this item was grown. To be approved, these items must bring some **added value** to the Saturday Market (i.e., something that the Market does not have already and/or something that produced lower yields than normal, EX: peaches after the 2007 Easter freeze).

- Items offered for sale must be homegrown and hand gathered.
- All items sold must be **LOCALLY** grown (within 100 miles of Greenville, SC). Special exceptions will be made on products not available to this area (i.e., fresh coastal seafood)
- Sodas, water, sports drinks, fruit juices, alcohol of any kind, canned and bottled beverages, or other "brand name/commercial" beverages may NOT be sold by vendors.

Reseller:

These persons are vendors selling fruits and vegetables and other items who are not farmers, but are second party vendors. Produce vendors offering trucked in fruits and vegetables will be allowed **ONLY** if they are bring in **locally grown** items (within 100 miles of Greenville, SC). The reseller must provide what, when, and from where the produce is coming from on the application. If there are items in question, such as “out of season produce” being sold, you will be expected to provide proof of where this item was grown. To be approved, these items must bring some **added value** to the Saturday Market (i.e., something that the Market does not have already and/or something that produced lower yields than normal, EX: peaches after the 2007 Easter freeze).

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Cooperative:

A cooperative is a jointly owned enterprise engaging in the production or distribution of goods or the supplying of services, operated by its members for their mutual benefit, typically organized by consumers or farmers. Cooperatives at the Market shall consist of only farmers and growers. Specialty items, baked goods, etc. will not be allowed under the cooperative category and shall apply under the appropriate category. If there are items in question such as “out of season produce” being sold, you will be expected to provide proof of where this item was grown. . If there are items in question, such as “out of season produce” being sold, you will be expected to provide proof of where this item was grown.

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- All items sold must be **LOCALLY** grown (within 100 miles of Greenville, SC). Special exceptions will be made on products not available to this area (i.e., fresh coastal seafood)
- Sodas, water, sports drinks, fruit juices, alcohol of any kind, canned and bottled beverages, or other “brand name/commercial” beverages may NOT be sold by vendors.

Crafter:

Crafters are persons who make the products they offer for sale at the Market with their own hands. A majority of the tools and equipment used by the crafter to produce their products must require skill, person handling and/or guidance by the crafter. **No commercial items, no imported items, no manufactured items, and no second hand items shall be resold by crafters.**

Acceptable Craft Products: handmade bath products, herbal products, garden art and furniture, pottery, candles, botanical and floral products, abused metal work, wrought iron garden art, and crafts made from agricultural materials such as goats' milk, eggs, and beeswax. Items such as photographs, paintings, etc. will be considered on an individual basis with regards to subject matter and space availability. **At this time we are not accepting handmade jewelry, purses, or scrapbooking kits.**

- Items must be original, unique, actual work of the crafts person, family member or partner.
- All products must be high quality, safe and an enhancement to the Market.
- All products must be pre-approved by the Market committee.
- No imports, novelties, franchise products or items made from craft kits may be sold at the Market.
- Sodas, water, sports drinks, fruit juices, alcohol of any kind, canned and bottled beverages, or other "brand name/commercial" beverages may NOT be sold by vendors.

Processor:

Processors are persons who offer fresh food products (such as jellies, jams, salsas, ciders, etc.) that have added some sort of "hands-on" processing (such as smoked meats, honey, handmade candies, etc.). **Please see Page 14 - SCDHEC policies regarding processing.**

- If applicable, you must have a Department of Agriculture and/or Department of Health and Environmental Control Certificate. You must bring the certificate(s) each time you work the Market.
- You must adhere to the Greenville County Health Department regulations (for specific information, contact the health department at 864.282.4100).
- All food must come from an approved source and be packaged under established guidelines.
- Sodas, water, sports drinks, fruit juices, alcohol of any kind, canned and bottled beverages, or other "brand name/commercial" beverages may NOT be sold by vendors.

Commercial Vendors/Food Vendors:

Commercial Vendors/Food Vendors are vendors who are not produce farmers, growers, resellers, food vendors, crafters or processors. Commercial Vendors are vendors who sell their items at other outlets in addition to the Saturday Market.

Food Vendors offer fresh food products that they have processed themselves into ready-to-eat goods. ***Bakeries fall into this category, however the Saturday Market can only support a limited amount of bakeries to avoid saturation of this type of product.***

The Saturday Market does not accept any food vendors that plan on preparing food on-site as SCDHEC law prohibits on-site food preparation at this type of event.

- You must have a Department of Agriculture and/or Department of Health and Environmental Control Certificate. You must bring the certificate(s) each time you work the Market.
- You must adhere to the Greenville County Health Department regulations (for specific information, contact the health department at 864.282.4100).
- All food must come from an approved source and be packaged under established guidelines.
- Sodas, water, sports drinks, fruit juices, alcohol of any kind, canned and bottled beverages, or other “brand name/commercial” beverages may NOT be sold by vendors.
- All products must be high quality, safe and an enhancement to the Market.

2010 Saturday Market Dates and Fees

Dates: Saturdays, May 1 through October 30 (except October 9)

Times: 8:00 a.m. – 12:00 noon

Location: South Main Street at McBee Avenue

Hours of Operations:

7:00 a.m. Vendors arrive and set-up at event site

7:45 a.m. All vehicles **must** be off of event site – absolutely no exceptions

8:00 a.m. Market Opens

12:00 p.m. Market Closes

12:10 p.m. Vendor vehicles may return to event site for loading

****If you arrive later than 7:45am for set-up you are expected to carry your items on-site. Excessive tardiness will not be tolerated.****

Fees:

- Farmer/Produce, Grower, & Cooperative:

- \$600 for full season (27 weeks = \$75 savings) or \$25 for each date present per space.
- \$75 banner fee must be made in full prior to the first market date. If you are a returning vendor who has already purchased a banner, this fee will not apply.
- Each space includes a 10' x 10' tent and a 6' table.
- It is preferred that payments be made in full prior to the beginning of the Market season, but a payment schedule can be worked out if necessary.
- Additional spaces are \$20/week. (Additional spaces are limited and must be approved by Market Manager in advance).
- There will be a yearly installation fee of \$50 for vendors using electricity.

-Crafter, Reseller & Processor:

- \$720 for full season (27 weeks = \$90 savings) or \$30 for each date present per space
- There will be a \$5 weekly discount for returning vendors. In order to qualify for the returning vendor discount you must have been a vendor at the Saturday Market the prior season for the full season.
- \$75 banner fee must be made in full prior to the first market date. If you are a returning vendor who has already purchased a banner, this fee will not apply.
- Each space includes a 10' x 10' tent and a 6' table.
- It is preferred that payments be made in full prior to the beginning of the Market season, but a payment schedule can be worked out if necessary.
- If you wish to acquire additional spaces, it is \$20/week. (Additional spaces are limited—must be approved by Market Manager in advance).
- There will be a yearly installation fee of \$50 for vendors using electricity.

-Commercial Vendor/Food Vendor:

- \$960 for full season (27 weeks = \$120 savings) or \$40 for each date present per space.
- \$75 banner fee must be made in full prior to the first market date. If you are a returning vendor who has already purchased a banner, this fee will not apply.
- Each space includes a 10' x 10' tent and a 6' table.
- It is preferred that payments be made in full prior to the beginning of the Market season, but a payment schedule can be worked out if necessary.
- If you wish to acquire additional spaces, it is \$20/week. (Additional spaces are limited—must be approved by Market Manager in advance).
- There will be a yearly installation fee of \$50 for vendors using electricity.

Banner Fee:

New Market Vendors will be charged a one-time \$75 fee for their booth banner (past vendors banners will be used when possible). The Market staff will hang, remove, and store the banner. The banner will belong to you and you may take it and use it at other events, etc when needed. Please notify Market staff if you are removing your banner from the Market site to be used for another purpose. It is your responsibility to return it for use at the Saturday Market. New vendors must submit their banner fee once accepted into the Saturday Market. All vendors are required to have a uniform banner at their booth.

License, Permits, Inspections and Special Fees:

- The Market will secure a City of Greenville Event Business License for all vendors.
- Vendors must be licensed to conduct business in the State of South Carolina and secure a SC retail license.
- Vendors are responsible for their own taxes (including sales tax), necessary permits, inspections (food, agricultural & nursery plants), and license liabilities.



Vendor Information

Business Name: _____

Contact Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Mailing Address (if different): _____

Day Phone: _____ Evening Phone: _____

Fax: _____ Cell Phone: _____

Email: _____

Business Website: _____

Best way to reach you: Phone Email Mail

Business Type: *(Please check all that apply)*

Farmer/Produce Nursery/Grower Processors

Crafter Cooperative Reseller

Commercial Vendor/Food Vendor

Growing practices:

Certified Organic Certified By _____

Practicing Sustainable (non-certified organic)

Conventional (use synthetic chemicals)

I expect to be re-selling other farmers products *(indicate farmer's growing practice above):*

Name and location of growers: _____

Insurance:

Do you have farm liability insurance which covers incidents that may occur off your farm premises? Yes No

Do you have product liability insurance? Yes No

If you answered yes to any of the above liability insurance questions, please provide the following information:

Name of Policy Holder

Policy Number

Electricity:

Do you need electricity for you booth? Yes No

If yes, what will it be used for? _____

*Due to site limitations, electricity will only be available for essential needs. **There will be a one time installation fee per season of \$50.00 to each vendor using electricity. **

Vendor Commitment

I, _____, agree to be at the Carolina First Saturday Market every Saturday on the dates checked below. I understand that I may be forfeiting my space if I do not give the Market Coordinator at least **one week** (7 days) notice of an absence.

Circle the dates that you wish to reserve at the Carolina First Saturday Market:

May: 1 8 15 22 29 **September:** 4 11 18 25

June: 5 12 19 26 **October:** 2 16 23 30

July: 3 10 17 24 31

August: 7 14 21 28

**There is no market on October 9 due to Fall for Greenville*

Once accepted as a vendor, you will be notified and payment arrangements will be made at that time. You may pay by credit card, check, or with cash.

BUSINESS TYPE	BANNER FEE (ONE TIME FEE)	DAILY FEE	NUMBER OF DAYS ^{*A}	# OF 10 X 10 SPACES ^{*B}	RETURNING VENDOR DISCOUNT ^{*C}	TOTAL COST ^{*D}
Farmer/Produce, Grower, Cooperative	\$75.00	\$25.00			n/a	\$
Processor	\$75.00	\$30.00			- \$5/wk	\$
Reseller	\$75.00	\$30.00			- \$5/wk	\$
Crafter	\$75.00	\$30.00			- \$5/wk	\$
Commercial Vendor / Food Vendor	\$75.00	\$40.00			- \$5/wk	\$

A = 27 Weeks of Commitment (May 1 – Oct. 30, 2010). These vendors may be absent 1-2 times if needed, but must let the Market Manager know at least 7 days in advance.

B = Additional space is available at \$20/week. Must know in advance and be approved by Market Manager.

C = In order to qualify for the returning vendor discount you must have been a vendor at the Saturday Market the prior season for the full season.

D = Once accepted into the Market, the minimum payment is banner fee (if applicable) and 1st reserved Saturday by April 30, 2010 for all who are not choosing the full season payment method. The remainder may be paid prior to the market or collected according to a payment schedule.

2010 Saturday Market Rules and Regulations for ALL Saturday Market Vendors

Please initial at the end of each page after reading – if accepted as a vendor, you will be expected to follow all policies.

Booth Set-up:

- Vehicles are allowed on site to unload only.
- ALL vehicles MUST be off-site by 7:45 a.m. – no exceptions. If you are running late, please make arrangements to carry your items in to the event site. Excessive tardiness will not be tolerated.
- Vendors are encouraged to be creative in decorating their booths/tents.

Booth Take Down:

- No vehicles will be allowed on site until 10 minutes after official Market closing time. Please wait for Market staff or police to notify you of when it is safe to enter.
- Vendors are committed to stay until closing. If you sell out of product, or need to leave early for special circumstances, please contact the Market Manger.
- Vendors leaving before closing time without Market Manager approval may result in expulsion for the duration of the season.
- Vendors are responsible for keeping their own spaces clean and attractive during and after the Market.
- Vendors must clean up the area around their booths and sales area before leaving. Waste and trimmings may be placed in trash receptacles. Containers such as large boxes and crates must be taken with you off site at the end of the day.

Vendor Parking:

- Vendor parking will be provided near the Market site. If you choose to park elsewhere, your car may be towed at your risk and expense.

Business Cards/Promotions/Recipes:

- Please bring business cards, recipes, menus, growing tips, etc. to pass out to market-goers!

Restrooms:

- Restroom facilities will be available for vendors on site.

Attendance:

- If you have committed to be at the Market, we expect you to be there unless extenuating circumstances exist.
- One week (7 days) notice is required if you will not be able to attend a committed Saturday.
- Failure to be present on a committed date and/or give notice of absence may result in the forfeiture of your privilege to participate in the Carolina First Saturday Market.

Cancellation:

- The Market Manager has the right to cancel the Market due to severe weather conditions.
- Conditions that threaten public safety (high winds, lightning, etc.) will cause cancellation.
- If the Market is cancelled, all vendors will be contacted at the phone number and/or email address on record.
- A message will also be left at 864.467.4494 for vendors and Market attendees.
- If weather conditions deteriorate during the Market hours, the Market Manager will consult with the vendors who are present and will make a decision to close the Market early.
- If the Market is cancelled for any reason, vendors may not sell from their vehicles or set-up at the Market site.

Miscellaneous

- The Carolina First Saturday Market (herein known as the “Market”) reserves the right to prohibit anyone from selling and/or refuse any product from being sold.
- The Market reserves the right to refuse participation to vendors who do not comply with Market regulations or do not meet Market standards which include, but are not limited to, following all local, city, state, and federal laws and regulations.
- Market staff has the authority to move and reassign vendor spots to enhance or facilitate Market operations.
- Vendors may not sell any items not approved or listed in the Market application. Market staff has the right to ask a vendor to remove their products. **If you wish to sell something different during the course of the season, the Saturday Market Committee must first approve the new items.**
- Sodas, water, sports drink, fruit juices, alcohol of any kind, canned and bottled beverages, or other “brand name/commercial” beverages may **NOT** be sold by vendors.
- Children must be supervised at the Market site at all times.

- Vendors are required to wear proper attire, including shoes and shirts, while selling at the Market.
- The Market is not liable for any injury, theft, or damage to either the buyer or seller, or their property, arising from or pertaining to preparation for or participation in the Market.
- Hawking is strictly prohibited at the Market.
- Abusive language and hazardous or offensive behavior will not be tolerated. The Market staff has the right to request the offending vendor to leave the area. Upon failure of the offending party to leave, the Market may remove property at the vendor's expense, and the Market is discharged from any and all loss or damage occurring in such removal.
- No imports, novelties, franchise products or items made from craft kits may be sold at the Market.
- The Market does not guarantee the marketability of the vendors' goods or the success of the vendors' efforts.
- The standard weekly space fee includes a 10x10 tent and one six foot table. **Please be aware that the provided tent is meant to assist in shading the sun from you and your products – not protection from the rain. If you have an item that is easily damaged by rain, please make the appropriate arrangements before attending on weeks that rain is forecasted.**
- Please come prepared with your own site supplies (extra tables, chairs, tape, tacks, scissors, etc.).
- Per City ordinance, no pets are allowed in the permitted Market area – with the exception of service dogs.
- Each vendor operates as an individual entity and is responsible for setting his/her own prices. Weights and measures are expected to be in accordance with local, state, and federal regulations.

I have read, agree, and will comply with all of the rules and regulations for the Carolina First Saturday Market.

I also acknowledge that I have not been promised exclusivity for my product.

Applicant Signature: _____ Date: _____

Hold Harmless Clause:

I hereby agree to indemnify and hold harmless The City of Greenville, it's employees, officers, agents and/or contractors for and against any and all damages, losses, suits, liability and/or causes of action resulting form property damage, and/or from personal injury, including death, of myself arising out of or in any way connected with our participation in the Carolina First Saturday Market Program, except to the extent that such damage or injury is caused by the gross negligence or willful misconduct of the City of Greenville, and covenant not to sue or take action against the City of Greenville, it's employees, officers, agents and/or contractors except as set out herein. I further permit the City of Greenville to use photographs of me for the City of Greenville Publicity.

All vendors participating in the Carolina First Saturday Market must abide by these rules. The City of Greenville shall enforce all rules and regulations. Permits to participate in the Carolina First Saturday Market can be revoked by the City of Greenville.

Applicant Signature: _____ Date: _____

THANK YOU for your interest in participating in the Carolina First Saturday Market. Please return your signed application as soon as possible. We are looking forward to providing a fun and successful event, showcasing the Upstate's fresh produce, talented crafter, and tasty food.

Please send SIGNED and COMPLETED application to:
City of Greenville
Saturday Market
P.O. Box 2207
Greenville, SC 29602

Processed Foods

The state of S.C. **does not allow any food items for public sale to be manufactured in a home kitchen.** Any process where exposed food is mixed, repacked, packaged and/or cooked is considered food manufacturing and falls under SCDA/FDA jurisdiction. Any sauce, pickled food, bottled product, and/or canned food must be sent to a **Process Authority** (Clemson University or N.C. State) for analysis prior to sale.

In order to manufacture food for public sale, all vendors must follow these requirements:

1. Use an inspected facility (either SCDHEC approved or SCDA approved) and be under SCDA or DHEC jurisdiction. A home kitchen **IS NOT** an acceptable facility. An individual can sell non-hazardous baked goods that are prepared **ON SITE** if they receive a permit from the County DHEC office. Vendor s should post this at their booth or table.
2. Prior to sale, a vendor must send any and all **canned/jarred/bottled foods** (jams, jellies, sauces, and pickled foods) to Clemson University (Dr. Barron 864-656-3397) or N.C. State (Mrs. Joanna Foegeding 919-515-2951) for analysis. Pickled foods (chow-chows, sauces, and pickled vegetables) are **acidified** foods and require attendance to a Better Process Control School, registration with the Food and Drug Administration, and a certified scheduled process; including proper and accurate record keeping. All of this is to prevent **Botulism poisoning**, which can and does happen. **Illegally Home Canned goods are considered hazardous and adulterated and will be removed from sale.**
3. Eggs that are sold off a grower's residence or farm (at our local farmers markets) must be inspected and graded according to USDA standards and kept on refrigeration @ 45 F. Unlabeled eggs or eggs off refrigeration are considered adulterated and will be removed form public sale. Violations of this law are a misdemeanor and carry a fine of not less than \$200 or more than \$500 or imprisoned not more than ninety days, or both. Food and Cosmetic Act (Egg Law) Section 39-39-180.
4. An approved label that includes **Name of Product, Ingredient List, Name and Address of Manufacturer, and Net Weight** is required on all foods sold to the public. This is a state and federal law. Pay close attention to font size, placement of information, accuracy, and allergen disclosure.
5. SC DHEC Dairy Division will handle all regulations and requirements regarding Milk. SC Meat and Poultry Division will handle all meat items including poultry, beef, pork, and lamb. All products crossing state line will be under the jurisdiction of the Food and Drug Administration and/or United States Department of Agriculture/Food Safety Inspection Service.