



Dear Prospective TD Saturday Market Vendor,

Thank you for your interest in the 2024 TD Saturday Market! The TD Saturday Market is the City of Greenville's premier open-air Market located curbside on Main Street in downtown Greenville. The 2023 market season will run every Saturday from May 4 to October 26 (except October 12 due to Fall for Greenville) from **8:00 a.m. to 12:00 p.m.**

Enclosed you will find the 2024 TD Saturday Market Vendor Rules & Regulations. Applications are due online by **January 31<sup>st</sup>, 2024 for returning vendors and February 29, 2024 for new vendors.** Please make sure your application is completely filled out before submitting. Incomplete applications will not be processed. Your information will be used on the TD Saturday Market's website and in other marketing materials for the public and media.

To ensure effective correspondence, please provide the contact information (name, email, phone number) for the person who will be most active in the TD Saturday market communication, as information provided in this application will operate as the primary vendor contact.

Please note, due to the fluidity of the Covid-19 pandemic, modifications to the information below are possible. We remain committed to evaluate and comply with local, state and federal agencies, while continuously keeping the safety of vendors, staff and the community at the forefront of all decisions.

If you have any questions regarding the TD Saturday Market application and/or the rules and regulations, please contact me at 864-467-4494 or [kallen@greenvillesc.gov](mailto:kallen@greenvillesc.gov).

We look forward to a successful 2024 TD Saturday Market!

Sincerely,

Kristen Allen  
Saturday Market Coordinator  
City of Greenville – Department of Parks, Recreation & Tourism



## **APPLICATION INFORMATION**

### **Procedure to become an eligible applicant:**

1. Read the TD Saturday Market Rules and Regulations
2. Completely fill out the online application
3. When received, your complete application will be submitted to the TD Saturday Market Committee for review.
4. If your application is approved, a site visit may be conducted prior to **May 1, 2024**. The market coordinator is not required to announce or schedule site visits, although some attempts to schedule will be made. Failure to cooperate with the City of Greenville regarding site visits will result in application being removed from the application process.
5. All applications submitted by **their coordinating deadlines** will be notified regarding their acceptance into the TD Saturday Market by March 8, 2024.
6. All applications received after **February 29, 2024** will be evaluated based on TD Saturday Market needs.
7. Accepted vendors are required to submit digital photos of farm/products and a vendor description prior to March 22 for use in marketing materials and event signage. Specific details of what is needed will be sent to accepted vendors.
8. All accepted applicants will be required to attend a TD Saturday Market '2024 Season Meeting' to be scheduled in April.

**INDEX:**

General Market Information, Permits and Licensing ..... Page 3

Vendor Selection ..... Page 7

Vendor Classification ..... Page 8

Fees ..... Page 10

Rules and Regulations ..... Pages 11 - 13

Attachments:

- A. SCDA, Requirements for Selling Manufactured or Processed Foods at Farmers Markets
- B. Nursery Regulations

## GENERAL MARKET INFORMATION, PERMITS AND LICENSING

**Dates:** Saturdays, May 4 through October 26 (except October 12)

**Times:** 8:00 a.m. – 12:00 p.m.

**Location:** South Main Street at McBee Avenue

### REQUIRED PERMITS, LICENSES, INSPECTIONS AND SPECIAL FEES:

- Vendors must be licensed to conduct business in the state of South Carolina. The state requires all vendors (including resellers), with the exception of farmers, to secure a SC retail license and post it at their booth each week for the entire season. Please see <https://dor.sc.gov/tax/registration/faq> for more information. **A copy of your license must be submitted with your application prior to February 28 to be accepted.**
- Vendors are responsible for their own taxes (including sales tax), necessary permits, inspections (food, agricultural & nursery plants), and license liabilities.
- ***All vendors planning to sell any food product please see Attachment A: South Carolina Department of Agriculture's Requirements for Selling Manufactured or Processed Foods at Farmers Markets.***

### REQUIRED PERMITS, LICENSES, INSPECTIONS AND SPECIAL FEES (CONT'D):

- Any vendors planning to only sell retail (meaning you are only selling directly to the end consumer) will now be covered under SCDHEC. Any vendors also planning to do wholesale (meaning you are selling to other stores/vendors) are still covered under SCDA.
- The TD Saturday Market **does not allow any food items for public sale to be manufactured in a home kitchen.** If you are making food items, you must show a valid DHEC kitchen license in your name for the kitchen you are preparing your items in or a valid RVC. 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 and a copy of the results must be submitted with your application.
- All eligible South Carolina vendors are required to fulfill the South Carolina Department of Agriculture's "SC Certified" application process for admittance in the TD Saturday Market. This includes farmers, nurseries, food producers and crafters.

### **Agricultural Sellers**

- Corn Meal and Grits – corn checked by SCDA, Grist Mill Inspection SCDA, Inspection Report/Registration Number SCDA, approved SCDA labeling
- Dairy (including cheese) – SCDHEC Dairy regulations

- Eggs – SCDA wholesale license, approved USDA labeling / washing / inspection / grading
- Honey – Honey House inspection SCDA, approved SCDA labeling
- Meat (poultry, beef, pork, and lamb) – SC Meat & Poultry registration, inspection, become Registered Meat Handler, inspection mark of SCMPID or USDA on meat, liability insurance
  - If meat crosses state lines it must have a USDA (federal) Mark of Inspection.
- Meat (rabbit, quail, alligator) – SCDA certification
- \*\*Certified SC Grown – SCDA registration

### Non-Agricultural Sellers

- Ocean Fish (whole and unprocessed) – contact DNR, Wholesaler License
- Ocean Fish (processed, dressed) – course/plan HACCP FDA, facility inspection/registration SCDA, wholesaler or commercial fisherman license, liability insurance
- Boiled Peanuts (off-sight) -- SCDA or SCDHEC inspected and registered facility, approved SCDA labeling
- Baked Goods, Candy, Nuts -- SCDHEC or SCDA registration, approved SCDA labeling
  - Owners of DHEC approved bakery / restaurant: SCDHEC catering or retail food license, retail Grade “A” permit
- Canned, Jarred, Bottled Foods – required analysis at Clemson or NC State, SCDHEC or SCDA approved and registered manufacturing facility

### LOCAL LICENSING AGENTS:

#### SC Department of Agriculture (SCDA)

<https://agriculture.sc.gov/>

Baked Goods, Candy, Covered Nuts .....	(803) 737-9690
Canned, Jarred, Bottled Foods .....	(803) 737-9670
Honey .....	(803) 737-9690
Corn Meal & Grits .....	(803) 737-9700
Eggs .....	(803) 737-9690
Grist Mill Inspection .....	(803) 737-9690
Meat (poultry, beef, pork, lamb) .....	(803) 737-9690
**Certified SC Grown Program .....	(803) 734-2200

<https://www.certifiedscgrown.com/>

#### Department of Natural Resources (DNR)

<http://www.dnr.sc.gov/>

Fish Whole & Unprocessed .....	(803) 734-3886
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#### SC Department of Health and Environmental Control (SCDHEC)

<http://www.scdhec.gov/>

Bakery/ Restaurant .....	(803) 896-0640
Dairy .....	(803) 896-0644

**SC Meat and Poultry Inspection Division (SCMPID)** .....(803) 788-8747  
<http://www.clemson.edu/public/lph/scmpid/>

**Fish Wholesaler License** .....(843) 953-9036

## VENDOR SELECTION

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

1. **A Complete 2024 Application Submitted:** Including a detailed description of products to be sold and all certifications, permits and licenses. Applications missing proper licensing and permits documentation will not be considered. All permits and licenses must be submitted with the application.
  
2. **Type of Product:** The desired ratio of vendors is as follows:
  - 50% farmer/producer/nursery
  - 30% processor/commercial
  - 20% as crafterTherefore, farmers/producers/nurseries may 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).
  
3. **Quantity/ Quality of Product:** All items wish to be sold by the applicant will be reviewed and must be of high quality, safe, of suitable quantity, and an enhancement to the TD Saturday Market.
  
4. **Where Product is Grown/Produced:** Applications must include a detailed description of where products are grown or produced. **Priority is given to LOCALLY grown, produced, processed and crafted products within 100 miles of Greenville, SC.** The TD Saturday Market Committee reserves the right to make exceptions to this rule based upon quality of product, vendors' prior history with the TD Saturday Market and lack of product availability within 100 miles of Greenville, SC (i.e., fresh coastal seafood).
  
5. **Specialty Items:** Specialty items will be selected and approved based on consumer needs.
  
6. **Market Season Availability:** Priority may be given to farmers and processors that commit to the entire season.
  
7. **Market History:** Number of years a farmer has been with the TD Saturday Market, attendance record, and history of compliance with market rules.

## VENDOR CLASSIFICATION

The list below applies to all vendor categories:

1. Vendors whose products or practices place them in more than one category are subject to all the requirements of both categories, **including the higher of two fees. (Crafters and producers that grow/raise 100% of their product are excluded from the higher fee rule.)**
2. **Priority is given to items that are LOCALLY grown, produced, processed and crafted within 100 miles of Greenville, SC.** The TD Saturday Market Committee reserves the right to make exceptions to this rule based upon quality of product, vendor's prior history with the TD Saturday Market and lack of product availability within 100 miles of Greenville, SC (i.e., fresh coastal seafood).
3. All vendors please review Attachment A: SCDA, Requirements for Selling Manufactured or Processed Foods at Farmers Markets.
4. **ALL PRODUCTS** to be sold during 2024 season must be listed on the application to be approved.
5. New items intended for sale during the season must be submitted for approval **BEFORE** being sold at the TD Saturday Market.
6. 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.

### Farmer/Producer/Grower:

Farmers produce **locally grown** vegetables, fruit, nuts, grains, herbs, flowers or nursery crops from seed or plants. Beekeepers, egg farmers, poultry and livestock producers are considered farmers. Farmers that wish to resell products from another farm, please see reseller category below. **Nursery growers please see Attachment B: Nursery Regulations.**

### Crafter:

Crafters produce original, unique, high quality, safe, garden/farm/environmentally-related items which bring some **added value** to the TD Saturday Market. All products must be actual work of the crafter and produced within 100 miles of Greenville, SC. **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. All crafters 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.**

### Processor and Commercial Vendors:

Processors are vendors that use **locally grown** produce to make their products (such as jellies, jams, salsas, ciders, smoked meats, honey, handmade candies, etc.) This vendor does not operate a commercial business.



Commercial vendors use **locally grown** ingredients in their products. All products must be high quality, safe and an enhancement to the TD Saturday Market. ***Bakeries fall into this category; however the TD Saturday Market can only support a limited amount of bakeries to avoid saturation of this type of product.***

*The TD Saturday Market does not accept any vendors that plan on preparing food or serving for consumption on-site. The TD Saturday Market has three sponsors with on-site consumption privileges.*

- You must have a Registration Verification Certificate or a DHEC kitchen license in your name. If you are a retail only vendor you must have all necessary permits required by DHEC. You must submit with application and bring certificate(s) to each 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.
- *The TD Saturday Market requires that ALL PREPARED food be properly labeled with a list of ingredients.*
- **Priority is given to food produced by processors and commercial vendors from an approved kitchen within 100 miles of Greenville, SC.** The TD Saturday Market Committee reserves the right to make exceptions to this rule based upon quality of product, vendor's prior history with the TD Saturday Market and lack of product availability within 100 miles of Greenville, SC.

#### **Reseller:**

Resellers are vendors that are classified as farmers who wish to **supplement their yield with local produce**, which they did not grow or produce themselves. Farmers may resell produce from **other local farms** only if they have approval from the Market Coordinator. To be approved, these items must bring some **added value** to the TD Saturday Market (i.e., something that the Market does not have already and/or something that produced lower yields than normal, ex: peaches) and be accepted by the Market Committee.

- All items approved for resale must also be **locally grown** items from within 100 miles of Greenville, SC. The TD Saturday Market Committee reserves the right to make exceptions to this rule based upon quality of product and lack of product availability within 100 miles of Greenville, SC.
- The vendor must submit a letter of permission from the farm of origin listing all items to be resold with their application.
- A "farm of origin" label is displayed with the product.
- Farmers reselling any item will be classified as a reseller and subject to the higher fee.

#### **Organic Products:**

Farmers and producers wishing to sell organic products must provide a copy of their organic certification and must display a copy of the organic certificate onsite.

Vendors are not allowed to advertise organic products unless they have an organic certification issued by the USDA or a USDA approved Accredited Certifying Agent.

## VENDOR FEES

- It is preferred that payments be made in full prior to the beginning of the market season, but payments can be made monthly if need be.
- The Market Coordinator must be notified of any cancellations no later than the Wednesday prior to the market in order to receive a refund credit. Vendors who cancel after Wednesday for that week's market will not receive a refund.
- Each space includes a 10' x 10' tent
- Additional spaces are \$25/week, are limited to farmers only and are not guaranteed. They must be requested and paid for in advance.
- Last minute market requests will be accepted if space is available.
- Payment for the TD Saturday Market will be on a pre-paid monthly basis. On the last Saturday of the month, the Market Coordinator will collect payment for the upcoming month.
- If a vendor is not at the market on the last Saturday of the month, then it is their responsibility to get payment to the Market Coordinator either by mail or by dropping off payment at City Hall. Payment is due on the dates listed below. **A \$15 late fee will be assessed to late monthly vendor fees.**

<b>PAYMENT DUE:</b>	<b>MARKET DATES:</b>
April Vendor Meeting	May 4, 11, 18, 25
June 1	June 1, 8, 15, 22, 29
July 1	July 6, 13, 20, 27
August 1	August 3, 10, 17, 24, 31
September 1	September 7, 14, 21, 28
October 1	October 5, 19, 26 (No Market October 12)

<b>Vendor Type</b>	<b>Price per 10' x 10' Space</b>	<b>Full Season = 25 Weeks</b>	<b>Pre-Paid Full Season* with Discount</b>
Farmer/Producer/Grower Cooperative	\$30	\$750	\$675
Crafter	\$35	\$875	\$787.50
Processor/ Commercial Reseller	\$40	\$1,000	\$900
*Banner Fee	\$75		
*Electricity Fee ( <b>Yearly -Per Outlet</b> )	\$50		
*Additional Space, farmers only (if available)	\$25		

**\*Full Season= 25 Weeks of Commitment** (May 4 – Oct. 26, 2023, excluding Oct. 12).

### **Banner Fee:**

All vendors are required to have a uniform banner at their booth. New market vendors will be charged a one-time \$75 fee for their booth banner (past vendors' banners will be used when possible). The banner belongs to the TD Saturday Market and staff will hang, remove and store the banner. New vendors must submit their banner fee once accepted into the TD Saturday Market.

### **Electricity Fee:**

There are limited spaces with access to electricity. Market vendors will be charged a yearly installation fee of \$50 **per outlet** for access to this electricity. Priority for electricity will be for vendors requiring electricity to keep product fresh and/or frozen through the use of refrigerators, coolers, etc. Vendors using power for items such as cash registers, scales, fans, etc will be evaluated after all other needs have been assessed.

## RULES AND REGULATIONS

### **Hours of Operations:**

- 7:00 a.m. Vendors arrive and set-up at event site, no earlier
- 7:45 a.m. All vehicles **must** be off event site – absolutely no exceptions
- 8:00 a.m. TD Saturday Market Opens
- 12:00 p.m. TD Saturday Market Closes
- 12:10 p.m. Vendor vehicles may return to event site for loading once approved by onsite police officers.

### **Attendance:**

- If you have committed to be at the TD Saturday Market, we expect you to be there unless extenuating circumstances exist. The Market Coordinator must be notified of any cancellations no later than Wednesday of market week.
- *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 TD Saturday Market.*
- All vendors must notify the Market Coordinator of an absence by the Wednesday prior to the market in order to receive a refund.
  - Due to the large discount that vendors receive, refunds will not be given to vendors who pre-pay for the full season. In the event that a vendor must miss multiple dates and would like a refund, the vendor will be switched back to the monthly price for each market and a refund will be given for the difference.

### **Booth Set-up:**

- Vehicles are allowed onsite to unload only at 7:00 a.m., no earlier and please be patient with other vendors during the booth set up process.
- **ALL vehicles MUST be off-site by 7:45 a.m. – no exceptions. If you arrive later than 7:45 a.m. for set-up you are expected to carry your items onsite. Excessive tardiness may result in forfeiture of your privilege to participate in the TD Saturday Market.**

### **Booth:**

- Each vendor is entitled to 10 feet of frontage space. Vendors must keep their merchandise and tables neatly within the designated stall space unless authorized by the Market Coordinator.
- Vendors are responsible for keeping their own spaces clean and attractive during and after the TD Saturday Market.
- The standard weekly space fee includes a 10x10 tent. **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 when rain is forecasted.** Vendors may not add additional weather-resistant or waterproof materials to a market tent, without approval, prior to the beginning of the current market season.
- Please come prepared with your own site supplies including tables, chairs, extension cords, etc. Due to issues with storage and transportation, tables will not be provided.

### **Product Price Signage:**

- All items must always be clearly priced with TD Saturday Market approved signage and posted prior to first sale. A TD Saturday Market product price signage template will be available if needed.
- All resale items must have TD Saturday Market approved signage including the name of the farm of origin.

### **Booth Take Down:**

- No vehicles will be allowed onsite until 10 minutes after official market closing time. Please wait for TD Saturday Market staff or police to notify you of when it is safe to enter.
- 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.

### **Space Assignment:**

- Vendors' assigned spaces are **not permanent and may be changed at the discretion of the Market Coordinator for any Market date during the season** and/or annually in order to facilitate TD Saturday Market operations.

### **Vendor Parking:**

- There is plenty of free parking for vendors near the market site. Pay close attention to the street and parking lot regulations for you may be towed at your risk and expense.
- All parking must be in a marked parking space outside of the event site. No parking is allowed in any median or lane of traffic (even if the road is closed).
- Parking in handicap spaces is only allowed with a valid handicap permit regardless of where the spot is located. Violators will be ticketed by the Greenville Police Department.

### **Restrooms:**

- Public restroom facilities will be available for vendors.

### **Cancellation:**

- The Market Coordinator has the right to cancel the TD Saturday Market due to severe weather conditions.
- TD Saturday Market management reserves the right to remove or adjust a vendor's market schedule (at any time), within the current market season, due to a high volume of cancellations. (ie. – 3 or more cancellations).
- Conditions that threaten public safety (high winds, lightning, etc.) will cause cancellation.
- If the TD Saturday 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 Coordinator will consult with the vendors who are present and will make a decision whether to close the TD Saturday Market early.
- If the TD Saturday Market is cancelled for any reason, vendors may not sell from their vehicles or set-up at the market site.

### **Farm/Facility/Site Visits:**

- Vendors are selected for farm/facility/site visits on, but not limited to the following circumstances;
  1. When a vendor first applies for the TD Saturday Market.
  2. When information is received requiring verification.
  3. As part of the normal audit cycle.

**Additional:**

- The TD Saturday Market reserves the right to prohibit anyone from selling and/or refusing any product from being sold.
- The sale of merchandise with your company logo (i.e. shirts, hats, etc.) is not permitted to be sold at the market.
- Vendors are not allowed to promote another organization or event including non-profit organizations and political candidates and/or issues.
- The TD Saturday 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.
- Vendors may not sell any items not approved or listed in the TD Saturday 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 Market Committee must approve the new items prior to selling at the market.**
- Vendors are required to wear proper attire, including shoes and shirts, while selling at the TD Saturday Market.
- The TD Saturday 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.
- Abusive language and hazardous or offensive behavior will not be tolerated. The TD Saturday 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.
- The TD Saturday Market does not guarantee the marketability of the vendors' goods or the success of the vendors' efforts.
- Per city ordinance, no pets are allowed in the permitted TD Saturday 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.
- Tip jars are not allowed.

**Violations of TD Saturday Market Rules and Regulations:**

Any violation of these rules or of the laws of the State of South Carolina or the City of Greenville may result in your dismissal from the TD Saturday Market.