



Chapin Downtown Farmers Market Rules & Regulations

The Chapin Downtown Farmers Market is primarily intended as a farmer/grower and local artisan market that uses a community- friendly atmosphere to promote, support and encourage local production, while educating citizens on the benefits of eating local, fresh produce, dairy and meats as well as supporting local artists and the Certified SC program. The Market also aims to promote the benefits of an active community environment that is pedestrian and bike rider-friendly.

Rules and Regulations governing the Market have been established by the Town of Chapin.

Carefully read the entire document before signing the Vendor Agreement.

Market Rules

1. Operating Dates, Time and Vendor Participation

- a. The normal operating schedule for the Market will be the first Saturday of the month, beginning May 6 – October 7 and will only be cancelled by the discretion of the Market Manager and/or Mayor of Chapin.
- b. The Market hours are 8:30 am until 11:00 am. Vendors may set up between 7:00 – 8:15 am.
Location is the 100 Block of Clark Street (between Columbia Avenue and Beaufort Street.)
- c. Vendors must give 48-hour notice (by 8:30 am on Thursday prior) if they will not be attending a Market. If earlier notice is given, the Market Manager can allocate the vacant spot to a daily vendor for one-time only and a partial refund will be returned. If no notice is given, no refund will be available. After repeat absences, the vendor may forfeit his/her right to a partial refund and participation in future markets.
- d. If an emergency occurs (such as illness, death or transportation issues) and you cannot attend the Market, please contact **803.413.6789**.
- e. After the opening of the Market, vendors must be at their tables prepared to sell, so as to prevent disruptive behavior, such as carrying of products across the Market or moving vehicles during times when customers are present.
- f. **Gross vendor sales reported on a monthly basis.** In an effort to adequately gauge the impact of market operations for reporting related market finances and grants acquisition, the Market Manager will initiate a monthly sales survey for each vendor. Failure to remit your market sales will limit the Market's ability to acquire resources necessary to sustain and grow market operations.

Accordingly all vendors will be required to submit gross sales data at end of each Market. All market sales data is confidential and anonymous. No separate business license will be required. Your Farmers Market permit will serve as your license for the Market season.



2. Vendor Criteria and Approval

a. Grower/Producer: Any person, persons or entity within a 100 mile radius, who is directly involved in the local production of an agricultural product is welcome as a vendor. To complement sales and address demand, selective resale of agricultural products marked with known farm of origin is permitted.

b. Fruit and Vegetable Reseller: The Town of Chapin recognizes the fact that not all vendors will be local fruit and vegetable growers, and the Market needs resale produce to ensure there is adequate supply of produce. These vendors will be chosen by their ability to acquire quality product and inform customers, by labeling, as to the origin, buy fresh SC grown products when in season, willingness to work with management and give precedence to actual local grower produced product that is in adequate supply, and grow some product themselves. This type of vendor must agree to comply with all these qualities that will be used in their selection.

c. Food: Pre-made food items or items for consumption that are created/made on site are permitted, given that appropriate permits are obtained and that DHEC procedures are followed. It is the responsibility of the vendor to ensure that he/she is in compliance.

d. Arts and Crafts: Any original local craftsman or artist that makes his/her own work may become a vendor. Priority will be given to artists that produce their craft largely from natural materials and/or original sources. Resale artwork or crafts are not permitted.

e. Actions by the Market Manager and/or Town's Director of Finance: All vendors must complete and sign a vendor agreement/application to be approved by the Market Manager before becoming a vendor. The Marketing Manager and/or Town's Director of Finance reserves the right to prohibit anyone from selling at the Market and may withdraw privileges of any vendor at their discretion.

3. Products

a. Raw Agricultural Products: This category includes fruits, nuts, vegetables, grains and plants.

b. Animal Products: This category includes meats, milk, cheese, eggs, farm-raised fish, honey, wool, and other products derived from animals.

c. Value-added Agricultural Products: Includes items made of raw agricultural products produced, grown or raised by vendor. Examples include baked goods, jams, oils, vinegars, woven wool and leather. If not grown or raised by vendor, the vendor must have processed the items themselves in an approved facility. All products must be produced in compliance with item #4 of this agreement.

d. Non-Agricultural products: Arts and crafts that have been made by vendor. Examples – pottery, handmade soap, handcrafted furniture, candles, similar items including artwork.



e. **Alcohol** – Vendors may sell bottled alcohol products (wine, beer, etc.) and limited samples may be allowed. But onsite consumption by vendors is not allowed without prior approval by the Market Manager.

f. **Items in Question:** The Market Manager reserves the right to allow or disallow items in question.

4. Signage

a. Merchandise (products) must be clearly marked with the farm/business name along with the town or state where grown or produced. All resale items must be labeled with place of origin.

b. Prices must be clearly marked for consumer's knowledge.

c. Advertising within the booth is considered exempt from Town of Chapin Sign Ordinance. Advertising outside a booth is considered non-exempt from the Town of Chapin Sign Ordinance.

d. No vehicle with a sign attached or painted on it may be conspicuously parked in close proximity to the right-of-way in such a way to advertise a business or the farmer's market to the passing motorist or pedestrian.

e. **ONLY** the Town of Chapin will be allowed to post such signage that it deems necessary to promote the Farmer's Market with the exemption from the Sign Ordinance.

5. Licensing, Inspection Requirements, Insurance and Taxes

Vendors must meet all applicable local, state and federal regulations, inspection regimes and labeling requirements for the products they sell.

Regulations such as, but not limited to:

1. Agricultural business license
2. Pesticide licensing and safe use
3. Approval seal on weighing devices granted by the SC Department of Agriculture
4. State sales tax collected as required
5. Organic certification on claimed products as required
6. Food safety, sanitation, health permits and labeling issues that apply to the item (SCDHEC)
7. State inspection of nursery stock required for selling whole plants for replanting (packs or pots)

Adequate proof of current compliance must be provided prior to selling at the market. Sellers of livestock products for human consumption must furnish a current copy of their product liability insurance policy to the Market Manager with their application.

Vendors are responsible for their own local and state sales taxes, licenses and permits.



6. Spaces

- a. Full-Season vendors **MUST** commit to all six markets and pay in advance to reserve your space for entire season. (See Fees section for more details.)
- b. Vendors will maintain clean sites including a 6 or 8ft table, 10 x 10 tent along with the surrounding allocated space of their sites, which is 10' x 15'. Trash must be collected and removed by the vendors before leaving the market.
- c. Vendors must supply their own materials such as scales, containers, bags, etc. for the sale of their goods.

7. Market Manager

The Market will be supervised by a designated staff member of the Town of Chapin, assuming the role of Market Manager, with additional staff or designated volunteer support. The manager's mission is to enforce the market rules and regulations for patrons and vendors, to the best of their knowledge, ensuring a safe, healthy environment for all.

Any grievances regarding vendors should be directed to the Market Manager and will be subject to an appeal process via the Town's Director of Finance.

8. Fees

1. Farmers/Growers or Non Profit will pay \$15 per market. If you agree to participate in all six markets (May – Oct.) and pay in advance, the price will discount to \$75.
2. Artists/Crafts/Food Retail Vendors will pay \$25 per week. Similarly, if vendors agree to commit to all six markets and pay in advance, the discount fee will be \$125.
3. Those vendors that commit to all six markets and pay in advance can reserve their spot for the entire season. Otherwise spaces are assigned by the Market Manager on a first come, first serve basis.
4. Payment is due with application and made payable to **Town of Chapin**, PO Box 183, Chapin SC 29036.
5. All vendors are required to provide their own tents, tables, chairs, coolers, display and signage. Lake Murray Event Rentals has a special rental package available for market vendors.



9. Hold Harmless Agreement

I hereby agree to indemnify and hold harmless the Town of Chapin, its staff, employees, elected officials and/or property owner, for and against any and all damages, losses, suits, liability and/or causes of action resulting from property damage, and/or from personal injury, including death, of myself arising out of or in any way connected with our participation in the Town of Chapin’s Farmers Market Program, except to the extent that such damage or injury is caused by the gross negligence or willful misconduct of the Town of Chapin Farmer’s Market, and covenant not to sue or take action against the Town of Chapin, its employees, elected officials and/property owners except as set out herein.

I further permit the Town of Chapin Farmer’s Market and/or the Town of Chapin to use my company name, product names and photographs of my products and personnel for the purposes of marketing the farmer’s market including but not limited to media releases, newspaper articles, website content, social media posts, and other means.

All vendors participating in the Town of Chapin Farmer’s Market must abide by these rules. The Town of Chapin shall enforce all rules and regulations. Permits to participate in the Town of Chapin Farmer’s Market can be revoked by the Market Manager and/or Town’s Director of Finance.

Vendor Name: _____ **Signature:** _____

Date: _____



Chapin Downtown Farmers Market 2017 Vendor Application

Business Name: _____

Contact Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Preferred Phone: _____

Mailing Address (if different): _____

Email: _____ Website: _____

Best way to reach you: _____ Phone _____ Mail _____ Email

For Business Licensing Purposes:

SSN: _____ Tax ID: _____

SC Retail # (if applicable) _____

Vendor/Product Type (please check all that apply)

- Vegetables/Fruits/Herbs Baked Goods Cheeses
- Cut Flowers Eggs Meat, Poultry, Fish
- Jams, Honey, Value-added Woodcrafts Soaps, Body Care, Lotion
- Candles Wools, Pelts, Fleeces Plants, Shrubs
- Handcrafted Jewelry Clothing Crafts
- Other Farm-related Products (must receive prior approval) _____

Market Dates (Please circle the date(s) you wish to reserve a space at the Chapin Downtown Farmer’s Market). Payment is due with application and made payable to **Town of Chapin**, PO Box 183, Chapin SC 29036.

May 6 – October 7 FULL Season Farmer/Grower/Non-Profit \$75 Arts/Crafts/Food/Retail \$125

Individual Dates (\$15 per session Farmer/Grower/Non-Profit \$25 per session Arts/Crafts/Food/Retail)

May 6 June 3 July 1 August 5 September 2 October 7

I, _____, agree to be at the Chapin Downtown Farmer’s Market each date checked. I understand that I may be forfeiting my space if I do not give the Market Manager at least **48 hours notice** of an absence, unless of an emergency situation.

Applicant Signature: _____ Date: _____ Amount Due: _____