

Market Operational Guidelines

2017

Required Certifications & Inspections

1. All vendors must achieve "market-certification," documenting they actually grow or produce the products they sell. Certification may at times require a one-week waiting period. The Market Advisory Committee may issue a one time "quick-certification" per his discretion.
2. Produce should be grown locally in the market certified area.
3. The Advisory Committee may suspend a vendor's market privileges for the remainder of the year, if determined that vendor has willfully abused the "market-certification" process.
4. Vendors selling food items that are prepared or cooked off-site are required to provide evidence of an educational kitchen inspection performed by the Food and Drug Protection Division of the North Carolina Department of Agriculture. These food items must be labeled with the vendor's name and its ingredients. This requirement does not include honey.
5. Quality handmade craft items may be sold at the market, provided they are approved by the Advisory Committee.

Assignment of Selling Space

1. "Market-certified" vendors from Wilson, Nash, Edgecombe and surrounding counties will be given priority for use of market space. After that, available market space can be offered to any North Carolina and then out of state "market-certified" vendor.
2. A market space is considered occupied only when both the vendor and products are present.
3. On a daily basis, vendors will each pay a \$5.00 market fee.
4. Transfer of market space assignments by and among vendors is prohibited.
5. Vendors will make reservations and be assigned market space by the market manager on a first-come first-served basis.

Specific Product Limitations

1. The sale of homemade baked goods, candy, jelly, jams, preserves and honey produced by the vendor is generally allowed, provided required inspections and certifications are satisfied.
2. The sale of value-added agricultural products such as homemade ice cream, cooked popcorn, nuts, fruits and vegetables are permitted, provided the primary raw agricultural ingredient was actually produced by the same vendor.
3. The sale of ready-to-eat items such as snow cones, cotton candy, sandwiches and beverages is generally not permitted.
4. The sale of freshly processed items (fruit juices, etc.) are permitted.

General Requirement

1. Each vendor must display a sign that includes his/her name, address and telephone number. (Minimum sign size will be 8-1/2 inches X 11 inches. A sign will not be larger than 12 square feet).
2. For products sold by weight, vendors will provide scales that have been inspected for accuracy by N.C. Dept. of Agriculture, Standards Division. (At his discretion, the market manager may temporarily and briefly excuse a vendor from this requirement.)
3. Vendors will return unsold products, containers or waste to their farms or homes for proper disposal. Vendors will also be responsible for cleaning their market space at the end of each market day.
4. The market manager may ask vendors or customers to leave the market building and grounds, if he determines they are disruptive to the atmosphere or mission of the market.

5. Vendors assume all liability arising from the sale or use of their products, displays, tables, equipment and other items that are sold or used on the property of the Farmer's Market and hereby agree to indemnify and hold Farmer's Market and Vendors harmless from any and all liability, claims, loss, cost, damage or expenses (including the cost and expense of defending any claim) arising or alleged to arise out of Vendor's sale or use of its products or property at the Farmer's Market.

Article I -- Name

The name of this organization shall be Wilson Farmers' Market Association.

Article II -- Purpose

The purpose of this Farmers' Market Association is to operate farmers' market in Wilson, NC. Our mission is to build markets to be profitable outlets for local agriculture and valuable sources of fresh foods for consumers.

Article III -- Membership

Any person and his/her spouse, if applicable, residing in Wilson, Nash, Edgecombe, and surrounding counties; engaged in the growing and production of agricultural products, who agrees to abide by the Rules and regulations of the Association, may become a member upon the approval of the Board of Directors. Membership is also open to persons who make their own homemade products or crafts, agree to abide by the Rules and Regulations of the Association, and are approved by the Association's Board of Directors. Special membership privileges may be granted to persons or organizations who want to support our organization but may not want to be vendors. Special membership shall have no voting privileges. The Board of Directors will consider each such membership individually.

Article IV -- Officers and Board of Directors

1. At a general meeting to be held no later than December 15th, elections will be held to elect members of the Board of Directors.
2. Only one vote is permitted per board member even though a Board member may hold more than one office at any time.
3. The Board will consist of 8 members with at least 4 positions to be held by farmers. The following officers are to be elected annually and may not serve more than three consecutive one-year terms in the same office; terms start January 1 and run to December 31: President, Vice President, Secretary and Treasurer.
4. The Board members serve on a volunteer basis, but may be reimbursed for reasonable expenses as determined by the Board of Directors.
5. The duties of the Board of Directors shall be to transact all business of the Association, including but not limited to:
 - a. Hiring market managers
 - b. Financial, paying all expenses of the Association, seeking and applying for funding from outside sources, maintaining proper financial records, establish membership and market stall fees, developing an annual budget for approval by the general membership.
 - c. Maintain all records of the Association.
 - d. Make recommendations for amendments to the Rules and Regulations, as needed, for approval of the general membership.
 - e. Hear and rule on grievances
6. The President shall call and preside over meetings, appoint committees and perform duties in the interest of the Association.
7. The Vice President shall perform duties of the President in his/her absence.
8. The Secretary shall keep a record of the proceedings of all meetings, a record of attendance at all meetings, send a written notice to all the members at least one week prior to each meeting, attend to

all correspondence of the Association, and perform any duties for the Association assigned by the Board of Directors.

9. The Secretary shall also keep records of all markets, have possession of market books when markets are ended, make up new listings for the following year, have an up-to-date file of all members and the attendance at designated markets, obtain market show permits as required by law. He/she may appoint a committee if necessary in consultation with the President to delegate responsibilities to committee members.

The Treasurer shall collect and hold all Association money in bank accounts and pay all bills consistent with the approved budget. The Association's checking account will require the signature of two members of the Board of Directors, the treasurer and any one other member. The Treasurer shall present the books and records annually to the auditing committee consisting of a minimum of two members appointed by the President. The Treasurer shall keep complete financial records and present a detailed year-end report to the Board of Directors and is responsible for preparing a preliminary budget for the upcoming year.

Article V – Operations

1. Association meetings will be held once each Fall to wrap up the market season and elect officers for the following year. They will meet once in Spring to present a budget and market dates and times for the general membership's approval. The dates of these meetings to be designated by the Board of Directors. Special meetings may be called at such other times, as the Board feels necessary.
2. The Board of Directors shall meet as necessary to transact the business of the Association, which cannot be accomplished at the regular Association meetings.
3. Members in good standing shall have the privilege of voting at all Association meetings. Members are allowed one vote per membership.
4. A nominating committee shall be appointed by the President. The duties of the nominating committee will be to prepare a slate of officers for the annual elections to be held at the Fall meeting of the Association.
5. The fiscal year shall be January 1 through December 31.
6. Proceeds derived from membership fees and stall rental fees shall be used to pay expenses of the Association, including, but not limited to, market liability insurance, advertising and promotion and special events.
- 7.

Article VI – Amendments

The By-Laws may be amended at any meeting of the Association by a two-thirds vote of the members present, provided due notice of such proposed amendments be mailed by the Secretary of the entire membership not less than fifteen (15) days prior to the said meeting.

Article VII – Termination

Should the Association dissolve or become inoperative, any remaining money shall be disposed of according to the recommendation of the Board of Directors with the approval of the membership and consistent with applicable laws.

Vendor Certification Form

Fax: (252) 237-0114
Office : (252)-237-0111

2017

Mail to: Wilson Ag Center
Farmers Market
1806 Goldsboro Street
Wilson, NC 27893



Wilson Farmers Market

Farmer/Vendors must complete this form prior to using market space at the Farmers Market

Producer's Name _____ Home Phone () _____

Address _____ Work/Cell () _____

City, State, Zip _____ FSA farm number _____

Road name or road number where products are grown or produced _____

List products that you produce and plan to sell at the market.

AGRICULTURAL PRODUCTS

OTHER PRODUCTS

This is my request to become a "Market Certified Vendor" at the Farmers Market in Wilson, NC. You will receive a copy of the Market Operational Guidelines and I agree to abide by those guidelines. I also voluntarily agree to permit the farmers market manager, per discretion, to visit and inspect the location and facilities where I produce the products that I sell at the market. I must have this form on file with the market at least one week prior to selling.

Vendor's Signature

Signature of Cooperative Extension Agent or Director

YOUR EMAIL:

Date 2017 Dues Paid-----

Make \$25 checks payable to: Wilson Farmers Market

Check dates you plan to sell at the Market in 2017:

Fair Grounds Saturday Market

April _____
May _____
June _____
July _____
Aug _____
Sept _____

DownTown Wednesday Market

April _____
May _____
June _____
July _____
Aug _____
Sept _____