

PINEVILLE WELCOMES YOU



PINEVILLE'S DOWNTOWN FARMER'S MARKET

2011 VENDOR INFORMATION PACKET

INSTRUCTIONS

The Town of Pineville would like to thank-you for your interest in becoming a vendor at the Pineville *Downtown Farmer's Market*. Please read and follow the instructions below.

1. Please carefully read the *Downtown Farmer's Market Rules*.
2. Please complete the entire application (**pages 7-10**). Incomplete applications will not be processed.
3. Submit your completed application (**pages 7-10**), any applicable descriptions/photos of items, and a business brochure (optional) to the following addresses:

Mail

Town of Pineville  
ATTN: *Downtown Market*  
P.O. Box 249  
Pineville, NC 28134

In Person

Town of Pineville  
ATTN: *Downtown Market*  
200 Dover Street  
Pineville, NC 28134

Email

Kevin Icard  
[kicard@pinevilledsl.net](mailto:kicard@pinevilledsl.net)

Application (**pages 7-10**) must be submitted to the Market Manager. If approved, applicants will be placed on a waiting list if space is not immediately available.

Approved vendors will be notified of space available.

There will be a onetime fee of \$50 per vendor for the season. Applicants may pay with Cash, Check, Visa or MasterCard. Checks may be made out to: Town of Pineville, with Main Street Downtown Market in the memo line.

All fees must be paid prior to setup.

All questions can be directed to the Kevin Icard, Market Manager at (704) 889-1316, or by email at [kicard@pinevilledsl.net](mailto:kicard@pinevilledsl.net).

*PINEVILLE WELCOMES YOU*



**PINEVILLE'S DOWNTOWN FARMER'S MARKET**

**RULES AND REGULATIONS**

**A. PURPOSE**

The Town of Pineville wants to encourage the sales of locally produced Fruits, Vegetables & Crafts. These rules and guidelines are designed to provide a framework for the development and operation of a public outdoor market - for the sale of certain goods and services - in Historic Downtown Pineville.

**B. ADMINISTRATION**

The Pineville Downtown Market (the "Market") is sponsored by the Town of Pineville. The Market shall be managed by an employee or other person authorized by the Town Manager to perform this function (the market manager). The market manager shall be responsible for the management of the market and shall have day-to-day authority to interpret, administer, and implement market policies, under the supervision of the Town Manager. Any questions, issues, conflicts, or concerns should be brought to the attention of the Town Manager, who shall have general management authority over the market.

The Town Manager may promulgate such other rules, guidelines, or policies not inconsistent herewith as may be needed to carry out this policy, and may make interim modifications, subject to approval by the Town Council, of rules and guidelines deemed necessary for the expeditious start-up and operation of the market.

**C. LOCATION**

The Pineville Downtown Market shall be located on property owned by the Town of Pineville that is located on the North side of Main Street in front of the Police Department, in the heart of Downtown Pineville. If additional space is needed, the row of parking spaces in the Police parking lot adjacent to Church Street may be used. There is a second location if needed, the parking lot at the corner of Main Street and Dover Street. We would block off 4 parking spaces closest to the Rail Road tracks.

**D. ELIGIBLE PRODUCTS AND VENDORS**

Persons and organizations eligible for participation in the market include the following:

1. Agricultural and horticultural products grown or harvested in North Carolina/South Carolina, including but not limited to:
  - a. Vegetables
  - b. Fruits, nuts, and berries

*PINEVILLE WELCOMES YOU*



**PINEVILLE'S DOWNTOWN FARMER'S MARKET**

- c. Plants, trees, and herbs
  - d. Plant seeds and bulbs
  - e. Cut or dried flowers
  - f. Eggs
  - g. Honey
2. Hand-made or hand-crafted arts and crafts, including but not limited to:
- a. Pottery
  - b. Basketry
  - c. Quilting and other needlework
  - d. Paintings, drawings, and photography
  - e. Sculpture
  - f. Wood carvings and wood working
  - g. Jewelry
  - h. Glass work
3. Home-produced or preserved food products, including but not limited to:
- a. Preserves, pickles, relishes, jams, jellies, preserves, marmalades, sauces, and candies
  - b. Baked goods
4. Non-profit organization fund-raising sales, services, and exhibits shall be approved by the market manager.
5. The market manager shall have sole authority and discretion, subject to review by the Town Manager, to determine whether products and vendors are consistent with the purposes of the market and are eligible for participation in the market.

**E. SUPPLEMENTAL PRODUCTS**

"Supplemental products" are those products that are produced outside North Carolina/South Carolina, but which meet other market criteria. Participating vendors may offer for sale supplemental products, but they may not exceed 50 percent of the total product offered by a vendor each market day. Supplemental products must be clearly marked as to their geographical origin. The market manager shall have the authority to conduct inspections of any market vendor at any time to determine product origins.

**F. COLLABORATIVE MARKETING**

Vendors may assist other qualified participants by offering for sale and collecting funds for their products, provided that such other participants in the same manner as if they were present and operating their own booth.

## PINEVILLE WELCOMES YOU



### PINEVILLE'S DOWNTOWN FARMER'S MARKET

#### G. PRODUCT REQUIREMENTS

1. All products being sold must display product prices, either with labels on individual products or by posting of a list identifying items and prices. Pricing of goods sold at the market is solely the responsibility of individual vendors.
2. Each vendor shall furnish with each sale or must prominently post information identifying the vendor and providing his/her address and telephone contact information. Such information may be furnished on product labels, business cards, advertising flyers, or prominent posters.
3. All products in cans or jars must have labels identifying the product, the contents, the quantity (e.g. ounces, dozens), and the name and address of the preparer. Only commercial canning jars and lids may be used. **Paraffin is permissible for sealing jelly only.**
4. All baked goods must be individually labeled with ingredients or a list must be provided with each sale identifying the ingredients of the product being sold. Ingredient lists that include more than one product are acceptable.
5. Vendors who do "home processing" (producing a food product in their home) must comply with North Carolina Department of Agriculture and Consumer Services (NCDACS) food safety rules and regulations regarding home inspections for such vendors. Information regarding the requirements and requests for food inspections are available by calling a food compliance officer at 919-733-7366. New vendors will be allowed a brief grace period by the Market in which to demonstrate that they have an approved home inspection.
6. Scales and other units of measure must be types that would pass county, state, and federal inspection and must be approved by the market manager. **Kitchen-type or platform-type scales will not be permitted.** All scales are subject to testing.
7. Inferior or unsanitary products and produce may not be offered for sale and must be removed from the market area at the request of the market manager.

#### H. DAYS AND HOURS

1. The market will operate from mid-April to the end of September, provided that there is sufficient vendor interest for operation for the full time period. The period for operation may be extended if there is sufficient vendor interest and participation.
2. The market will operate **Tuesday & Thursday Afternoons (3PM – 7PM), & Saturday Mornings (8AM-1PM).**

## PINEVILLE WELCOMES YOU



### PINEVILLE'S DOWNTOWN FARMER'S MARKET

#### **I. PARTICIPATION AND SPACE RESERVATIONS**

1. Eligibility for participation shall be determined by the market manager.
2. Vendors who participate will be assigned a spot at the beginning of the season.
3. Each market space shall consist of a "parking space" in the parking lot of the Police Department. If they are located at the second spot at the corner of Main and Dover Street they will be located in one of the four parking spaces designated.
4. Vendors are required to remain on site for the duration of the market hours, unless (a) their product offering has sold out, or (b) their product is being sold under a collaborative arrangement with another vendor.
5. Vendors may not sub-lease their spaces or permit use by others except under the approval of the Market Manager.

#### **J. SET UP, DISPLAYS, AND PARKING**

1. Vendors may not begin setting up until 1 hour before the opening of the market.
2. Vendors are responsible for providing all display materials and furnishings, including tables, tents, canopies, chairs, and umbrellas.
3. After unloading, vendors shall park their vehicles in the parking lot located behind the Downtown Buildings or the Town Hall parking lot. Vendors may not park in public parking spaces or spaces reserved for business customers within the Downtown Core District.
4. Vendors who are not on site by the start time of the market may, in the discretion of the market manager, be allowed to set up, but their set up may not interfere with the operation of the Market or with other vendors.
5. Vendors will be located in assigned spots.
6. All vendors are encouraged to post a sign indicating the name of the business and its owner. An "A-Frame" (3'x4' Typ.) is allowed to display any information necessary. The name of the person/group is allowed on the tent.

#### **K. MISCELLANEOUS**

1. Vendors must comply with all laws, ordinances, and regulations of the Town of Pineville, Mecklenburg County, the State of North Carolina, and the United States of America, including

*PINEVILLE WELCOMES YOU*



**PINEVILLE'S DOWNTOWN FARMER'S MARKET**

---

those relating to submission of any applicable sales taxes.

2. The Market does not offer exclusive rights to any vendor to sell any one product, but the Market reserves the right to deny entry to an excessive number of vendors offering the same or similar products.
3. Live animals may not be sold or given away at the market.
4. Vendors may not have personal pets in their market space during market hours.
5. The market is not a flea market or second-hand goods market, and the sale of used goods or other products which do not meet criteria for eligibility is not allowed.
6. Vendors are responsible for cleaning up their spaces at the close of the market and for hauling out their own trash at the end of the day.
7. Use, consumption, or being under the influence of alcohol or illegal drugs is prohibited in the market area, as well as the use of profane, abusive, or discourteous language. Vendors and other persons who engage in these behaviors are subject to expulsion from the market.

**L. LIABILITY**

All vendors participating in the Market shall be individually and severally responsible to the Town of Pineville for any loss, bodily or personal injury, and/or property damage that may occur as a result of the vendor's actions or negligence or that of its agents, employees, representatives, and servants. All vendors shall agree to indemnify and save harmless the Town of Pineville and its employees and representatives from any loss, cost, damages, and/or other expenses, including attorney fees, suffered or incurred by the Town as a result of the actions and/or negligence of the vendor or his/her agents, employees, representatives, or servants. This responsibility shall be acknowledged by all vendors in writing. No insurance is provided by the Town to participants in the Market.

**M. VIOLATIONS**

Any violations of these rules and guidelines may result in a vendor being suspended or excluded from the market.

*PINEVILLE WELCOMES YOU*



**PINEVILLE'S DOWNTOWN FARMER'S MARKET**

**VENDOR APPLICATION**

**Please print all responses in blue or black ink, or type. If not applicable, mark N/A.  
Applications (pages 7-10) are due prior to setup.**

**Fee for the Season \$50**

**VENDOR INFORMATION**

Business Name: \_\_\_\_\_

Name(s) of Owner(s): \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Address of Business location (if different from mailing address):

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Webpage: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Cell: ( \_\_\_\_\_ ) \_\_\_\_\_

*PINEVILLE WELCOMES YOU*



**PINEVILLE'S DOWNTOWN FARMER'S MARKET**

**PARTNER INFORMATION**

If you are partnering with other local vendors to bring your products to The **Downtown Farmer's Market**, please write their full names, products you will bring, phone numbers, and email address below:

Business Name:

---

Name(s) of Owner(s): \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Webpage: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Cell: ( \_ \_ ) \_\_\_\_\_

Please list the products you are bringing on their behalf: \_\_\_\_\_

---

---

**PRODUCT AVAILABILITY**

---

Please indicate the item(s) and availability for the products you will bring to the **Downtown Farmer's Market**.

---

---

---

---

---

---

---

---

If you have requested access to electrical outlets, please specify what you will be using it for.

---

---

*PINEVILLE WELCOMES YOU*



**PINEVILLE'S DOWNTOWN FARMER'S MARKET**

---

**VENDOR AVAILABILITY**

---

Please circle the months for weeks you plan to sell at the **Downtown Farmer's Market**:

April – September

August

April

September

May

Only these Dates: \_\_\_\_\_

June

\_\_\_\_\_

July

Exclude these Dates: \_\_\_\_\_

**VENDOR BACKGROUND**

---

We will be providing information about the vendors on our website. Please provide a 2-3 sentence paragraph about yourself and/or products. If you have a picture to share, please include with application.

---

---

---

---

---

*PINEVILLE WELCOMES YOU*



**PINEVILLE'S DOWNTOWN FARMER'S MARKET**

---

**SIGNATURE PAGE**

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

I (the above signed) have read and understand the rules and guidelines and will follow them as directed. Failure to do so will result in the revoking of the permit, fines, and/or other corrective measures as required.

Signature of Town Official: \_\_\_\_\_ Date \_\_\_\_\_