



## **Kannapolis Farmers Market Guidelines**

**Purpose:** The Kannapolis Farmers Market is starting out of a desire to provide fresh and local food products to this community, to support local farmers, and to bring more activity to downtown Kannapolis.

**Hours & Location:** The Kannapolis Farmers Market will operate weekly 4-7pm from May through September at the corner of Vance St and Dale Earnhardt Blvd in the parking lot behind the Pizza Hut.

**Market Manager:** Robert & Laura Miller serve as the Market Manager. The Market Manager is authorized to enforce all market rules.

**Market Committee:** The Market Manager and City of Kannapolis each have a representative to serve on the Market Committee.

**Vendors:** Vendors must complete an application form. The Market Committee approves applications. The Market Committee can revoke a vendor's right to participate in this market at any time for any reason. Vendors must provide copies of required licenses, permits or certifications. Vendors must inform the market of any change in licensing status immediately. If a producer's growing, sourcing or selling methods change from what is stated in the application, the producer must notify the Market Manager promptly. Vendors must notify the Market Manager about any new products they would like to sell that are not listed on their application and get approval before bringing those products to Market.

**Fees:** There is an annual membership fee of \$30, and the weekly rental fee is \$10 per 14' space. Vendors are able to rent multiple spaces. The Market Manager is responsible for collecting and accounting for all fees. Fees will be used to help cover marketing and promotional costs and are subject to change. Fees may be paid in advance.

**Inspections:** The Market Manager has the right to inspect any vendor's products and to enforce market guidelines.

**Geographic Limits:** The items sold at the market must be produced in North Carolina, South Carolina, Georgia, or Florida. Signage should indicate the state the product came from, if outside of North Carolina.

**Set Up:** The Market Manager will be responsible for all space assignments. Vendors may set up no earlier than 3:00pm. If a vendor is unable to attend the market, they must notify the Market Manager the day before the market. Vendors must provide their own tents, tables, chairs, tablecloths, displays, bags, and all other necessary items. All vendors should have and use hand-



washing supplies at the market. All scales must be approved as “Legal for Trade.” Anyone using scales must have them certified by the NCDA.

**Signage and Displays:** Vendors must display a sign with their farm or business name and location. Vendors must post prices for all items. Signage must indicate the state the product came from, if outside of North Carolina. (Only other permitted states are South Carolina, Georgia, and Florida.) Display and selling techniques must not impair other vendors’ ability to sell, nor create a hazardous situation for customers. If WIC or SNAP is accepted, the vendor must display signage indicating that.

**Sales Tax:** Vendors are responsible for collecting and remitting their own sales tax. According to a new state law, vendors are required to display a valid Certificate of Registration from the North Carolina Department of Revenue. Vendors must submit a copy of the Certificate of Registration to the Market Manager prior to being approved as a vendor. To comply with state laws, the Market Manager will maintain a daily market registration list of vendors, showing the vendor’s name, address, and certificate registration number. The list will be kept for a minimum of two years.

**Samples:** Vendors may offer samples but safe food practices must be followed.

**For the Public:** The market will not serve as a forum for political, commercial, or religious activities. Non-profit groups may be allowed to provide educational materials and outreach as long as it is not political, religious, or controversial in nature. Permission is granted by the Market Manager on a case-by-case basis. No smoking is allowed in the market area. Pets are not allowed in the market area. Exceptions are allowed for service animals.

**What Can be Sold at the Market:** Must be in compliance with all applicable NCDA & USDA regulations.

- Fruits and vegetables
- Nuts
- Flowers or plants grown by the seller
- Eggs in compliance with NC Egg Law and labeled with the name & contact information of the vendor
- Fresh baked goods, candies, and confections
- Honey and bee products
- Meat (frozen or fresh)
- Fresh and frozen pastas
- Cheeses, ice cream
- Wine
- Chef-prepared foods
- Fresh prepared foods
- Lemonade and tea (no herbs or fruit added)
- Pasteurized milk



**What Cannot be Sold at Market:** (includes but is not limited to)

- Preserves, pickles, relishes, sauces, vinegars, jams, or jellies
- Any other canned food made at home
- Unpasteurized juices
- Fish
- Dairy-based fresh foods not made from animals raised on seller's premises
- "Low-acid" canned foods such as green beans, corn, peas, carrots, etc.
- No internal use medicines
- Homemade ice cream
- Pet food
- Live animals

**Value-Added Products:** Vendors of value-added products must abide by all applicable federal, state, and local health and label regulations. Market approval for one specific value-added item does not grant approval for additional items. If you produce baked goods or value-added products in a home-based kitchen, your kitchen may be required to pass an NCDA kitchen inspection. Health department and/or USDA inspection may be required depending on the product. A copy of your inspection form must be filed with the Market Manager.

**Meat:** Meat and poultry must be from animals raised within a 50 mile radius. All vendors selling meat and poultry must have a current meat handler's license from NCDA. Meat sellers must meet all USDA and NCDA meat handling requirements and licensure. Meat handlers may not open packages, re-label products, or apply net weights.

**Cheese and Dairy:** All dairy vendors must meet state and local health regulations, including the vendors' kitchen inspection by the NCDA health inspectors. Cheese must be kept properly chilled on the market premises and must be pre-packaged for sale and properly labeled.

**Fresh Prepared Foods:** Fresh prepared foods (such as salsas, pestos, dips, chutneys, and sauces) must be primarily composed of ingredients grown by the seller or obtained from a local farmer. They must be packaged in individual containers and kept appropriately chilled at the market. Container labeling must make it clear these fresh foods should be promptly refrigerated and have a limited shelf life. Labeling must list ingredients, farm name, phone number, and net weight. Refrigerated products must be produced in a non-home based inspected commercial facility. Frozen prepared foods must be prepared in an inspected commercial kitchen and the majority of the ingredients in these products must be grown by the seller or obtained from a local farmer.

**Chef Prepared Soups and Entrees:** Vendors of these value-added prepared soups and entrees are approved on a case-by-case basis by the Market Committee. The vendor must be a professional chef or food preparer. Products must be prepared, stored, and served in accordance with local, state, and/or federal regulation requirements. Any seller of products in this category must provide proof of adequate liability insurance.



**Baked Goods:** Baked goods must be made by the vendor and be fresh (made within 24 hours of market day) and prepared from scratch (no commercially prepared dough mixes, crusts/shells, or fillings). Baked goods must be individually wrapped in a NCDA or County inspected kitchen, or if warm, must be covered and protected from the environment at all times. Baked goods may also be sold from clean, covered bulk containers that are only accessible by the vendor. Those who choose to sell from covered bulk containers must use one of the following acceptable methods to remove food from covered bulk containers: clean tongs or other utensils, single-use gloves, or single-use wax paper sheets. The baked goods should then be placed in a clean, unused bag or container and handed to the customer, or single items can be directly handed to the customer in a single use wax paper sheet when appropriate. Consumers may not self-serve from covered bulk containers.

**Baked Goods Ingredients:** While NCDA food safety laws do not require labels on packaged baked goods handed out directly to customers, the farmers market requires that each package be labeled with at least the maker's name and contact information. A list of ingredients, or notation of an ingredient (peanuts, for example) that can cause severe allergic reactions, is recommended.

**Crafts:** The Market Committee will approve the sale of crafts based on the season, products, and available space. All crafts must be hand made by the vendor.

**Right to Modify:** The Market Committee reserves the right to modify these guidelines at any time and will notify all approved vendors.