



North Hills Farmers' Market
Saturdays, 8am – 12pm

---PURPOSE OF THE MARKET---

Vision: We envision a marketplace that is the hub of community activity, offering a bounty of nutritious foods grown by North Carolina farmers.

Mission: To create a vibrant farmer's market where the North Hills community can buy local, family farmed foods grown in a way that sustains the land and our health. Our market is dedicated to providing community access to healthful food options, and educational opportunities to learn about sustainable farming methods and food systems.

Values:

- To Bring variety and value to the community with integrity and honesty
- To provide an opportunity for farmers and North Hills residents to deal directly with each other rather than through third parties and to thereby get to know and learn from one another.
- To preserve agricultural land use, support the local agricultural base, and ensure the continued regional existence of our agricultural heritage.
- To enhance the quality of life in the North Hills Raleigh area by providing an activity which fosters community and social interaction
- To give growers and producers of local agricultural commodities and other farm-related products direct marketing opportunities;
- To expand the sale of natural and organically grown foods that are fresh, full-flavored, unique, healthy, and nutritious to the North Hills Community.
- To Create a fun, pleasant shopping experience



**North Hills Farmers' Market
Saturdays 8:00am-12:00pm**

Thank you for your interest in becoming a part of the North Hills Farmers' Markets. We are now accepting vendor applications for the 2009 season. We are accepting applications for the following three vendor categories: farm, craft, and prepared foods / baked goods.

Please read carefully and follow the steps below:

1. Please read the Rules of the Market. If you are applying for crafts vendor status, you must also read the Guidelines for Non - Farm Crafts, however we encourage all applicants to read the craft guidelines due to the importance of value added farm products to the North Hills Market.
2. Please fill out the application form completely.
3. Submit your application by March 21, 2009 with a non-refundable application fee of \$10 and a self addressed stamped business size envelope to:

**Kane Realty Corporation
Attn: Events
PO Box 19107
Raleigh, NC 27609**

***Checks should be written out to – NHMOWNER-1, LLC. If you have any questions please contact Anna Mann at 919-523-3703 or smarsupial77@yahoo.com.**

You will be notified by mail using the envelope you include with your application regarding your acceptance or rejection of your application.

North Hills Farmers' Market – Application for Permission to Sell

Farm or Business Name _____

Name(s) of owners (a farm unit is defined as one business)

Mailing Address

Telephone Number (area code) _____

E-mail address _____

Address of production location (if different from above)



Product Categories

This is where you let us know what you intend to sell at Market. Please estimate, by category, the percentage of total sales each category represents (total to equal 100%). For each category that applies to your sales, circle the general types of products that you intend to sell at Market and list individual products as well.

Category 1: estimated % of sales _____

Raw or minimally processed farm products

Raw Vegetables and fruits:

Eggs:

Honey:

Herbs:

Bedding Plants:

Landscape Plants:

Cut flowers:

Other:

Category 2: estimated % of sales _____

Processed Foods that require an NCDA (North Carolina Department of Agriculture) kitchen inspection. If ingredients in the products below are harvested from your farm, please indicate which ones.

Baked goods:

Jams, Jellies, Preserves:

Vinegars:

Category 3: estimated % of sales _____

These are products that require more stringent inspections, regulation, and usually refrigeration.

Acidified foods like pickles and relishes (these require the FDA short course certification):

Cheese and other dairy products:

Meat (requires a meat handler's license obtained from NCDA Division of Meat and Poultry):



Fish:

Category 4: estimated % of sales_____

Crafts Note: If you are applying for craft vendor status you must also read the Guidelines for Non Farm crafts in the Rules and Regulations. All craft/artisan applications must include 4 photographs or slides showing a representation of the items to be sold. All crafts must receive final approval from the Market Manager.

Farm Crafts: produced predominantly from materials grown or harvested by craft person

Non-Farm Crafts: made with products not grown or harvested by craft person

Vendor Background Information (The more descriptive you are describing your operation, the better able we are to evaluate your application.)

1. How long have you been farming?
2. How much area do you have in production?
3. How long have you been producing these products?
4. How do you currently market your products?
5. Do you sell at other Farmer's Markets in the area? Which ones and for how long?
6. What percentage do the different types of markets comprise?
7. Is there anything else you want us to know about your products, experiences, or plans?
8. How many weeks do you plan to sell at the North Hills Farmers' Market?

The operating dates are as follows: Saturday April 11th – November 14th. Hours for the market are 8:00am – 12:00pm.



Please check which months you will be able to participate. If you know already that you would only be able to sell for a few weeks of a certain month please put the number of weeks for that month in the box.

Note – Preference will be given to applications that include the entire season.

April	May	June	July	August	September	October	November

Please describe the vehicle that you will be using to transport your products -

Please give directions to your farm or business from the nearest highway or major road, or include a map when you return your application.

I acknowledge that I have been provided with a copy of the “Rules of the North Hills Farmers’ Market” and that I will abide by these rules. I also understand my membership will be terminated for violation of the “Rules” as stated in Section 10 of the By-Laws. I further agree to allow representatives of the North Hills Farmers’ Market to visit the premises where the products I intend to sell are produced.

I have read the Policies, Procedures, and Rules for the North Hills Farmer’s Market and hereby agree to abide by them. I also acknowledge that the products I will sell must be of my own productions and produced at the location described on my application. I acknowledge full responsibility for all my activities in the market (and for those assisting me) throughout the season’s permit. I acknowledge the authority of the market manager to immediately settle any disputes regarding product legitimacy, procedural, and vendor conduct violations.

Hold Harmless

The vendor, in consideration of participation in the **NHFM**, agrees to hold **Kane Realty Corporation**, NHM Owners – 1, LLC, and the Merchants of **North Hills** and their agents, officers, directors and employees harmless from and against any and all claims, causes of action, demands,

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debts, damages, judgments, cost or expenses (including attorney fees), or other losses of any nature or kind arising from, relating to, or in any manner connected with Market activities.

Signature _____ Date _____

In order to be considered for the North Hills Farmer's Market, this application must be RECEIVED by Monday 3/21/2009. Please mail, email, or fax to - Kane Realty Corp., Attn: Events, PO Box 19107 - Raleigh, NC 27609. Email : smarsupial77@yahoo.com. If you have any questions please call Anna Mann at 919-523-3703.



**North Hills Farmers' Market
Policies, Procedures, and Rules**

**Saturdays – 8:00am – 12:00pm
April 11th – November 14th 2009**

VENDOR RULES

Eligibility

1. All individuals whose goods are in compliance with Market rules and guidelines who wish to participate in the Market as vendors will be required to complete an "Application for Permission to Sell" form and submit with the application all applicable licenses pertaining to food processing establishments and all other required permits.
2. A vendor will not be allowed to participate in a market without submitting a completed application to the Market Manager and obtaining the approval of the Marketing Committee.
3. In no event may a vendor sell on the same day as an application is submitted. Those vendors proposing to sell items which require licenses or permits must have these licenses or copies of the licenses available for inspection before these individuals will be allowed to sell such items at the Market.
4. Vendors whose Application for Permission to Sell is received by March 21st, 2009 will be reviewed by the selection committee and notification of acceptance will be postmarked by April 4th, 2009.
5. Vendors/qualified representatives must be present at each Market in order to exercise permit rights.

Rules and Regulations

1. Sellers must reside in and produce the items they sell within a 50-mile radius of Raleigh and in the State of North Carolina.
2. Sellers must be the original producer of all items being sold. No buying and reselling of produce or other products are allowed.
 - a. A Seller may lease land for crop production; however if that land has an established crop on it at the time of the origin of the lease, the seller must perform all operations necessary to manage that crop for at least one full season prior to the season in which the fruits of that crop are harvested for sale at the market. Documentation of the lease may be required.
 - b. A seller who purchases land with an established perennial crop on it may harvest and sell that crop in the year of purchase.
3. Sellers must pay a \$50 annual membership fee. This fee must be paid at the first market attended each season.
4. Sellers must pay a daily fee of \$12.00 for one space, \$27.00 for two spaces, and \$50.00 for three spaces.
 - a. Any seller who reserves more than one space must pay for and occupy all reserved spaces at least 18 weeks, or lose the right to reserve more than one space the following year.
5. A seller must occupy a reserved space at the Saturday market by the first Saturday in May or lose the right to reserve that space for the remainder of the season unless he/she notifies the

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- manager before the first Saturday in May of intent to begin selling at a later date. All exceptions are to be at the manager's discretion.
6. Reserved spaces will be held until 7:45am.
 7. The market will operate from 8:00am – 12:00pm on Saturdays April – November.
 8. Sellers will not be able to move their vehicles in or out of the market area during times when such movement would pose a danger to people in the shopping area. Vendors may not leave prior to closing time unless approved by market manager. They may lose attendance credit for the day; all exceptions are to be at the manager's discretion.
 9. Each Seller is responsible for cleaning up the area around his/her selling space.
 10. Prices must be posted for all items sold.
 11. Products, which can be sold, include:
 - a. Any vegetable grown by the seller from seeds, sets, or seedlings
 - b. Any fruits, nuts or berries grown by the seller from trees, bushes, or vines on the seller's farm
 - c. Any plant grown by the seller from seed, seedling, transplant or cutting
 - d. Bulbs propagated by the seller.
 - e. Honey produced by the seller's bees
 - f. Fresh (not frozen) baked goods made by the seller. All baked goods must be wrapped.
 - g. Preserves, relishes, jams, jellies, etc. made by the seller. No "low acid" canned foods such as green beans, corn, peas, carrots, etc. may be sold. High Acid or Acidified foods (pickles, tomato products, etc.) may be sold if the seller has passed the FDA certification course. A copy of their certification must be on file with the market manager.
 - h. Fresh cut or dried flowers grown by the seller.
 - i. Fish, meat, and cheese from animals raised on the vendor's premises.
 12. All produce must be of top quality, to be determined by the market manager
 13. All prepared food items, meat, fish, and cheese sold must meet state and local health regulations including the inspection of the prepared foods seller's kitchens by NCDA health inspectors and labeling in compliance with the regulations. Sellers must have a copy of their inspection form on file with the market manager, as well as with them when selling at market. No water or ice that comes into contact with meat or fish may be deposited or allowed to drain onto the market premises.
 14. No animals may be sold or given away at the market.
 15. All items sold as organic must meet the requirements of the National Organic Program. Sellers of organic items must have a copy of their certification on file with the market manager as well as with them when selling at market. Only certified organic growers may display a sign using the word organic.
 16. Non-farm crafts produced by the seller may be sold at the market. All crafts must be approved by the Market Manager.
 17. Active participants of the NHFM may sell books that they have originally written that relate directly to the actual product sold at the market, or describing the work and life of the seller as it relates to their market activities. Photographs may be included that relate to the seller's life and work. All books must be approved by the Market Manager prior to sale.

One Permit is issued to an individual or to a group of individuals. To be eligible to share in a permit, each qualified Representative must:



- Be listed by name on the application or approved by the Market Manager
- Have Substantial participation in the actual production of the product.

Vendors may share a stand at the Market in order to provide a broader selection of product throughout the season. If opting for this, both applications must be submitted together. However, the **vendor or qualified representative whose products are being sold on that Market day must be present**. Vendors sharing a stand would share the seasonal fee, as stated below.

FEES

Fees will be charged to help pay for marketing (advertising and promotion) and operational expenses (purchasing, maintaining, and setting up of tents, and tables). Fees for 2009 are set at \$12.00 for one space, \$27.00 for two spaces, and \$50.00 for three spaces. Total fees will be assessed when final selection has been made on April 4th. Deposits will be returned promptly to the applicant if the application is denied. All fees include on-site parking for one vehicle, use of 1 table, 1 chair, and 1 canopy tent. Once you have selected and your fees are paid, all fees are non-refundable if a vendor chooses to withdraw from the market.

Tent Set-Up

6:00am – 7:45am. All tents may be set up at this time in assigned areas. Vendors will have tent sites pre-assigned for the season. Seasonal vendors must provide notification by the end of the market on the prior Tuesday if they do not plant to sell at the next market. Vendors are expected to sell at least 25 Saturdays of the season.

Tents for daily vendors, as well as daily parking stalls, are assigned on a first-come, first-serve basis by the Market Manager beginning Wednesday 8:00am of the preceding week. All daily vendors must submit the *Application for Permission to Sell* form before being eligible for acceptance for the following week. The daily fee must be paid to the Market Manager upon acceptance and prior to set-up at the Market. The policy of first-come, first-serve is interpreted to allow for a fair, orderly and courteous system. Vendor tents will not exceed 10 ft. in width. **Additional tables may be available at a daily rate of \$5.**

Parking

Parking will be assigned by the Market Manager. No vehicles can enter the parking lot after the market begins or leave before the market is over.

Permits

Stall permits are issued once a year at the beginning of the season. These stalls will be assigned a location for the entire season. Permits will be approved using the following criteria:

- The products to be sold reflect the market mission and goals;
- The product increases the selection and diversity of products available at the market;



Seniority applies if the vendor continues to offer products meeting the first of the aforementioned criteria; and demonstrate the ability to provide a sufficient supply of products for sale.

A committee in conjunction with the Market Manager reviews all applications and issues stall permits. Copies of all licenses and permits required for the sale of his/her product must be available to the Market Manager if requested. Daily vendors must provide copies of all required licenses and permits to the Market Manager prior to setting up the vendor tent.

Rules Applicable to all Vendors and Products

1. All sellers must abide by, and all products must comply with, all applicable federal, state, and local regulations governing health, packaging, labeling, taxes, scales, weights, and measures, etc.
2. **All items must be grown, gathered, produced and/or processed in North Carolina by the vendor.** All processed products must be properly labeled in accordance with the State and Federal labeling laws. All containers must comply with State laws. Purchasing items from other vendors or producers for direct resale at the North Hills Market is not allowed.

Market Policies

Potentially Hazardous Foods

Potentially hazardous foods are so defined by the Department of Health: "Potentially hazardous food means any food which consists wholly or in part of milk, milk products, eggs, meat, poultry, fish, shellfish, edible crustacean, or other ingredients, and which is capable of supporting rapid and progressive growth of pathogenic, infectious, or toxigenic microorganisms." It is the responsibility of the vendor to abide by the Department of Health guidelines concerning the vending of such products. If any vendor is deemed to be in violation of health codes pertaining to such products, the following measure will be taken by the Market Manager:

The vendor of such a product will be immediately removed from the Market for that day.
The proper regulatory agency will be notified as soon as possible.

The vendor is responsible for monitoring and maintaining proper temperatures in accordance with health codes. Vendors who sell food that must be kept refrigerated or frozen must have an accurate thermometer at the market.

Pets

Sellers must not bring pets into the Market for health and safety reasons

Smoking

Both members and market attendees are prohibited from smoking in the market area.

Noise/Fumes

No loud or disturbing noises shall be made or action taken on the grounds which will interfere with the rights, comforts or convenience of other vendors or the public. No vendor shall play, or allow to be played any radio or other sound instrument at a sound level which may annoy or disturb other vendors. The running of any gasoline or diesel motors or engines, including all vehicles, is not permitted.



Vendor Conduct

Vendors shall conduct themselves in a manner that is courteous to other vendors, Market personnel and the public. Behavior, which is threatening, abusive or harassing shall constitute a violation of the North Hills Farmer's Market Policies, Procedures, and Rules and is grounds for immediate termination of Market membership at the sole discretion of the Market Manager.

Inspection

Representatives of the NFM shall have the right to conduct an inspection of the production areas of those products sold by a vendor in the Market. The vendor will be given 48 hours notification prior to an inspection. An inspection may include ownership information and any other information relevant to determining product legitimacy. Failure to allow such an inspection shall constitute a violation of NFM Policies, Procedures and Rules and be grounds for immediate termination of Market membership at the sole discretion of the Market Manager.

Hold Harmless

The vendor, in consideration of participation in the **NHFM**, agrees to hold **Kane Realty Corporation**, NHM Owners – 1, LLC, and the Merchants of **North Hills** and their agents, officers, directors and employees harmless from and against any and all claims, causes of action, demands, debts, damages, judgments, cost or expenses (including attorney fees), or other losses of any nature or kind arising from, relating to, or in any manner connected with Market activities.

Specific Craft Criteria

Crafts, for the purpose of the North Hills Farmers' Market shall be determined to be: an item which an observer of the craft can appreciate the technique and execution of the employment of manual skill in the craft's production.

1. All crafts must be hand crafted by the vendor or a member of the vendor's farm or craft unit.
2. Crafts must be the product of a home or cottage type industry using an intermediate type technology rather than an industrial type production. To be considered "hand crafted", the item must show evidence of manual skills obtainable only through a significant period of experience and dedication.
 - a. Examples of unacceptable items would be, but not limited to: tracings of paint by number, photographs, postcards, prints, printed materials, ceramics or pottery from commercial molds, wood carvings using duplicating machines, kits in any form, and any other items which clearly do not reflect originality of design.
3. The value of purchased raw materials shall not exceed 30% of the selling price.
4. No Mechanical, optical, digital or electronic reproductions will be allowed.
5. All crafts must be of excellent workmanship both in quality and design.
6. All crafts vendors must comply with and abide by all Rules and By-Laws of North Hills Farmers' Market.
7. The Market Manager has the discretion to immediately remove any craft item that he/she considers objectionable.