



Apex Farmers Market Vendor Information Packet Agreement and Contract:

The *Apex Farmers Market* is a vibrant and growing local producers market, owned and operated by the *Apex Farmers Market*, a not-for-profit organization. AFM is dedicated to being a resource to the town of Apex and surrounding communities. Our Mission is to provide educational outreach regarding healthful living and the health and economic benefits of consuming locally grown food and supporting locally produced products, while providing farmers and local producers opportunities to directly market their goods and services. Operating the vibrant Apex Farmers Market is one of the ways we fulfill our mission. We seek to create a diverse farmers market for our customers, including produce, meats, fresh farm eggs, farm products, baked goods, seafood, artisan food products and craft vendors, with opportunities to provide education and entertainment for our customers.

The Apex Farmers Market is a registered 50c3 non-profit, operated by a dedicated board of volunteers.

VENDOR PRICES

\$225 Full-Time Vendor (Weekly, Year-Round)

\$125 Part-Time Vendor (Bi-Weekly Year-Round)

\$20 Guest

Summer Vendor Double Booth Request \$75

Electricity Request \$25

*Drop in Guest Vendor \$20/day

*Local non-producing business: \$125

*Fee covers single market dates, as space is available.

Fee is due on or before 9am on the market date.

Important Dates and Information

Applications Requested by February 1, 2021 for first consideration.

MANDATORY: Virtual Vendor Meet & Greet, date TBD There may be some Saturdays during the season that our space will be used for other events and we will not be holding the farmers market (dates to be confirmed): May (Peak Fest), June (Peak City Pig Fest), and September (Music Fest).

VENDOR CONTRACT & AGREEMENT

By entering into this agreement and submitting the electronic application (located at www.apexfarmersmarket.com) to the Apex Farmers Market and Local Food Alliance, each vendor agrees to all rules, regulations, terms and conditions. It is our intention to provide smooth operation of the market in a fair, equitable way, and to provide the community with a safe, consistent, community oriented place to buy fresh, local produce, meats, seafood, and gourmet food products, as well as home and garden accessories, arts and crafts.

Code of Conduct

In order to promote the market to the community and town of Apex, all vendors and members of the market will behave in a professional way towards all Market customers, staff, volunteers and other vendors. Negative comments about or towards other vendors, managers or customers are prohibited. Failure to comply with the Market code of conduct may result in expulsion from the Apex Farmers Market at the discretion of the Apex Farmers Market and Local Food Alliance Board of Directors.

Vendor Rules, Regulations and Information

1. The Apex Farmers Market is a producer's market. Market farmers, vendors, craftsmen and artists will sell products that are grown, raised, produced, created or crafted by the vendor only. Exceptions to this policy will be made on a case by case basis. No reselling of items is allowed unless written permission is obtained in advance from Apex Farmers Market and Local Food Alliance Board.

2. The Apex Farmers Market is intended to primarily provide the Apex community with a local experience and local products. This means vendors should live, produce and/or grow their products within 100 miles of the Apex Farmers Market, with the

exception of items that are not attainable within 100 miles (such as NC seafood). Exceptions to this policy will be considered on a case by case basis by the Apex Farmers Market and Local Food Alliance Board.

3. Each booth must be covered by an 8x8 or 10x10 tent, unless prior permission has been granted. Booths must be set up at least 15 minutes before opening and must remain set up and open until the market closes. Please park your car as specified per your map and load in instructions. (dependant on location)

4. If a vendor must open his/her booth late or close the booth before closing time, or needs to be absent from their space on a specific day, permission must be granted in advance from the Apex Farmers Market and Local Food Alliance Board, except in the case of an emergency situation. **No more than 3 approved in advance absences will be allowed per season for full time vendors.** More than the allotted number of approved in advance absences, late cancellations (cancellations after Wednesday for the upcoming Saturday), and/or any other disruptions to the market will be cause for dismissal from the Apex Farmers Market for the remainder of the season, based on the discretion of the board. The Apex Farmers Market operates in rain or shine. In the event of severe adverse weather situations, market vendors will be notified of any changes to the schedule by the Market Management company.

5. Vendors are responsible for setting up their booth space, and providing booth items such as tables, chairs, displays and tent. Each vendor is provided with up to approximately a 10'x10' space. If additional space is needed, requests for a double booth may be made on this application. All vendors shall maintain an attractive and clean booth space, with the name of the business clearly displayed.

6. Each vendor is responsible for cleaning up his/her immediate area during the event and upon closing.

7. Vendors are required to have liability insurance for his/her business and/or the products being sold with coverage up to \$100,000. Proof of insurance, with Apex Farmers Market included as additionally insured for the season, will be required prior to opening day. As stated in this application, the Apex Farmers Market and Local Food Alliance will bear no responsibility or liability if the vendor is sued, regardless of insurance status.

8. Each farmer and vendor must have all required regulatory permits, business

licenses, etc and must be in compliance with all rules and regulations that may apply to their particular business. For example, prepared food products must be prepared in compliance with all governmental laws and rules, including but not limited to production in a commercial kitchen, use of a co-packer, home processor/certified kitchen license, etc. This information must be provided with the application. Please complete our online Vendor application and upload supporting documents.

9. All vendors must be registered businesses and in compliance with the NC Department of Revenue regulations for farmers market and event vendors. NC Department of Revenue also requires that Registrations and/or NC Sales Tax ID#s be on display in every booth during market/event hours. Vendors are responsible for their own sales to customers, as well as any personal or business income and/or NC Sales taxes that are due.

10. Audio and music may not be played inside or outside of your booth, without prior consent.

11. Vendors must work inside of their own booths and may not distribute materials or samples to customers outside of their booths without prior consent.

12. Vendors may not bring pets to their booths.

13. Vendors' children in booths during market hours must be supervised at all times and not left unattended.

14. Vendors must operate in a professional and courteous manner at all times, and in accordance with the Apex Farmers Market Code of Conduct.

15. Electricity is available on a very limited basis. If electricity is needed, please make those requests in the application.

16. There will be NO smoking or Vaping by vendors in any booth space or within the Apex Farmers Market.

17. Booth fee schedules for all booths will be established each season by the Apex Farmers Market and Local Food Alliance Board of Directors prior to opening day. Booth fees for seasonal and part time vendors will be due in advance. Booth fees

from guest vendors will be due on or prior to 9 am on the day of attendance. Missed market days will not be refunded or credited. **Vendors will not be allowed to set up unless all market fee obligations are up to date.**

18. Vendors wishing to use the Apex Farmers Market logo in their advertising must make a request in writing to the market manager. The market management company will provide approval or disapproval in writing.

19. The operations management company, along with the Apex Farmers Market and Local Food Alliance Board are duly responsible for enforcing all market rules. Any violations will be discussed and resolution attempted. Continued violations will result in vendors being banned from the market without any reimbursement of any fees paid. Vendor grievances must be made in writing and presented to the Board within two weeks. The Apex Farmers Market and Local Food Alliance Executive President and Board will retain the final authority to make decisions that are in the best interest of the Apex Farmers Market regarding vendor infractions, vendor grievances and vendor participation in the Apex Farmers Market.

20. In the event of customer dissatisfaction, the dispute must be resolved to the satisfaction and approval of the Executive Director and in a timely manner. Failure to do so may result in removal of the vendor from the market.

21. The Apex Farmers Market and Local Food Alliance reserves the right to refuse vendor participation in the Apex Farmers Market and/or to remove any vendor from the Market who does not comply with all rules, regulations and requests.

22. Booth assignments for vendors will be made in advance. Some guest vendors will obtain their booth assignments on the morning of the market. Each vendor is expected to set up in his/her own assigned booth.

23. COVID Operations: Masks are mandatory for non-vaccinated vendors, and suggested for vaccinated and boosted vendors. Vendors and shoppers must practice social distancing, washing hands frequently and sanitizing hands and surfaces after handing money. Public restrooms are located in the Halle for handwashing. **If you are feeling unwell, or have been exposed to COVID 19, please do not attend the market.**

