

## Watauga County Farmers' Market 2018 Application and Agreement: NEW VENDORS

(Crafters & Artisans – please see Guidelines located at the end of this application.)

This completed and signed application must be mailed **with a \$25 check** for the application fee and received no later than **January 31, 2018** at:

- **Watauga County Farmers' Market, PO Box 2177, Boone, NC 28607**

Please read carefully and fill out all pages of the application form front and back completely. Application is invalid without signature. Print legibly or type. Illegible applications will not be accepted. You will be notified of the acceptance or denial of your application **by email**.

### **Vendor Information:**

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

Owner: \_\_\_\_\_

Other Business Associate: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

**Address(es) of Production:** List all addresses where your products are grown or made if different than above address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

County of Production: \_\_\_\_\_

Cell: \_\_\_\_\_ Work: \_\_\_\_\_ Home: \_\_\_\_\_

Email (required): \_\_\_\_\_

Website: \_\_\_\_\_

### **Farmers' Markets Previous Experience and "Readiness to Vend":**

Please describe your previous experience at other Farmer's Markets or similar venues (*specific names of Markets, number of years participating, estimated number of times vending, etc.*) and describe your ability to be "ready to vend" on Opening Day.



**Tax Compliance:** NC Department of Revenue requires all vendors at farmers markets to be in compliance with tax regulations and for markets to have supporting records. You must fulfill **one** of these two options:

1) \_\_\_\_\_ I am registered with the NC Department of Revenue and my Tax ID Number is: \_\_\_\_\_.  
My certificate of registration will be displayed at all times while at Watauga County Farmers' Market.

-OR-

2) \_\_\_\_\_ I am a farmer who only sells my farm products in their original state:

\_\_\_\_\_ I have a tax exemption number. My number is : \_\_\_\_\_

- OR -

\_\_\_\_\_ My WCFM Sales Tax Exemption Waiver is attached (email Market Manager for the document)

(For more detailed information about tax compliance including a link to a website where you can register with the NCDOR ([www.dor.state.nc.us/](http://www.dor.state.nc.us/))).

## **Planned Attendance:**

It is the Watauga County Farmers Market's goal to have the most vendors and the greatest possible product diversity throughout the market season. **Please check the boxes adjacent to the Saturdays that you expect to be in attendance:**

- |                                     |                                      |
|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Sat May 05 | <input type="checkbox"/> Sat Aug 04  |
| <input type="checkbox"/> Sat May 12 | <input type="checkbox"/> Sat Aug 11  |
| <input type="checkbox"/> Sat May 19 | <input type="checkbox"/> Sat Aug 18  |
| <input type="checkbox"/> Sat May 26 | <input type="checkbox"/> Sat Aug 25  |
| <input type="checkbox"/> Sat Jun 02 | <input type="checkbox"/> Sat Sept 01 |
| <input type="checkbox"/> Sat Jun 09 | <input type="checkbox"/> Sat Sept 08 |
| <input type="checkbox"/> Sat Jun 16 | <input type="checkbox"/> Sat Sept 15 |
| <input type="checkbox"/> Sat Jun 23 | <input type="checkbox"/> Sat Sept 22 |
| <input type="checkbox"/> Sat Jun 30 | <input type="checkbox"/> Sat Sept 29 |
| <input type="checkbox"/> Sat Jul 07 | <input type="checkbox"/> Sat Oct 06  |
| <input type="checkbox"/> Sat Jul 14 | <input type="checkbox"/> Sat Oct 13  |
| <input type="checkbox"/> Sat Jul 21 | <input type="checkbox"/> Sat Oct 20  |
| <input type="checkbox"/> Sat Jul 28 | <input type="checkbox"/> Sat Oct 27  |

**\*\*Please note that this chart does not fulfill the notification rule! You must still notify the Market Manager via email, phone call or text message by 5pm the Thursday before any Saturday you will be absent.\*\***

## **Documentation:**

*It is the vendor's responsibility to comply with all applicable laws with respect to the production of their goods. The Market requires documentation supporting all goods that are subject to regulation. **Copies of all certifications must be attached to your application** (even if you have submitted them in previous years.) Any additional items added to your product line during the year must have supporting documentation on file with the Market Manager.*

I sell processed foods (such as, but not limited to, baked goods, dried fruit, jams, jellies and preserves) that require a NCDA kitchen inspection.

**If you produce at home:**

my NCDA inspection is attached and the contact information for my inspector is:

Name: \_\_\_\_\_ Email/Phone: \_\_\_\_\_

Private water supplies must be tested annually by the county health department.

I have city water OR  My yearly water inspection is attached

**If you produce in a commercial kitchen:**

I produce in a commercial kitchen that I have identified on the first page of this application. The WCFM Commercial Kitchen Declaration is attached. (Email Market Manager for this document)

I sell pickles, canned vegetables, relishes, acidified foods, tomato products:

My NCDA short course certification is attached

I sell whole, processed chickens, turkeys, rabbits processed under the federal exemption P.L. 90-492

I have been inspected and registered by the NCDA Meat and Poultry Division and I am listed as a "Poultry Exempt Firm" on the NCDA website.

I sell any other meats that do not fall under the above exemption:

I have my meat handlers license with me at all times and my products adhere to USDA regulations for processing and packaging. The contact information for my inspector is

Name: \_\_\_\_\_ Email/Phone: \_\_\_\_\_

I sell dairy products

My dairy certification is attached. The contact information for my inspector is:

Name: \_\_\_\_\_ Email/Phone: \_\_\_\_\_

I use the word "Organic" in any representation of my produce or other product.

My current USDA Organic Certificate is attached

I sell less than \$5,000 of organic produce per year and my "Small Scale Organic Grower's Declaration of Exemption from Certification" is attached. (Email the Market Manager for this document)

**I have a North Carolina Plant License / Certification to sell nursery stock plants. (See Below)**

My NC License – Certification is attached.

I certify that all the plants that I sell at the Watauga County Farmers' Market (WCFM) are exempt from the requirement of licensure or certification as outlined in the "Selling Nursery Stock in North Carolina Requirements" (See Below) and that I am not required to provide a license or certification to the WCFM. \_

## Selling Nursery Stock in North Carolina Regulatory Requirements

Plant Industry Division-Plant Protection Section  
NC Department of Agriculture & Consumer Services



The purpose of this information sheet is to assist in determining whether a nursery or nursery dealer license might be needed for your operation.

### Nursery or nursery dealer license?

A license issued by the NCDA&CS is required by any person selling nursery stock in North Carolina. A *nursery license* is required for any person growing and selling nursery stock whereas a *nursery dealer license* is required for any person obtaining and re-selling nursery stock. These licenses certify that plant material has been inspected for and is apparently free from potentially harmful quarantine pests and must be renewed yearly. The *nursery and nursery dealer license* fee structures as well as further information can be found at the following website: <http://www.ncagr.gov/plantindustry/plant/nursery/lictbl.htm>.

### What is nursery stock?

Nursery stock is defined as "All wild or cultivated plants or parts thereof, trees, shrubs, vines, bulbous plants and roots, grafts, scions and buds". Excluded in North Carolina's definition are "annual plants; cut flowers; tree, field, vegetable, flower or other true seeds; decorative plants or plant parts without roots not intended for propagation; and perennial plants intended for indoor use that are produced in North Carolina."

### Why are nursery or nursery dealer licenses required?

The purpose for the *nursery and nursery dealer* licenses is to assist with preventing the movement of potentially harmful pests (such as insects, diseases or weeds) from one area to another. This helps protect all agricultural and horticultural industries in North Carolina.

### How do I obtain a nursery or nursery dealer license?

An NCDA&CS Plant Pest Specialist must inspect plant material at the nursery for potentially harmful pests prior to the issuance of a *nursery* license. After the inspection, the appropriate fees must be paid. To register for a *nursery dealer* license, the individual must also complete an application providing details on the sources of plant material and submit to the NCDA&CS, along with appropriate fees. Each of these licenses serves as documentation that the *nursery or nursery dealer* has been inspected and is "apparently free from injurious plant pests".

To schedule an inspection, or if you have any questions, please contact Tammy Morgan ([Tammy.Morgan@ncagr.gov](mailto:Tammy.Morgan@ncagr.gov)) at (919) 707-3751, Michelle McGinnis ([Michelle.McGinnis@ncagr.gov](mailto:Michelle.McGinnis@ncagr.gov)) at (919) 707-3742, or the Plant Pest Specialist in your county. The Plant Pests Specialist for each county can be found at the following website: <http://www.ncagr.gov/plantindustry/Plant/nursery/fwatxt.htm>.

**Important:** If you are selected as a vendor, before March 1, 2018, you will need to send an email to the Market Manager (wataugacountyfarmersmarket@gmail.com) with a description of the produce / products that you would like to have included in the Vendor section of the Market's website and also any pictures that you would like posted. Include physical address, contact information, website, etc. Our plan is to post this information on our website in a PDF format to avoid the problems associated with hacking that has been experienced in the past.

Please read the Rules of the Market and Bylaws, which are available on the Market's website. The Rules are subject to change at any time during the season and vendors will be notified of these changes in writing.

The Market requires that all vendors comply with standards of professionalism that promote open communication, mutual respect and the best interests of the Market. Disruptive actions or remarks that undermine the shared success of any or all of our community of vendors are unprofessional and unacceptable. Failure to comply with these standards could result in suspension or removal from the Market.

For the Watauga County Farmers' Market to be successful, vendor attendance is necessary. Members must attend the Market at least 24 out of 30 weeks in 2018 in order to qualify for a permanent space in 2019.

Each vendor participating in the Market shall be responsible for any loss, personal injury and/or damage that may occur as a result of the vendor's actions and agrees to hold harmless the WCFM from any losses, damages, claims, suits or actions, judgments and attorney fees.

Vendors are encouraged to maintain their own liability insurance.

I agree to allow representatives of the WCFM to visit the premises where the products I intend to sell are produced.

I acknowledge that I have been provided access on the website to a copy of the Rules for the WCFM and that I will abide by these rules. I also understand my membership can be terminated for violation of any of the Rules.

**FURTHERMORE, I AGREE THAT I AND ALL OF MY EMPLOYEES WILL COMPLY WITH THE FOLLOWING RULE REGARDING PARKING:**

**5. General provisions**

- a) Each vendor will be limited to either a vehicle or trailer at their approved vendor space. Any additional vehicle must be parked offsite from the Horn or Daniel Boone Native Gardens lots. Vendor parking is allowed in the maintenance yard down the hill from the Horn [AND AT FIRST CITIZENS BANK]. Vendors should not block access to the maintenance yard when parking there.

Agreed to:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*\*\*\*\*

**Guidelines for Crafts**

The following guidelines are set forth for the purpose of jurying crafts in order to determine whether the proposed craft is eligible to be sold at the market operated by Watauga County Farmers' Market. 100% of all crafts sold at the market must be hand crafted by the vendor. Any crafts that a current or potential vendor intends to sell at the market must be approved by the jury. Crafts that have been juried previously do not have to be submitted to the jury again. Craft juries will be held every year.

**Definition of Crafts:** Crafts, for the purpose of the Watauga County Farmers' Market shall be determined to be: an item made by hand, which an observer of the craft can appreciate the technique and special skill used in the craft's production.

Non-farm crafts are produced from materials not grown or harvested by the crafts person and must be juried. Farm crafts are value added farm products produced predominately from materials grown or harvested by the crafts person. These crafts do not have to be juried by the Crafts Committee but do have to pass all other farm inspections.

**The Crafts Committee and Jurying Process:** All crafts must be juried by the Crafts Committee prior to being sold at any market operated by Watauga County Farmers' Market. Each person making crafts to sell at the market must be juried in individually. Separate crafters may only apply under the same membership if they are immediate family members. The names of all individual crafters selling under a single membership must be on file with the market manager. The Crafts Committee will consist of 3 to 4 community craftspeople who do not vend at the market and who are invited by WCFM to judge the craft jury. The Crafts Committee recommends to the Board of Directors whether or not the proposed craft is eligible to be sold at the market. The Board of

Directors has the final determination as to whether or not a craft item can be displayed and sold.

***(A Craft Jury Day will be scheduled by the Manager during the first two-weeks in February. The Board will determine which vendors will be selected as new Vendors at its Board Meeting in the latter part of February.)***

To be juried, craft vendors will be assigned a number by the Market Manager. They will set up their crafts and will then leave the premises. Potential craft vendors will not be present at the jurying to ensure open and frank discussion. The Craft Committee will not know the name of the potential craft vendor. Crafts will only be known by number. The craft vendor will be notified by email of their acceptance. There will be no crafts juried on Market day.

### **Specific Criteria**

- All crafts must be hand crafted by the vendor.
- Crafts must be the product of a home or cottage type industry using a personal type of technology rather than an industrial type of production. To be considered "hand crafted", the item must show evidence of manual skills obtainable only through a significant period of experience and dedication. Examples of unacceptable items would be, but not limited to: tracings of paint by number, ceramics or pottery from commercial molds, wood carvings using duplicating machines, kits in any form, and any other items that do not reflect originality of design.
- All crafts will be juried with the exception of farm crafts, defined above. Craft vendors who add a new category of crafts after jurying will still have to have the new category craft juried. Everything that a craft vendor wants to sell at the market must be represented at jurying. Pieces too large to be carried easily can be represented at jurying by photographs. Judges reserve the right to ask craft vendors to bring the item if it is in question.
- All crafts will be photographed at jurying to ensure what each craft vendor sells at the Market has been juried.
- All crafts must be of excellent workmanship both in quality and design.
- All craft vendors must comply with and abide by all Rules and By-Laws used to govern the Watauga County Farmers' Market. They must also be a member of the Market in good standing.
- The Market Manager has the discretion to immediately remove any craft item that he/she considers objectionable. The Board of Directors must review the manger's decision within 14 days and make an official ruling on the matter.