



Oak Island Farmers Market Market Rules and Guidelines

Time: Mondays, 8am-1pm, from May 20, 2019 to September 2, 2019. **There will not be a market on Monday, July 1, 2019.** The market will operate rain or shine unless staff determines the weather would pose a public hazard. **Sellers are required to remain on site for the entire duration of the market- no early break-downs before 1pm.** Any vendor who is not on site by the start time of the market may not be allowed to set up. New vendors may not arrive the day of a market with a registration form and expect to set up that day. They must be pre-approved before market day.

Display/Set-Up: Spaces are 10 x10 and will be assigned by staff. As this is an open-air market with several entrance points, we do not anticipate any “priority” spaces. Any vendor who has not arrived to set up or has not contacted staff and notified them by 7:30 am may lose their assigned space for that market day. **If you’re not planning to attend a particular market date you’ve already sign up for, you must inform the market manager ahead of time (2 days out is preferred).** Vendors must provide their own tables or displays. Canopies, tents, or umbrellas are encouraged. **All vendor canopies, tents, signs, flags, etc. must remain in their 10 x10 vendor space. Items may not extend beyond their marked area.** Each seller is responsible for cleaning up his/her assigned space at the close of the market. All vendors must haul away their trash at the end of the day. On site trash receptacles are for customer use only. On field parking must be approved by staff, and there is no driving on the soccer field without staff approval.

If you do not notify staff in advance about an unforeseen absenteeism, your space will may be assigned to another vendor for that market day.

Where: Softball Fields located at SE 49th Street @ Middleton Park (behind Oak Island Town Hall)

Fees: 2019 fees are \$15/day, \$60/month – June, July, August. Or \$200 for entire season. These fees are paid per 10X10 space. Fees can be paid up front or the day of the market. Full Season Vendors must indicate on their form that they are Full Season or Daily Vendors. Make checks payable to the: Oak Island Parks and Recreation Dept.

Administrators:

The Farmers Market is operated by the Oak Island Parks and Recreation Department. Day to day operation of the market is overseen by OIPRD staff. Duties include but are not limited to: market supervision, rule enforcement, space assignment, mediation, and promotion.

Oak Island Parks and Recreation Department -- **910-278-5518** or rgordon@ci.oak-island.nc.us

Eligibility of Products:

Products that can be sold by the seller can include: Vegetables, Fruits, nuts, or berries, plants, herbs, bulbs, eggs, dairy products, honey, cut or dried flowers, firewood, straw, preserves, pickles, relishes, jams, jellies and candies, baked goods, seafood and aquaculture products. The Parks and Recreation Department shall have the sole discretion to determine if a particular product or set of products is not consistent with the purpose of the Market and to restrict vendor participation in such instances.

Crafts: Art or crafts must be hand crafted by the Vendor. **You may not resale arts and crafts items made by another vendor/business.** Items must be the product of a home industry using 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. No flea market or yard sale items permitted.**

Non-Profit Groups: Non-profit organizations that are approved by the Parks & Recreation department as vendors may sell their fund-raising items for their organization as space is available. **This includes bottled water.**

Labeling: All “canned/jarred” products must have label identifying

Vendors must have all items listed for sale on their application and they must be approved before they can be sold at the market. If a vendor wishes to sell any product other than what was on the initial application, they must submit an additional application to the Parks and Recreation Department. Water or other bottled products may not be sold by vendors.

The Town Staff have sole discretion to determine if a particular product or set of products is not consistent with the purpose of the Market and to restrict vendor participation in such instances. “*Locally Produced*” is defined as produced in North Carolina or within a 100 mile range of Oak Island, NC or harvested by North Carolina based boats. Town staff may conduct an inspection of any market vendor at any time to verify product origin.

Labeling: All “canned/jarred” products must have label identifying the product and contents. All *Baked Goods* must be either individually labeled with ingredients or a “master list” identifying each product with the ingredients of each baked product being sold (example-a pound cake could have an ingredients label on wrapping; unwrapped cookies could have the cookie type listed on a sign with ingredients noted rather than on each individual cookie)

Prices: All products being sold must display product prices – this can be done on individual items or on a list identifying items and prices.

State Requirements: Vendors must submit a copy of their NC DOR Sales Tax certificate of registration number or exemption letter when they register for the Oak Island Farmers & Artisans Market. NC requires the certificate to be on display in your booth. The North Carolina Department of Agriculture and Consumer Services (NCDACS) food safety rules & regulations guiding farmers markets require a home inspection for all vendors who do home processing (producing a food product in your home). All vendors who sell home produced food items **MUST** contact the NCDACS to get information on the regulations and to request a home inspection prior to sale of any home produced food item. Contact Number: NCDACS 919-733-7366- Indicate you are a home processor and need to speak to a food compliance officer about the requirements. Let them know you will also need a home inspection.

Regulations:

- Vendors must comply with all laws, ordinances, and regulations of the United States, State of North Carolina, Brunswick County, and Town of Oak Island.
- No smoking is allowed by vendors in their booth areas.
- No live animals may be bought or sold or given away at the market.
- No grills or open fire cooking allowed.
- Pricing of goods sold at the market is solely the responsibility of the individual vendor.
- **Vendors may not have personal pets in their booth during market hours. This is for the safety of patrons that are attending the market and for the vendors themselves.**
- Vendor space assignments are not guaranteed to be the same in subsequent years.
- Vendors may not “sub-lease” their space.
- Space-sharing is only allowed with prior approval of products and vendors.
- Setup is at 6:00 am and breakdown no earlier than 1 pm.
- The Oak Island Farmers Market does not offer exclusive rights to any one vendor to sell any one product.
- Disorderly conduct, unruly behavior, or any behavior disruptive to others will not be tolerated.
- Oak Island Farmers Market reserves the right to:
 - prohibit any vendor from selling in the market
 - prohibit any vendor from selling a product in the market

Violations: Any vendor who fails to comply with the rules may lose their Market rights with no refund of fees. Market management reserves the right to prohibit anyone from selling at the Market.

Market Management--General:

- *Maintenance of Grounds*--Mowing and other maintenance of grounds will be provided by Town. Garbage, trash and recycling services provided by Town.
- *Restrooms*-- Use of existing restrooms (Cabana and Middleton Park)
- *Parking Facilities*-- Parking facilities provided in Town parking areas or on adjacent streets. Vendors will need to move their vehicles to Cabana Parking lot once their merchandise has been unloaded. This will free up parking (unloading) for other vendors attending the market. Produce Vendors may leave their produce vehicle behind their vendor area to make sure their produce stays safe. This will be pre-approved by the Parks and Recreation Director & Market Manager.
- *Management*-- Market management will be provided by Town employee(s). If there are any issues/questions vendors should contact the Recreation Department – 278-5518.
- *Market Public Mission*--Market will also provide space as necessary for general Town information, Town committees or groups, and promotion of Town and Town Advisory Board missions.
- *Non-Profit Groups*—Market will allow non-profits if they are approved by the Parks & Recreation department and as space allows.

Questions?

Call Oak Island Parks and Recreation Department -- **910-278-5518** or rgordon@ci.oak-island.nc.us