



High Point Farmers Market 2020

Vendor Rules and Application

About the High Point Farmers Market

The High Point Farmers Market is operated under the direction of the High Point Public Library, a department of the City of High Point. The mission of the High Point Farmers Market is to promote a healthy lifestyle and a sense of community in a family-friendly gathering place.

As such, the priorities of the Market are providing:

- Access to fresh, locally grown produce;
- Information by professionals about health, nutrition and physical wellbeing;
- A welcoming community gathering place;
- Support for local farmers, handcrafters and artisans;
- A venue for local community groups and non-profits to share information about their organizations.

The High Point Farmers Market will be held in the parking lot of the High Point Public Library located at 901 North Main Street every Saturday from 8:30 a.m. to 1:00 p.m., from May 2 through October 31. Admission is free for shoppers; however, vendors must pay a minimal fee to cover the costs of event production.

We look forward to a great High Point Farmers Market season and hope you will join us as a weekly vendor.

General Rules

- It is the sole responsibility of each vendor to comply with all applicable laws, regulations, ordinances, requirements, rules, and standards. This includes, but is not limited to, laws, regulations, ordinances, requirements, rules and standards related to sales tax, alcohol sales, agriculture sales, environmental matters, and food safety and health matters.
- There are 18 permanent stalls constructed, as well as space for additional vendor booths. Each vendor will be designated a 10x10 foot space. More space can be negotiated on an as needed basis. Permanent stalls will be equipped with electricity and water. If you require the use of these, you must notify the Farmers Market Manager.
- If all permanent stalls are taken, vendors must provide their own tents/canopies. Tents/canopies must be weighted for safety.
- All vendors are responsible for providing their own tables and seating.
- Vendors must ensure that their signs/displays do not obstruct customers' views or access to other vendors.
- Vendor booths may arrive as early as 7:00 a.m. Vendor booths must be set up and in place no later than

8:15 a.m. For any vendors arriving after 8:15 a.m., vehicles will not be permitted inside the Farmers Market area. Vehicles may not enter the Market area before 1:00 p.m. to dismantle without prior approval from the Market Manager.

- Unless otherwise noted, vendors may park at the HPB Insurance Company or at Dummit Fradin Law Offices parking lots on N Elm Street.
- Any item for sale at must be of reputable and high quality.
- Prices and point of origin must be clearly posted for all items sold.
- Preference for inclusion in the Market will be given to vendors who do not already have an established storefront operation.
- Professionally mass-produced items are not permitted to be sold at the High Point Farmers Market.
- The City of High Point accepts no responsibility for the goods sold at the High Point Farmers Market.
- If you violate any of the terms of this application, you will be asked to remove your booth and not to return. Further, your vendor fee will not be refunded.
- Smoking by vendors will be in designated areas only.
- Non-profit and civic groups may request a space to share information about their organization one time during the Market season.

Farmer and Food Artisan Vendors

- Produce vendors may sell regional produce from farms located up to 250 miles from the High Point Farmers Market, until the date that such produce comes into season locally (Guilford, Randolph, Davidson, and Forsyth Counties).
- Produce vendors who sell products from multiple farm locations must have signs or labels that clearly indicate each farm location from which the products originate.
- Vendors must provide their own scales and weighing equipment, which must be approved as legal for trade.
- All ingredients of prepared foods must be properly labeled and dated.
- Meat, cheese, and fish must meet all applicable health inspection and certification requirements. Prepared foods must be prepared in a certified kitchen.
- Vendors selling any acidified foods such as pickles must have completed appropriate courses and prepared such foods at approved sites.
- Vendors offering samples of any food products are solely responsible for using safe handling practices.

Arts and Crafts Vendors

- All arts and crafts must be (1) handmade by the vendor or (2) a value-added product. A value-added product is defined as one that has undergone a change in the physical state or form of the product. (An example of a value-added product would be taking a bottle, and painting it or embellishing it with decorations to create a vase.)
- Mass produced items such as knick-knacks, plastic jewelry, or other low quality merchandise may not be sold.
- Art work may not display nudity, vulgarity, or any other material deemed offensive or obscene by the City
- Arts and crafts vendors must meet with the Market's review committee before application can be accepted.

Vendor Application and Registration

- All vendors must complete, sign, and submit this application along with payment at least 7 calendar days prior to the market event. If the application is complete, the Farmers Market Review Committee will review the application and, in its sole discretion, approve or decline entry into the market event at least 3 calendar days before the market event.
- If a vendor cannot attend a market event it has registered for, the vendor shall notify the Farmers Market Manager of cancellation by 5 p.m. the Friday before the market event. Fees will not be refunded for vendor cancellation, but your fee may be applied to a future market

Vendor Fee Structure

The vendor fee structure is listed in the table below. You may pay for one week at a time, or for multiple weeks in advance for the discounted rates. If you are paying for more than one week at a time, the weeks must be sequential. If you have paid for vendor space for a particular Saturday and the High Point Farmers Market cancels that Saturday due to weather or any other reason, you will receive a full refund of your vendor fee for that week, or your vendor fee may be applied to the following Saturday, whichever option you prefer.

Fee for One Week	\$15
Fee for Four Weeks	\$50
Fee for the Full Season (Please note, the full season may be paid in four installments of \$50 each. There will be no refunds for rain cancellations for those paying for a full season)	\$200

Vendor Information

Please complete the table below.

Business Name	
Business Address	
Primary Contact Person's Name	
Telephone Numbers (business and contact person's)	
Email Address	
Description of product(s) for sale	

Webpage and any social media accounts	
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Vendor Date(s) & Payment

Please list below all dates you are applying to participate, as well as the amount and form of payment for those dates. All checks should be made out to “The City of High Point” and mailed to P.O. Box 2530, High Point, NC 27261, or e-mailed to Lee Gann at hpfarmersmarket@highpointnc.gov.

Dates of Participation	
Amount & Form of Payment (cash or check)	

If you have any questions regarding the High Point Farmers Market, please contact Lee Gann at 336-689-4463 or at hpfarmersmarket@highpointnc.gov.

High Point Farmers Market Waiver and Release

In consideration for _____ (hereinafter "Applicant") being permitted to participate in the High Point Farmers Market on the date/s listed above (hereinafter "Activity"), Applicant agrees to the above listed rules and the following Waiver and Release.

Applicant acknowledges that the Activity may have inherent risks, hazards, and dangers that cannot be eliminated. Applicant agrees to assume the risk of any injury to person or property arising out of Applicant's participation in Activity. Applicant understands his/her responsibilities for his/her own care, and safety. Applicant's participation in the Activity is purely voluntary, and in spite of the risks, which Applicant is fully aware, Applicant elects to participate in the Activity.

The applicant acknowledges that this waiver shall operate to bar the undersigned from any claim it may have for injury to property or person for participation in the Activity including any injury which may arise there from. Applicant further waives and releases unto the City any such claim or cause of action and agrees that he/she shall hold the City of High Point (hereinafter "City"), its officers, agents or employee harmless from any liability arising out of such Activity.

The undersigned stipulates and agrees to save and hold harmless, indemnify and forever defend City, its directors, officers, agents, employees, owners from and against any and all claims, actions demands, expenses, liabilities (including reasonable attorneys' fees) and negligence made or brought by anyone as a result of participation in the Activity.

Applicant grants the City the right to photograph or video his or her likeness, vendor booth, and displayed merchandise for publicity and promotional purposes.

Applicant understands and agrees that this Waiver and Release shall be binding upon his/her executors, administrators, persona representatives, heirs, successors, and assigns and shall inure to the benefit of the City of High Point, its employees, agents and representatives.

Applicant: _____

Authorized Signature: _____

Printed Name: _____

Date: _____