



TOWN OF WENTWORTH FARMERS MARKET VENDOR APPLICATION

Return completed application and all supporting documentation, in person,
to the Wentworth Town Hall located at
124 Peach Tree Road, Wentworth NC.

Name (please print clearly):

MARKET DATE: _____

Company Name (if applicable):

Mailing Address:

City: _____ State: _____ Zip: _____

Phone: _____ Alternate Phone: _____

Email: _____

Please list ALL items that you will be selling at the Market:

REQUIRED ATTACHMENTS:

1. Vendor Application completed in its entirety along with a \$5.00 market fee.
2. Signed Producer Only Clause, Signed Liability Waiver Statement/Hold Harmless Clause, and Signed Rules & Regulations Clause (Back Sheet of the Vendor Application).
3. Copy of your inspection certification from www.nchomeprocessing.com if you are selling home-prepared foods as specified in Wentworth Farmers Market Rules & Regulations (if applicable).
4. Copy of other licenses/certifications as specified in Wentworth Farmers Market Rules & Regulations (if applicable).

*All required attachments must be provided in order to participate in the Wentworth Farmers Market.

OVER »

PRODUCER ONLY CLAUSE

I, _____ (print your name clearly) attest that I grow or make all of the food and/or products that I am offering for sale at the Town of Wentworth Farmers Market. I agree that a Town representative shall be allowed to visit my farm/business/home at any point to verify compliance, if deemed necessary by the Town of Wentworth.

(Signature)

(Date)

LIABILITY WAIVER STATEMENT/HOLD HARMLESS CLAUSE

All authorized Vendors participating in the Town of Wentworth Farmers Market shall be individually and severally responsible to the Town of Wentworth for any loss, bodily harm or personal injury, deaths, and/or property damage that may occur as a result of the Vendor's negligence or that of its servants, agents, and employees. All Vendors hereby agree to indemnify and hold harmless the Town of Wentworth, its officers and employees from any claims, loss, cost, damages, and other expenses, including attorneys' fees, suffered or incurred by the Town of Wentworth by reason of the Vendor's participation in the Farmers Market or that of its servants, agents and employees. The Town of Wentworth provides no insurance to participants in the Town of Wentworth Farmers Market.

(Signature)

(Date)

RULES AND REGULATIONS CLAUSE

I, _____ (print your name clearly) attest that I have read and agree to comply with the Town of Wentworth Farmers Market Rules & Regulations. I agree that if I am found in violation of any of these rules and regulations by the Town of Wentworth, I may lose selling privileges at the Town of Wentworth Farmers Market.

(Signature)

Date)

TOWN OF WENTWORTH FARMERS MARKET RULES & REGULATIONS

1. HOURS AND DAYS OF OPERATIONS AND LOCATION

The Wentworth Farmers Market will operate daily from June 1st to November 30th unless there is a special event scheduled for the entire park. Notice of special events will be posted on site by the Town of Wentworth. The Market will operate rain or shine, unless the weather will pose a public hazard. The Town of Wentworth will make the decision to cancel any market as deemed fit. The Market will be held in the Wentworth Park at 126 Peach Tree Road, Wentworth, NC (beside Wentworth Town Hall). Vendors are allowed to bring their own temporary canopy. There are 14 available vendor slots. One Vendor slot encompasses an area of 15' X 10'. The location of vendor slots shall be determined by the Town of Wentworth and slots will be determined on a first come, first served basis.

2. FEES

The Vendor Fee is \$5.00 per market (per day), payable to the Town of Wentworth. Vendors must complete an application and pay their vendor fee before participating in the Wentworth Farmers Market. Fees shall be paid in person at the Wentworth Town Hall during business hours, Mon – Fri from 9:00am to 5:00pm.

3. VENDOR RESPONSIBILITIES

- (A) Vendors must produce the items they sell.
- (B) Vendors must provide a copy of all documentation such as kitchen inspection, certifications, etc. to the Town of Wentworth before they begin selling at the Farmers Market. Documentation should be posted at the Farmers Market as well.
- (C) Prices must be posted for all items sold. It is recommended that prices reflect fair value.
- (D) Vendors are responsible for the safety of any and all displays in their vendor slot. No display may interfere with or obstruct the market space.
- (E) All Health Department regulations (temperature control, air contact, etc.) pertaining to the sale and transport of any fresh foods (raw meat, dairy, etc.) sold at the Farmers Market must be observed.
HELPFUL LINKS: [Food Safety & Processing | North Carolina Cooperative Extension \(ncsu.edu\)](https://www.nchomeprocessing.com) ;
www.ncagr.gov/fooddrug/food/homebiz.htm ;
www.ncagr.gov/fooddrug/food/egglaw.htm ;
<https://www.ncagr.gov/MARKETS/facilities/markets/raleigh/forms/Seafood%20Guidelines%20rev.%204-30-11.pdf>
<https://www.ams.usda.gov/services/organic-certification/becoming-certified>
- (F) All produce must be of top quality, as determined by the Town of Wentworth.
- (G) Artists and craft vendors must include photos of their work and set-up displays with their application.
- (H) Vendors are responsible for cleaning up the areas around their selling space.
- (I) Produce or large boxes should not be left in the Farmers Market or in the Wentworth Park trash cans. Take them with you.
- (J) Do not drain coolers or dump ice in the Farmers Market or general Wentworth Park area.
- (K) No live animals shall be sold, given away, or permitted at the Farmers Market.
- (L) Vendor rudeness, interference or harassment will not be tolerated. Violators will be expelled from the Farmers Market by the Town of Wentworth.

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4. ELIGIBLE PRODUCTS

- (A) Direct Farm Products
 - Vegetables grown from seeds, sets, or seedlings by the vendor.
 - Fruit, nuts or berries grown by the vendor.
 - Plants grown by the vendor from seed, bulbs, transplants or cuttings.
 - Bulbs propagated by the vendor.
 - Cut and/or dried flowers, herbs, seeds, raised by the vendor.
 - Honey and bee products from the vendor's bees.
 - Eggs (kept at proper temperature) from poultry owned by the vendor.
 - Meats (see Vendor Responsibilities, 3, E.)
- (B) Value Added Products
 - Preserves, pickles, jams, vinegars, etc., made by the vendor. No low-acid canned foods or canned tomatoes will be allowed.
 - Cheeses or milk products from the vendor's animals.
- (C) Bake Goods, Arts and Crafts
 - Fresh baked goods made by the vendor in a certified kitchen.
 - Soaps and herbal body care products made and produced by the vendor.
 - All art and craft work must be completely original and produced by the vendor.

Anything not listed as eligible must be approved by the Town of Wentworth before any sale may take place.

ABSOLUTELY NO PURCHASE-FOR-RESALE PRODUCE OR PRODUCT WILL BE ALLOWED AT THE FARMERS MARKET.

5. DISPLAY / SET UP

- (A) Vendors are allowed to bring their own temporary canopy.
- (B) All tables, chairs, signage, baskets, containers, etc. are the sole responsibility of the vendor to provide.
- (C) All products sold must have signs indicating price and description of product. A master pricing list can be substituted for individual product pricing. It is up to individual vendors to keep the appropriate sales records for IRS and NC Department of Revenue purposes.
- (D) All scales must have a valid state certification sticker visible.
- (E) Each vendor is responsible for cleaning up their assigned space at the close of the Farmers Market.

6. MISCELLANEOUS

- (A) Vendors must comply with all laws, ordinances and regulations of the United States, State of North Carolina, Rockingham County and Town of Wentworth (see helpful links under 3. Vendor Responsibilities (E)).
- (B) All vendors must complete an application form, provide certification and licenses (as required), provide a signed, written statement verifying that you grow or make all of the products you are offering for sale and sign a liability waiver form/hold harmless clause.
- (C) The Town of Wentworth Staff is responsible for the day-to-day management of the Farmers Market and has the authority to interpret, implement and enforce these rules.

7. COMPLAINT PROCESS

- (A) Complaints should be submitted in writing to the Town of Wentworth along with any supporting documentation.
- (B) If the complaint is deemed valid, it will be investigated by the Town of Wentworth and appropriate action taken.