



# The Davidson Farmers Market

## VENDOR APPLICATION

### 2024 Season

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Thank you for your interest in applying to be a vendor at the Davidson Farmers Market for the 2024 season.

**Before filling out the application, please read the following guidelines and eligible vendor requirements. Only completed applications with a non-refundable \$30 fee will be considered for the 2024 season. Applications submitted past the October 15, 2023 due date will not be considered for review.**

If you have any questions during the application process, please contact Courtney Spear, Market Manager, by email [Courtney@davidsonfarmersmarket.org](mailto:Courtney@davidsonfarmersmarket.org) | 704.400.0880

Please mail completed application with \$30 application fee to:  
Davidson Farmers Market | P.O. Box 2534 | Davidson, NC 28036 OR hand deliver to the DFM on Saturdays

### ABOUT THE DAVIDSON FARMERS MARKET

The Davidson Farmers Market (DFM) is a registered 501(c)3 non-profit organization. The DFM is a producer-only market with vendors located within a 100-mile radius of the town of Davidson, NC. The DFM is the largest market in the Lake Norman area and serves an average of 2,500 shoppers a week during Prime Season. The organization is governed by a Board of Directors and a Market Manager.

In addition to market operations, the organization hosts educational programs, market events, and community partnerships.

As part of the The Davidson Farmers Market mission, to “create a vibrant community gathering place,” we welcome people from throughout the community. We are dedicated to diversity, inclusivity, and tolerance for everyone who participates in the market, whether as vendor, shopper, staff, volunteer, or board member. DFM does not discriminate and actively includes people of all races, ethnicities, national origins, religions, genders, sexualities, and abilities. When we come together as a vibrant gathering, we strengthen ourselves, each other, and all the communities we belong to.

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**MARKET GUIDELINES:** The Davidson Farmers Market guidelines are intended to be fair and to uphold the purpose of the market as a producer-only, local market. The DFM Board and Manager oversee the operations of the market. The DFM may modify or add to these rules at any time to better serve the market’s interests.



**Purpose:** The Davidson Farmers Market was established in 2008 to provide locally grown foods and products, to sustain farmers in the Davidson area, and to strengthen a sense of community. As a “producer only” farmers market, it supports local farms as a viable part of the community by providing a place for local farmers to sell their products directly to consumers. **DFM does not allow reselling of any kind or any craft-only vendors.**

**Time and Place:** The Davidson Farmers Market operates a Saturday morning market 9 am - Noon: Winter Market; bi-monthly January through March; Prime Market, every Saturday April through November; and Holiday Markets, two markets in December. The DFM Board and Manager reserve the right to change or cancel the market due to hazardous weather or other unforeseen circumstances, following organizational procedure.

**Application Process:** **Vendors are accepted prior to the beginning of the calendar year.** Vendors are selected by application only. Following a site inspection, vendors are approved by the DFM Vendor Committee and the DFM Board. Decisions are made in November and all vendors, accepted or not, are notified. **No waiting list is maintained.**

**Vendor Requirements:**

- Accepted vendors are required to have general liability insurance (minimum \$1,000,000) which lists the Davidson Farmers Market as an “Additional Insured” or “Certificate Holder.”
- Vendors must submit their NC DOR Sales Tax certificate of registration or exemption letter. NC requires this to be on display in your booth.
- Meat producers must read and sign the meat policy addendum and include it with their application.
- Vendors selling qualifying foods are required to accept SNAP tokens.
- Site visits are required. If a vendor does not meet DFM requirements after a completed site visit, DFM reserves the right to remove the vendor from participating at the market.
- Accepted vendors must sign DFM’s code of conduct agreement.
- All vendor related fees must be paid prior to the vendor’s first market day. Installment payments are not accepted. Unpaid fees will result in suspension from DFM until paid.
- Returning vendors with outstanding fees from the prior season must pay them before submitting a new application.

Being selected to be a vendor, or continuing to be a vendor, at The Davidson Farmers Market is at the sole discretion of the DFM Board and Manager and can be changed at any time for any reason.

**Vendor Categories (see Vendor Application page for fees):**

1. Year-Round: 12 months beginning in January through December, 40 weeks
2. Prime: April through December, 34 weeks
3. Partial: 10 Markets or fewer

**Communication:** **Vendor communication from DFM is through email.** Vendors’ first point of contact is with the DFM Manager. Vendors will receive a “Vendor Email” every Tuesday before Market day, from the DFM Manager.



### **Eligible Vendors:**

- Farmers (growers) of produce.
- Farmers (producers) of meats, cheese, other dairy products and eggs (see attached addendum for Meat Producers).
- Bakers - makers of locally baked goods.
- Makers of specialty local, consumable products such as canned goods or prepared foods (see inspected kitchen and rules for prepared foods); preference for locally sourced ingredients.
- Makers of soaps, body care, and wellness products (includes aromatherapy candles).
- Gatherers of wild herbs, fruits and mushrooms, from your owned or leased land.
- Fishers of fresh caught fish or shellfish caught in NC/SC waters, or, by approval, approved sellers of fish or shellfish caught by another fisher from NC/SC waters.

### **Non-Eligible Vendors:**

- Makers or sellers of crafts
- Commercial bakers
- Resellers of meat or produce

### **All sellers must reside and produce items they sell within 100 miles of the Davidson Farmers Market.**

The exception is seafood. Sellers must be the original producer or a family member or employee of the producer. No buying and reselling of products is allowed. If a producer's growing, sourcing or selling methods change from what is stated in the application, the producer must notify the Market Manager promptly before attending the next market.

With prior permission of DFM only, a "farm partner" may sell a unique product at the market via a DFM-approved farmer. The product must meet DFM criteria, and the farm partner must be approved by the DFM. The farm partner must complete an application and pay full booth fees under this arrangement. Application and full booth fees are required for products to be sold by another vendor under this arrangement.

**Vendors must notify the Market Manager about any new products they would like to sell that are not listed on their application, submitting a written request and description of the product(s) to receive approval before bringing those products to Market.**

### **What Can Be Sold at Market:**

- Vegetables grown by the seller from seed, sets, or seedlings.
- Fresh cut or dried flowers and herbs grown by the seller from seeds or seedlings or perennials on the seller's property.
- Fruits, nuts or berries grown by the seller from trees, bushes or vines on the seller's farm.
- Plants grown by the seller from seed, seedling, transplant or cutting.
- Bulbs propagated by the seller.
- Eggs produced by the seller's poultry.
- Meat from animals that have been raised on the vendor's property or leased land. Meat producers must read and sign the meat policy addendum and submit it with their application.



- Cheese (farmstead), butter or other dairy products made on the seller's property, with milk from the owner's animals, which must be raised on the owner's property or leased land. Artisan cheeses made from another farm's milk may be sold by accepted application of the farm at which the milk is produced.
- Honey produced from the seller's hives.
- Cultivated mushrooms. Wild foraged mushrooms may be sold by permission of management and may require certification from NCDA extension or another authority.
- Fresh (made within 48 hours) baked goods made by the seller in a certified kitchen.
- Candies or confections made by the seller in a certified kitchen.
- Preserves, pickles, relishes, sauces, vinegars, jams or jellies made by the seller with locally grown ingredients from inspected kitchens and proper licenses.
- Fresh prepared foods (e.g. salsas, pesto) must be made largely from local ingredients from inspected kitchens.
- Beverages from inspected facilities.
- Non-food items may be sold by a nonprofit "community partner" with prior approval of the DFM and no more than two times per season.

#### **What Cannot Be Sold at Market:**

- Crafts
- "Low-acid" canned foods such as green beans, corn, peas, carrots, canned tomatoes, etc.
- Water plants
- Live animals (neither sold nor given away)
- Unpasteurized juices
- Vendors may not bring products to Market that have been pre-ordered by customers if such products do not comply with Market rules.

#### **REQUIREMENTS AND GUIDELINES FOR FARM AND VALUE-ADDED PRODUCTS**

The following rules are to inform the DFM vendors about local and state laws which will help prevent food borne illnesses and thus protect the Market, farmers and consumers. Each vendor is responsible for ensuring that they abide by these standards and all state and federal laws governing food preparation and food safety. Vendors must provide copies of required licenses, permits or certifications. Vendors must inform the market of any change in licensing status immediately.

**Produce** - all produce must be of top quality as determined by DFM.

**Organic** - all vendors advertising and selling organic products must submit a copy of their current Organic Certification and renew each year. Only USDA certified organic growers may display signs using the word organic.

**Meat** - all vendors selling meat and poultry must have a current meat handler's license from the North Carolina Department of Agriculture. Meat sellers must meet all USDA and NCDA meat handling requirements and licensure.

- Product labels must include product name, statement of ingredients, inspection legend applied by the processor, net weight, farm name and address and a safe handling statement applied by the processor.



- Meat handlers may not open packages, re-label products or apply net weights.
- No water or ice that comes in contact with meat may be deposited or allowed to drain onto the Market premises.
- No cooked or preserved meats may be sold for immediate consumption if prepared on-site.

**Fish** - all fish must meet state and local health regulations. See “shellfish” resource below.

**Cheese and Dairy** - all dairy vendors must meet state and local health regulations, including the food seller’s kitchen inspection by the NCDA health inspectors. Regulations vary based upon a number of factors.

- Cheese must be made on the seller’s premises and must be made with milk from animals raised by the seller.
- Cheese must be kept properly chilled on the market premises and must be pre-packaged for sale and properly labeled.

**Bakers** - bakers must complete the NCDA&CS home kitchen inspection program. At Market, items must be pre-wrapped, packaged and labeled according to the guidelines in 21 CRF Part 110. If you decide to sell by-the-slice, NCDA would consider it a retail food service and therefore is regulated by the health department.

- Baked goods may be either 1) individually packed in a NCDA approved or Health Department approved facility; or 2) sold from a clean, covered bulk container only accessible by the vendor.
- To remove food from the covered, bulk container you may use clean tongs or other utensils, single-use gloves or single-use wax paper sheets.
- Baked goods should then be placed in a clean, unused bag or container and handed to the customer, or single items may be directly handed to the customer in a single use wax paper sheet.
- Consumers are not allowed to self-serve from covered bulk containers.

**Jams, Jellies, Pickles, Relishes and Preserves** - sellers must complete the NCDA&CS home kitchen inspection program. NCDA rules allow jams, jellies and preserves to be produced in a home kitchen. High acid or acidified foods (pickles, chow chow, relishes, tomato products, etc.) may be sold if the seller has passed the FDA certification course. A copy of the certification must be on file with the Market Manager. No “low-acid” canned foods such as green beans, corn, peas, carrots, or tomatoes, etc., may be sold.

**Prepared Foods** - all prepared food items (including meat, fish and cheese) must meet state and local health regulations, including the inspection of the prepared food seller’s commercial kitchen by NCDA health inspectors and labeling in compliance with the regulations. Vendors must have a current copy of their inspection form on file with the Market Manager.

- Fresh prepared foods (i.e. salsas, pestos, dips, chutneys, sauces) must be composed primarily of ingredients grown by the seller.
- They must be packaged in individual containers and kept appropriately chilled at the Market.
- Container labeling must make it clear these fresh foods should be promptly refrigerated and have a limited shelf life.



- Labeling must list ingredients, farm name and phone number and net weight. Refrigerated products must be produced in a non-home based inspected commercial facility.
- Frozen prepared foods must be prepared in an inspected commercial kitchen and the majority of the ingredients in these products must be grown by the seller.

**Juice** - lemonade and tea may be served (no herbs or fruit added). Unpasteurized cider or raw juices may not be served or sold.

**Labeling Guidelines** - individually packed, prepared foods set out for self-service require a label on the package.

- A label must be affixed to the package bearing the common or usual name of the product, including the weight in ounces or pounds or fluid ounces, a list of ingredients in descending order of predominance, name and complete address of the person responsible for the product.
- Baked goods sold in bulk and handed out directly to customers should have ingredient placards posted for customers to see. It is important for the ingredient list to be complete to inform consumers who have allergies.

**Samples** - vendors may offer customers samples of their products, but safe food practices must be followed.

- Wash hands thoroughly before cutting samples or wear single-use gloves.
- Wash produce, and then cut samples with a clean knife.
- Produce samples must be put on a container set in ice or on a cold pack and should be covered.
- Hot samples must be kept hot. If these are heated at the market, any pans or other appliances should be kept behind the vendor and out of the reach of customers.
- Please provide toothpicks, use tongs or sample cups to serve individual samples. Samples should not be touched by bare hands.

**Hand Washing** - all people working at a vendor stall should wash hands before the market begins and after every visit to the restroom to prevent the spread of bacteria.

**Safe Temperatures** - cold items should be kept below 40 degrees and hot items should be kept at 140 degrees or higher.

## **MARKET DAY RULES**

- Vendors are required to be set up to sell 30 minutes before the opening bell.
- Each Market day, volunteers set-up the Market. Vendors are responsible to set their tents upon arrival. Volunteers will assist.
- Vendors are required to return their tents and tables to the shed when the Market closes.
- Do not drive to your site within 15 minutes or less of the Market opening.
- If you have extenuating circumstances on your way to the Market, contact the Manager right away.
  
- Do not drive your vehicle in the Market space until after the Market closes.
- Vendors are encouraged to park their vehicles behind their tents or away from the market to leave spaces for shoppers.
- Vendors are required to stay until the Market closes at noon.



- If you are unable to come to the Market or need to leave early, communicate with the Market Manager as far in advance as possible. Excessive (3 or more) absences without notifying the Market Manager can lead to disciplinary actions up to losing your vendor privileges at the DFM.
- No selling until the Market opening bell rings at 9 am and no selling after the Market closing bell rings at Noon. Vendors, DFM staff, and volunteers can shop 15 minutes before the opening market bell rings.
- Remain kind and courteous with fellow vendors, shoppers, volunteers, Manager, and Board of Directors.
- Vendors may not smoke at their booths during set-up, the Market, or take down.
- Vendors must remain free of alcohol and illegal drugs during set-up, the Market, and takedown.
- Vendors may not bring animals to the Market.
- The DFM has an open-door policy; we welcome vendor feedback and suggestions. Contact the Market Manager or Board anytime with concerns, questions, ideas, and comments.

**Signs:** Vendors must display easy to read signs with the farm name and location. Vendors must display prices for all items. Vendors are encouraged to have business cards with their contact information at their booth.

**Vendor Termination:** Any vendor who fails to comply with the rules may lose their Market rights with no refund of fees. The Manager and Board reserve the right to prohibit anyone from selling at the Market. DFM operates on a three strikes policy: after three written warnings a vendor can be terminated from the remaining market season.



**2024 VENDOR APPLICATION**  
**Davidson Farmers Market**

Applications must be submitted by mail to: DFM P.O. Box 2534, Davidson, NC 28036 OR hand deliver to the Market on Saturday. If you have questions, please email the Market Manager. Review the Market Guidelines carefully before applying to be sure you meet the requirements for the DFM.

The Davidson Farmers Market is a **PRODUCER ONLY, LOCAL FOOD** Market. Definition of **PRODUCER-ONLY**: You, the Producer named in the application, must raise, grow, gather, bake or make everything you sell, on your owned or leased land. No buying and reselling are allowed. The term Producer includes you, your family members and employees who are directly involved in production.

**Applications are due with a \$30 non-refundable application fee no later than Sunday, October 15, 2023.**

**Applicants will be notified on Wednesday, Nov. 1, 2023.**

**Accepted vendor's fees are due before the vendor's first market day. Accepted vendors will receive an invoice. DO NOT PAY VENDOR FEES AT THIS TIME – APPLICATION FEE ONLY.**

Please Identify if you are a new or returning vendor:

- Returning Vendor \_\_\_\_ Years previously attended the DFM \_\_\_\_\_
- New Vendor \_\_\_\_

Vendor Classification: (Please put an X by the box that best describes your business, please choose more than one if applicable.)

Farmer	
Prepared Food/Baked Goods	
Food Truck	
Wellness/Beauty	
Other	

If other: \_\_\_\_\_

Business | Farm Name: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

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

PO Box: \_\_\_\_\_





City and State: \_\_\_\_\_ Zip: \_\_\_\_\_

Physical Address for Business | Farm (if different from mailing address):  
\_\_\_\_\_

Business Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

Emergency Contact:

\_\_\_\_\_

*Name*

\_\_\_\_\_

*Home #*

\_\_\_\_\_

*Cell #*

**2024 Application Fee and Vendor Fees**

Accepted vendors will receive an invoice, via email, with payment instructions.

**\$30 non-refundable Application Fee is due with application.**

Applications submitted without the fee will not be considered.

Returning vendors are required to pay the application fee. Please make checks payable to Davidson Farmers Market

Please select a vendor category and number of booths you would like. (Booths include 1 table and 1- 10x10 tent)

\_\_\_\_\_ Year-Round Vendor - \$625 per booth  
(40 weeks January-December)

\_\_\_\_\_ Prime Season Vendor - \$530 per booth  
(34 weeks April-November)

\_\_\_\_\_ Partial Vendor \$275 per booth (10 weeks or fewer)  
*Once approved, DFM staff will coordinate which dates to attend*

\_\_\_\_\_ Farm Partner Vendor \$250 flat fee  
*Please include vendor you are applying with \_\_\_\_\_*

**Fully describe your type of business**  
\_\_\_\_\_



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**Please list ALL items that you produce or that you plan to sell. Use additional pages if necessary.**  
*(DFM may request pictures)*

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**Licenses, Permits, Certifications and Inspection Requirements**

Vendors are required to comply with all Federal, State, and local laws governing food safety and labeling and will provide the DFM with valid and current documentation of required licenses, permits and/or certifications.

PLEASE SUBMIT COPIES OF LICENSES AND CERTIFICATIONS.

Indicate which of the following apply to your production and vending, and attach copies to application:

- NCDAs Home Kitchen Inspection
- USAs Organic Certification
- NCDAs Meat Handlers License
- FDA Short Course Certification (for acidified foods)
- NCDAs Commercial Kitchen county board of health inspection certificate
- DFM Meat Guidelines – signed and attached to this application
- Cheese production inspection
- Cheese-makers course
- Other courses, certificates, etc.

Please list: \_\_\_\_\_

**General Liability Insurance**, \$1,000,000 minimum – once approved, please send a copy (required for all vendors) and be sure the Davidson Farmers Market is listed as the “Certificate Holder” or “Additional Insured.” All returning vendors must submit a current copy that shows coverage for 2024.



**Liability Insurance and Hold Harmless Provision** – Davidson Farmers Market holds general liability insurance covering the Davidson Farmer’s Market. A Hold Harmless clause is included here as part of the Vendor Agreement.

Each vendor participating in the Davidson Farmers Market shall be responsible for any loss, personal injury, deaths and/or other damage that may occur as a result of the vendor’s negligence or that of its agents and employees, and hereby agrees to exonerate, save harmless, protect and indemnify Davidson Farmers Market, its successors and assigns, from and against any and all losses, damages, claims, suits or actions, judgments and costs, and attorneys fees which may arise or grow out of any injury or death of persons or damage to property in any manner connected with the vendor’s products, operations or vending at the Market.

**SNAP/EBT** – All vendors selling products eligible for SNAP/EBT must participate in the Davidson Farmers Market SNAP/EBT Program, and must accept EBT tokens for appropriate products. Tokens will be reimbursed by Market management.

The Supplemental Nutrition Assistance Program (SNAP), formerly and still popularly known as the Food Stamp program, provides financial assistance for purchasing food to low- and no-income people living in the U.S. It is a federal aid program, administered by the U.S. Department of Agriculture, though benefits are distributed by individual U.S. states. They can be used to purchase any edible foods, regardless of nutritional value. Hot foods (such as food truck items) are ineligible.

Electronic Benefit Transfer (EBT) is an electronic system that allows state welfare departments to issue benefits via a magnetically encoded payment card.

I have read and agree to the Hold Harmless provision and EBT/SNAP information above. I submit that the information provided for my application is accurate and complete. I have read the DFM Guidelines and Vendor Code of Conduct and I will abide by its provisions. I agree to have my farm/production site inspected by a designee of the Davidson Farmer’s Market Board.

**NC Department of Revenue Sales Tax Certificate of Registration** or exemption letter  
North Carolina requires the DFM to have your sales tax paperwork on file and that you display it at your booth.

### **IMPORTANT REMINDERS AS YOU ARE SUBMITTING YOUR APPLICATION**

Please attach the following documents to your application:

- Meat Guidelines signed, if a meat vendor.
- NC Department of Revenue Sales Tax Certificate of Registration or exemption letter.
- All Applicable licenses and inspection certificates.
- \$30 non-refundable application fee; make checks payable to Davidson Farmers Market.

**Please make sure that you have read all of the above guidelines and requirements before signing!**

**Do not send any vendor booth fees until your application is approved and an invoice is sent. Any booth fees sent with application will be returned or voided.**



**By signing below, you agree that all information listed on the application is accurate.**

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE : \_\_\_\_\_

**By signing below, you have read and agree to all market guidelines above.**

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE : \_\_\_\_\_

### **Davidson Farmers Market's Vendor Code of Conduct Agreement**

**DFM Values:** As part of the Davidson Farmers Market mission to “create a vibrant community gathering place,” we welcome people from throughout the community. We are dedicated to diversity, inclusivity, and tolerance for everyone who participates in the market, whether as vendor, shopper, staff, volunteer, or board member. DFM does not discriminate and actively includes people of all races, ethnicities, national origins, religions, genders, sexualities, and abilities. When we come together as a vibrant gathering, we strengthen ourselves, each other, and all the communities we belong to.

#### **As a DFM Vendor:**

- Treat each other (vendors, staff, volunteers, and shoppers) with respect and kindness;
- Maintain integrity and truthfulness of products sold and production practices;
- Uphold DFM's values and mission and serve as an ambassador of DFM (during and outside of market hours, and in business social media, website, and communication materials);
- Follow DFM's protocols for conflicts or questions (reach out to DFM staff or Vendor Liaisons);
- Respectfully communicate to DFM staff in a timely manner if missing a market day or running late;
- Do not publicly promote or advocate political opinions to vendors, staff, board members, volunteers, or shoppers during market hours -- as a registered 501(c)3 DFM is politically neutral;
- Follow all DFM Market Day Rules (outlined in Market Guidelines);
- No consumption of alcoholic beverages, drugs, or smoking of cigarettes during market hours, and;
- Follow, respect, and help implement all DFM related and Town of Davidson COVID-19 health and safety guidelines.

**Vendor Termination:** Any vendor who fails to comply with the rules and code of conduct may lose their Market rights with no refund of fees. Market management reserves the right to prohibit anyone from selling at the Market. DFM operates on a three strikes policy: after three written warnings a vendor can be terminated from the remaining market season.

**By signing below, you have read and agree to the DFM's Vendor Code of Conduct.**

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE : \_\_\_\_\_