



EDENTON FARMERS MARKET

Edenton Farmers Market

edentonfarmersmarket@gmail.com

2025 Vendor Information and Application

Name of Business Owner(s): _____

Business Name: _____

Address: _____

E-mail Address: _____

Website: _____

Phone: _____

Preferred method of contact: _____

Products you intend to sell: _____

Do you grow/make all the items you will be selling (yes or no)? Explain: _____

Seasons you expect to sell your products: _____

Have you ever been convicted of a crime other than a minor infraction or moving violation? Yes or no. If yes, please explain: _____

I acknowledge that I have received a copy of the 2025 Edenton Market Guidelines for the Edenton Farmers Market, and my signature below indicates my agreement to abide by the rules, as stated. I further attest that my answers are truthful and any certificates I provide are accurate and current.

Signature and Date

Checklist for Vendors:

____ \$15.00 annual fee (waived for vendors attending 3 or more markets a month)

____ Business Card

____ Photos of Products (emailed with application)

Additional required documentation, as appropriate:

____ Proof of state inspected facility.

____ Copy of most recent inspection by Public Health.

____ USDA and/or state inspection for all meat products.



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Edenton Farmers Market Liability Waiver

The Edenton Farmers Market will always maintain liability insurance to cover the market for general site liabilities but will not accept responsibility for the negligence of individual vendors, including their products or their animals (including pets). Every vendor is required to ensure that their homeowner, business, or other insurance covers them for their participation in the market.

I _____ for myself and as authorized representative for _____ hereby attest that I have purchased liability insurance to cover myself, my business, my employees, and my products or that I have decided to self-insure. I hereby take sole responsibility for any liability claims or actions arising from my actions, the actions of my agents, any animals brought to the Edenton Farmers Market (including pets), and the sale of my products or goods at Edenton Farmers Market. Further, I have read and agree with the rules and regulations of the Edenton Farmers Market. I hereby waive, release, and hold harmless Edenton Farmers Market for any claims arising from my actions, the actions of my employees, or my animals, or from my products or the sale thereof at the Edenton Farmers Market or Edenton Farmers Market related events, and will promptly pay any fees, legal or otherwise, incurred by Edenton Farmer's Market as a result of my action, the actions of my employees, or my animals, or from my products or the sale thereof.

Vendor Signature

Authorized Representative of Edenton Farmers Market

Date



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Edenton Farmers Market Guidelines 2025

General Guidelines

- Vendor participation is subject to Board of Directors' approval.
- The Edenton Farmers Market will be open every Saturday year-round. Operating hours are 9am-1pm. Festival hours are from 8am-1pm. Winter Hours: January, February, and March are from 10am to 1pm.
- The regular Wednesday Market will start in May and end in August or September and open from 3pm to 5:30pm. An additional Wednesday market may be held before Thanksgiving and Christmas if needed.
- The Market is a smoke-free campus.
- The Market will take place rain or shine but may be canceled due to severe weather.
- Vendors shall be solely responsible for the cleanliness around and under their stands.
- Vendors shall be responsible for setting up their stands in an attractive manner, keeping boxes and supplies stored from sight. Prices shall be posted prominently. All baked goods are required to be covered.
- The market manager or designated market representative will have full power to enforce all rules and regulations within the market area.
- Vendor space placement is subject to the manager or designated market representative's approval.
- Vendors are solely responsible for providing their own tables, chairs and tents and setting up their spaces.
- Market tables, tents and other equipment are available for use based on availability and manager or designated market representative approval. The vendor is responsible for the set up and breakdown of the equipment and assumes responsibility for damage incurred during use.
- Vendors shall complete a registration form and pay a \$15.00 annual fee.
- Vendors shall pay a fee of \$15 per week with the Wednesday after the Saturday counting as part of the week. There will be a \$5 fee for just the Wednesday market if a vendor does not participate in the Saturday market. Fees may be waived by the Manager or designated market representative.
- Vendors shall complete a registration form and pay a \$25.00 fee if only participating in festivals.
- No money is collected prior to approval of an application by the Board of Directors. All money will be collected in-person at each market.
- Vendors must give 48-hour notice of cancellation if not able to attend a previously confirmed market. If the vendor does not cancel 48 hours prior to a previously confirmed market, the applicable fee will still be due to the Edenton Farmers Market.

-For festival markets, vendors must give 72-hour notice of cancellation or the applicable festival market fee will still be due to the Edenton Farmers Market.

Product and Vendor Guidelines

- Vendors may sell farm produce, plants, flowers, baked goods, and other handmade goods approved by the Board of Directors.
- Everything for sale is encouraged to be home grown, home baked, or handmade. A vendor can only purchase food items for resale that are produced or grown in NC. The vendor shall submit to the market manager upon request invoices for verification of all food items purchased for resale that are sold at the market.
- If certain desirable food items are not available locally or in state, a vendor may offer such items at the discretion of the EFM Board. A vendor must obtain board approval to sell said items in advance of a market.
- Out-of-state exemptions may be given to local established vendors with proof of origin (i.e., receipt) for items not available in NC. Requests should be made to the market manager at least 24 hours in advance of the market event. All out-of-state products must be clearly labeled with original information via signage or individual item labels.
- Vendors cannot resell other vendors' items at the market.
- Vendors are allowed to give samples of their products to customers as approved by the manager or designated market representative.
- Farmers who sell meat, poultry, and eggs must comply with North Carolina and Federal laws designed to ensure the meat and poultry products sent into commerce are wholesome, unadulterated, and properly labeled. The North Carolina Department of Agriculture and Consumer Services (NCDA & CS) enforces these laws.
- Any farmer who receives, stores, transports and/or sells (wholesale or retail) meat or poultry products must register with the NCDA & CS. Sellers must have a copy of their inspection/license on file with the market manager or designated market representative.
- Vendors selling processed foods (for example, baked goods) must call the Department of Agriculture and get an inspection. Call (919) 733-7366 and ask for any compliance officer.
- If selling a food item does not require an inspection, attach to the application correspondence (for example, an email) from the Department of Agriculture stating such.
- All crafts must be handcrafted by the vendor or a member of the vendor's farm or craft unit.
- New crafts must be reviewed and approved by the Board of Directors or their designated market representative.
- Crafts must be the product of a home or cottage type industry. To be considered "handcrafted," the item must show evidence of manual skills obtainable only through a significant period of experience and dedication.
- Vendors may also include nonprofit groups such as schools performing fundraising projects such as bake sales.
- Vendor products sold by the Market will be charged a fee.