Dear Prospective Hub City Farmers' Market Vendor,

Thank you for your interest in the 2023 Hub City Farmers Market Season! Hub City Farmers Market is Spartanburg’s sole producer-only farmers’ market. Our 2023 markets will be held every Saturday from April 1 to December 8 at Northside Harvest Park (498 Howard Street). Enclosed you will find the 2023 Hub City Farmers Market Vendor Application and Rules & Regulations. You may also complete the application at the following link: https://forms.gle/GCddeowksGHCmDc5A.

Once completed, please return the application with all required documentation. Applications are due by March 17, 2023. Applications received after the deadline will be processed with a $25 application fee. If you are applying as a Farmer, Co-op, or Co-op producer, please prepare for a farm visit.

2023 is looking to be a big year at HCFM! We will be undergoing a rebranding and changing our mission statement to better reflect everything we do. Our (new) mission is to strengthen the local food system through markets, equitable access, and youth development. In 2022, we expanded our Youth Development and Seed to Table programs by an astounding 183%. The number of vendors at the Saturday Market increased by 40%. We have expanded our programming to provide even more resources to help local farmers and small businesses grow and manage their businesses through grant opportunities and educational workshops. At the Saturday market, we accepted and matched over $47,000 in SNAP and Healthy Bucks, which benefits our SNAP customers and puts more money in our vendor’s pockets. Additionally, our Mobile Market made more stops than ever before, bringing healthy food choices to more low-income, low-access neighborhoods. With our new mission and new branding we hope to continue to grow these numbers and make an even bigger impact in the lives of our vendors, customers, and Spartanburg community.

We look forward to a great year!

Please remember, I am always available to answer any questions you may have or to address any concerns. I also love hearing about any big or little wins, achievements or success stories that you have to share throughout the year. I look forward to working with you in 2023!

Heather Raines, Associate Director
Hub City Farmers' Market
Hraines@hubcityfm.org
2023 Hub City Farmers’ Market Rules and Regulations

Hub City Farmers’ Market (HCFM) is a community-based organization. Our mission is to strengthen the local food system with markets, equitable access, and youth development. Hub City Farmers’ Market was developed to help increase the production of family and small farms in order to provide the public access to healthy, local, affordable food, create a great public space, bring people together, promote active living, and highlight the diversity of Spartanburg.

The mailing address is:

Hub City Farmers’ Market
248 N. Church St.
Spartanburg, SC 29306

Hub City Farmers’ Market (from now on called the "Market" or “HCFM”) has been developed to be primarily a farmer and grower market that meets the needs of the community. The Market operates under the direction of the HCFM Board of Directors. Hub City Farmers’ Market staff handles all operations of the Market.

Market Rules and Regulations have been established to provide regulations specific to the Market to help make the market run smoothly and without problems. Rules are subject to change and suggestions are welcome. These Rules and Regulations are mandatory for all farmers, growers, producers, artisans, and food vendors (hereinafter called "vendors") and are part of the Vendor Agreement.

Your compliance will help all of us have a fun and successful market. Participation in the Market is at the sole discretion of Hub City Farmers’ Market staff. By submitting the application, you accept present/ future market rules (kept updated on [www.hubcityfm.org](http://www.hubcityfm.org)) and agree to hold Hub City Farmers’ Market and its staff harmless from any legal actions against these entities.

1. Operating Hours

   Saturdays, April 1- December 8, 2023,
   8:00 am – 12:00 pm

The market begins promptly at the designated time. We ring a bell to signify the start of the market. You are not permitted to exchange money until you hear the bell.

Set Up & Breakdown: Vendor set-up begins at 7:00 am for an 8:00 am start time. Set-up prior to the designated time is strictly prohibited. Vendors arriving prior to the designated time should park and wait in the parking lot until the Market Manager begins assigning spaces. All vendors should be in place no later than a half hour before the opening bell. All vendors should be ready 15 minutes prior to the opening of the market. Vendors who have not arrived a half hour before the opening of the market may have booth space forfeited for the day if arrangements have not been
made in advance. To make arrangements, call 864.585.0905. Please leave a message if a staff person is not available. The Market Manager will allow tardy vendors to set up at their discretion. The Market Manager will decide the location of tardy vendors. Only one vehicle per booth is permitted in the market area after 8:00 am. Vendors are not permitted to break down or leave the market before 12:00 pm. Vendor breakdown begins at 12:00 pm and vehicles need to be removed by 1:00 pm.

**Promptness:** In case of an emergency or unforeseen event (i.e. traffic), please call 864-585-0905 and leave a message as soon as possible or email Jenni Callahan at jcallahan@hubcityfm.org. Vendors that arrive at 7:45 am or after 2 times in a 4-week period will be considered in violation of market rules. Warning and a booth fee will be assessed following Market Manager Warning Form Procedure. Continued tardiness may warrant market expulsion.

**Attendance:** If you confirmed your attendance or pre-paid for your booth, HCFM assumes you will be attending the market unless you notify us by calling 864-585-0905 or emailing jcallahan@hubcityfm.org by Wednesday (for Saturday’s Market). Otherwise, to be listed on the weekly market newsletter vendor list and have market space reserved the vendor must contact the Market Manager by Wednesday (for Saturday’s Market). The weekly newsletter with the confirmed vendor list goes out on Thursdays at 10 am. Any vendor who cancels after the newsletter is sent will be billed a booth fee of $25 at the market manager’s discretion.

**Cancellation:** We are a “rain or shine” market. The Market Manager will cancel the Market in the event of extreme weather, thunderstorms, snow/ice, or a tornado warning. If the Market is canceled, the Market Manager will contact all vendors by 7 p.m. the Friday before Market day. In the event that a Market is canceled after opening due to any of the above reasons, vendors should leave the market premises immediately. Vendors will not be allowed to sell their products at the site of the Market that day.

**2. Spaces, Tents & Sharing:**
The Market Manager determines booth space assignment. HCFM sets rental fees for spaces at the Farmers’ Market. Fees are listed in the “Vendor Definitions, Fees and Food Safety” section. Based on the Market layout and logistics, management is unable to provide reserved spaces. The center aisle must remain clear; vendor displays must remain in their designated space. Vendors are encouraged to set up properly weighted tents covering their space for uncovered spaces. Spaces must remain clean and barrier-free. Littering is prohibited. After the breakdown, spaces must be swept and all refuse should be taken with you or disposed of in the proper containers.

Space sharing is allowed during the entire season of the market. Sharing space is limited to two vendors. Both vendors wishing to share must contact the Market Manager by Wednesday (for Saturday’s Market). When sharing space, separate selling spaces must be clearly designated. Vendors who choose to share will be charged the higher rate between the two vendors. If a vendor who agreed to share is a “no show”, the vendor that is present will be charged the full daily amount for his or her category. HCFM will not assist vendors in finding partners with which to share space.
3. Market Manager
The Farmers’ Market Manager is employed by the HCFM and is authorized to assign spaces, enforce all rules and regulations, collect fees and handle all disputes. The Farmers’ Market Manager will collect fees in advance of the Market, or during the Market itself. Initial complaints and/or concerns go through the Market Manager.

4. Selling at Market
Hub City Farmers’ Market is a “Producer-Only” market. To be considered as an eligible vendor, products must fall within the categories listed below and definitions that follow this section:

   Farmer/Producer/Grower/Cooperative
   Processed Good
   Artisan

Hub City Farmers’ Market does not accept brokers (i.e. vendors who have bought produce, flowers or plants from a grower but do not grow anything themselves).

All vendors interested in selling at Hub City Farmers’ Market must (1) complete a vendor agreement (2) complete a crop plan, if applicable (3) read the Rules and Regulations (4) obtain required signage, and (5) obtain a City of Spartanburg Business License and all other required permits, etc. (see pages 8-10). Please note that the City of Spartanburg business license will only allow vendors to sell at HCFM’s markets. The business license application can be found at: http://www.cityofspartanburg.org/business-licensing.

Please contact Paul Smith, Business Licensing Code Enforcer, at 864.596-2771 or psmith@cityofspartanburg.org with questions concerning the business license.

Retail sales taxes are the responsibility of the individual vendor.

During the market season, please notify the Market Manager of any amendments to your crop plan/product list. We understand farmers/cooperatives may change their crop plan throughout the season. Farm visits must be performed before the product is brought to market. HCFM may conduct an inspection of any market vendor during the season at any time to verify an item’s origin. In addition to verifying what is being sold, these visits allow HCFM to include specifics about your booth in the weekly e-newsletter and promotional materials. Amendments are needed at least three weeks prior to market day.

HCFM will conduct an inspection of each farmer/grower at least once during the market season. The first inspection will be performed prior to you bringing any product to market. Any amendments to crop plans must be turned in prior to the start of the next growing season. HCFM reserves the right to prohibit anyone from selling or any product from being sold at the market. Only Individuals knowledgeable of the items for sale must be working at each Market Vendor’s space or tent. All Market Vendors will be responsible for the actions of their employees.

All HCFM vendors are required to display a sign indicating the farm/organization name and location at their space or tent. Signage may be professionally printed or handmade. HCFM vendors are also encouraged to display any Certified SC Grown or Appalachian Grown signage. Signage
for acceptance of Senior Farmers’ Market Nutrition Vouchers, WIC, etc. should be posted in a prominent location. Produce and other allowable products should be clearly marked with their price. This can be done by individually tagging each item with a sign or by listing all products and prices on a large sign or blackboard. All signs must be posted by market opening. The Market Manager reserves the right to request signage to be altered. Please contact the Market Manager if suggestions for signage are needed.

Hub City Farmers’ Market will be collecting monthly vendor sales logs during the first Saturday market of each month. Logs for the month are enclosed. HCFM will be able to provide additional monthly sales logs as needed. This collection will be done anonymously and should include sales information for each week. Also, you may be asked to periodically fill out anonymous surveys regarding your economic impact on the community and the Market. Hub City Farmers’ Market uses this data for grants, and for feasibility studies regarding the Market(s).

5. Vendor Definitions, Fees, and Food Safety
Vendors selling dairy, eggs, organic products, honey, meat, corn meal, grits, baked goods, candy, covered nuts, beverages and canned/jarred/bottled foods should complete the appropriate attached food safety checklist.

**FARMER/PRODUCER/GROWER/COOPERATIVE ($25/day Saturday or Special Events) ($10/day Weekday)**
Farmers/Producers/Growers are persons that raise produce (vegetables, fruits, herbs, nuts, honey, dairy products, eggs, poultry, mushrooms, fresh flowers, nursery stock, plants, and meats). The farmer/Producer/Grower must propagate all plants or flowers from seed, cuttings, bulbs, or plant division.

**COOPERATIVE ($35/day Saturday or Special Events) ($20/day Weekday)** Cooperatives are groups of farmers/producers/growers that come together to engage in the production and distribution of goods for the mutual benefit of each member. Cooperatives at the market shall only consist of farmers/producers/growers. Any vendors selling products from multiple growers will be designated as a cooperative. In addition to the requirements detailed under “Selling At Market,” cooperatives must submit a joint cover sheet with a separate application and crop plan/product list form for each vendor prior to participating in the market. Each producer of the Cooperative is subject to a farm visit. Cooperative groups must have signage clearly stating the origin of products. Reselling of any kind is strictly prohibited under the cooperative designation. Cooperative vendors selling value-added products/processed goods will be charged the applicable fee.

**PLEASE NOTE: ANY VENDOR FOUND SELLING COOPERATIVE ITEMS WITHOUT PRIOR APPROVAL MAY BE SUBJECT TO IMMEDIATE EXPULSION FROM THE MARKET.**

**PROCESSED GOODS ($35/day Saturday or Special Event) ($20/day Weekday)**
Value-added commodities include, but are not limited to juices, coffee, teas, preserved foods, pickled foods, pasta, sauces, granola, cider, syrup, salsa, cheese, dried fruit, salad dressings, baked
goods, pet products, lotions, and soaps; etc… Use of ingredients from local sources is strongly encouraged. Processed Goods Vendors who use local ingredients will be given priority for acceptance to the Market. Any goods processed outside of the state of South Carolina MUST be approved by Market Management staff and will be considered on a case-by-case basis.

**ARTISAN ($35/day Saturday or Special Event) ($20/Weekday)**

All Artisans are invited to participate in the Market on Opening Day as well as on the First Saturday of the month. On Saturdays other than Opening Day, the Market allows seven Artisan vendors on a first-come, first-serve basis. Unless confirmed otherwise, Artisans must check space availability with the Market Manager on Wednesday preceding the Saturday on which they plan to attend the Market. Artisans are persons who make the products they offer for sale at the Market with their own hands. This category includes, but is not limited to, pottery, handmade jewelry, decorations, artwork, etc. No commercial items, no imported items, no manufactured items, and no second-hand items shall be sold unless approved by the Market Manager. An example of a potentially approved manufactured product is a clothing item with a print designed by the vendor. During peak season, Farmers/Producers/Growers/Processed Goods will have priority in Market placement.

### 6. Liability

The Market does not carry insurance to cover individual HCFM Vendors. Vendors are individually responsible for any loss, personal injury, death, and/or any other damage that may occur as a result of the vendor’s negligence or that of its employees and/or agents. All vendors hereby agree to indemnify and save the HCFM, or municipality where the satellite market is held harmless from any loss, cost, damages, and or other expenses. The City of Spartanburg, HCFM, or the municipality where the market is held shall be reimbursed for any damage to Market property by any of the Market Vendors. This includes damage to sidewalks, grounds, vehicles, fencing, tents, and any other property owned by or provided by the City of Spartanburg, HCFM, or municipality.

### 7. Personal Behavior

Please be considerate of your fellow vendors, customers of the Market, and the Market staff/volunteers in your conduct at the Market. Inappropriate, rude, discriminatory, and/or intimidating behavior towards vendors, staff, or customers will not be tolerated, whether on or off HCFM premises. This includes social media posts or messages toward other vendors, HCFM staff, or customers. Such behavior will result in immediate suspension/removal from the market.

### 8. Complaints

A. Each Market Vendor will address complaints by customers. In the event that a vendor and customer cannot resolve the complaint amicably, the Market Manager will serve as arbiter. The Farmers’ Market Manager will also address complaints between the Market Vendors.  
B. Complaints regarding a fellow vendor must be submitted in writing so that staff can follow up appropriately. Written complaints may be submitted anonymously. Vendors are asked to refrain from verbal complaints but to inform the Market Manager to assist them in the proper complaint procedures. If you have submitted a written complaint and do not feel that the complaint has been resolved, please contact the Executive Director. If unable to reach a resolution/complaint of sensitive nature, please contact HCFM Board Chair via email at info@hubcityfm.org.
HCFM reserves the right to prohibit anyone from selling or any product from being sold at any time. Any violation of the rules as stated above or of the laws of the State of South Carolina, City of Spartanburg, or municipality where a satellite market is held may result in the following sanction(s) by the Market Manager:
- Written Warning
- Temporary Suspension
- Expulsion from Market

We reserve the right to suspend or expel a vendor immediately in extraordinary situations. The Executive Director will make the decision in that case.

10. Social Media Incentive
HCFM will apply a credit to your vendor fees for social media posts or mentions promoting upcoming markets or HCFM events. You will receive a $5.00 discount off your vendor fee the week the posts occurred. To qualify for the credit you must tag the Market and your business in the posts. You must post 2 times a week and one post must include a picture, video, or another link. The post must be positive promotion. We encourage you to promote the Market as much as possible however the discount will not exceed $5.00 per Market.

MARKET MANAGER WARNING FORM

Hub City Farmers’ Market has instituted Rules and Regulations in order to ensure a producer-only market that is safe and serves the community, as listed in our mission. Hub City Farmers’ Market hopes to maintain the standard that the market is a great place to sell goods and attend to the public. This warning form will be given when there are offenses against Hub City Farmers’ Market Rules and Regulations.

The specific reason for warning:

This is the _____ warning given to _________________________________. Additional warning may result in suspension or expulsion from the Market.

Signed by:

______________________________________________________________
Hub City Farmers’ Market Manager

Date:

______________________________________________________________

*If you feel this warning was given in error, please send a written explanation to the Market Manager/ Executive Director via email or postal mail.
**FOOD SAFETY GUIDELINES:**

**DAIRY**
SC DHEC Dairy Division handles all regulations and requirements regarding fluid milk, cheese, and butter products. Their number is 803-896-0644.

All products crossing state lines are under the jurisdiction of the Food and Drug Administration (FDA) and/or the US Department of Agriculture (USDA) Food Safety Inspection Service.

Dairy providers must keep products at 45 degrees F or lower at the market. Samples must be labeled as “Display Only.”

**EGGS**
Eggs must be washed, properly labeled, inspected, and graded according to USDA standards. The SCDA can assist you with these standards. Their number is 803-737-2990.

Egg providers must keep eggs at 45 degrees F or lower at the market. Sample cartons must be labeled as “Display Only – Not For Sale”. A “packed on” or expiration date must be placed on all cartons.

☐ Provide a current copy of SCDA’s current egg license with the Farmers’ Market Application.

**ORGANIC PRODUCE**
Only certified organic growers can use the term “organic” in their advertising. Organic growers must show proof of certification. When an organic producer is also selling non-organic produce at the same stand, the non-organic produce must be clearly separated from the organic produce and clearly labeled as non-organic or conventionally grown.

Clemson University’s Department of Plant and Industry is a USDA-approved Accredited Certifying Agent. This accreditation allows the DPI (Department of Plant Industry) to certify organic operations in the three major categories of certification. Those three categories are crops, livestock, and processing. For more information concerning organic certification, please send an email to Andy Rollins Prollin@clemson.edu or call 864-596-2993

☐ Provide a current copy of Organic Certification along with the Farmers’ Market Application.

**HONEY**
Honey is a processed food and must be cut, extracted, and packaged in an SCDA-approved (inspected) and registered Honey House. Honey must be properly labeled with the name of the product, the name and address of the manufacturer, and net weight. Labels must be in compliance with SCDA laws. If processing under Honey House Exemption, sales are direct to consumers only.

☐ Provide a current copy of the Inspection Report for your facility and a letter from shared Honey House verifying use or Honey House Exemption with Farmers’ Market Application.
MEAT
Poultry, beef, pork, and lamb are regulated by SC Meat and Poultry Inspection Division, Clemson Livestock, Poultry and Health, 500 Clemson Road, Columbia, SC. All products crossing the state line will be under the jurisdiction of the Food and Drug Administration (FDA) and/or the US Department of Agriculture (USDA) Food Safety Inspection Service.
All meat must bear an inspection mark (either SCMPID establishment # or USDA #). Chris Helm at the SC Meat and Poultry Inspection Division can help you with this. Email Chris at chelm@clemson.edu. Meat at the market must be kept frozen at 0 degrees F or less or kept refrigerated at 45 degrees F or less. All vendors must be Registered Meat Handlers to sell meat at the Farmers’ Market. There is no cost for this registration. SC Meat-Poultry Inspection can help you with this. Their number is 803-788-8747.

☑ Provide a current copy of the Registered Meat Handler license with the Farmers’ Market Application.

CORNMEAL AND Grits
The South Carolina Department of Agriculture (SCDA) Lab must check corn for aflatoxins. Their number is 803-737-9700. Gristmills must also be inspected by the SCDA. Their number is 803-737-9690. All products must be properly labeled with the name of the product, the ingredient list, the name and address of the manufacturer, and the net weight that has been reviewed by SCDA for compliance.

☑ Provide a current copy of the SCDA Inspection Report/Registration Number with the Farmers’ Market Application.

BAKED GOODS, CANDY, COVERED NUTS
Baked goods, candy, and covered nuts must be prepared in an inspected facility. HCFM does not recognize “Cottage law.” An approved label must be used. This is state and federal law. Susan Best at SC DHEC (email bestsc@dhec.gov) or Jon Wheeler (email wheelejd@dhec.sc.gov) will work with you to find an approved label.
Vendors who are owner-operators of a DHEC-approved bakery or restaurant can sell at the Farmers’ Market under their catering license or retail food license issued by SC DHEC. SC DHEC’s number is 803-896-0640. Vendors must post or provide a retail Grade “A” permit license at the point of sale.

☑ Provide an inspection report for your DHEC-approved and registered facility along with the Farmers’ Market Application OR a letter giving you permission to use another facility (if applicable) and a copy of the inspection report along with the Farmers’ Market Application.

☑ Bakeries or restaurants must also provide a current inspection report.
**BEVERAGES**

Beverages must be prepared in a DHEC-approved kitchen. Juices prepared off-site are subject to HACCP regulations and must come from a DHEC-registered and inspected facility. Juices are considered a potentially hazardous food.

- Provide an inspection report for your DHEC-approved facility along with the Farmers’ Market Application or letter giving you permission to use another facility and a copy of the inspection report along with the Farmers’ Market Application.

**Hub City Farmers’ Market sells bottled water at the Market for organizational fundraising purposes. Selling of any water or any other beverages must be approved by Hub City Farmers’ Market Management and will be considered on a case-by-case basis.**

**CANNED/JARRED/BOTTLED FOODS**

Canned/jarred/bottled foods (jams, jellies, sauces, chow-chow, pickled foods, etc.) must be sent to Clemson University or NC State University for analysis. Illegal home canned foods are hazardous and cannot be sold! A DHEC-registered facility must be used. Susan Best at SC DHEC (email bestsc@dhec.gov) or Jon Wheeler (email wheelejd@dhec.sc.gov) will work with you on how to manufacture safe canned foods.

To sell pickled foods, attendance is required at the Better Process Control School, FDA, and SCDA registration, etc.

- Provide documentation from SC DHEC that foods are approved for the market along with Farmers’ Market Application.

**SELLING PLANTS AT HCFM**

To be able to sell plants in the state of South Carolina, greenhouses must undergo greenhouse inspection and receive permits. For more information, please contact Ashley Vaughan, Nursery and Lumber Inspector with Clemson Extension Service, office: 864-596-2993 or emailing RAVaugh@clemson.edu