Surry County Farmers Market

2027 Vendor Rules & Regulations

Purpose

The Surry County Farmers Market aims to create and sustain a vibrant and innovative market that supports our local farmers and artisans, while extending the benefits of local food to the greater community. To honor the rich heritage of the Market, we seek to work with:

Members — to provide the best venue and support to nurture and maintain healthy sustainable farms and artisan-based businesses.

Customers — to provide access to the highest quality fresh local food in an environment that fosters the relationship between farmers, artisans, and customers.

Community — to expand the reach of the Market and create a strong local food ethic for our community.

All vendors of the Surry County Farmers Market are to always conduct themselves in an ethical manner at the markets.

The SCFM vendor application is the standard application for all vendor types, including farmers, artisans and crafters, nonprofit organizations, and youth/children vendors. All applicants must complete the applicable portions of the application and meet the requirements established for their vendor category.

1)

Sellers must reside and produce the items they sell within a 50-mile radius of either the Elkin, Pilot Mountain, or Mt. Airy Market locations. Any vendor outside the radius will need to request participation to the Farmers Market Board. Approval will be based on market needs.

2)

Sellers must be the original producers of all items being sold. No buying or reselling of produce or other products is allowed. (Sellers may also be the family members, employees, or others directly involved in the production of the crop.) If a vendor purchases any item to resell, they will be asked to leave the market, and the market fee will be non-refundable.

3)

Items that must be completed BEFORE selling at markets:
a. Vendor application and application fee — The completed vendor application and the required application fee must be submitted by January 31. The application is used for all vendor types, including farmers, artisans/crafters, nonprofit organizations, and youth/children vendors.
b. Application certification — Required documentation, such as meat handlers licenses, nursery certifications, and kitchen inspections, must be submitted with the application unless otherwise directed by the Board.
c. Farm inspections — Farm inspections are conducted at the discretion of the Board. You will be notified if your farm or operation requires an inspection, and any required inspection must be completed before the market begins. Vendors may also be subject to a mid-market inspection if questions or concerns arise regarding the products being brought to market.

4)

Sellers must attend WIC and Senior voucher training to accept WIC and Senior vouchers. The WIC and Senior voucher training will be given by the Program Administrator.

5)

The annual vendor fee is $175. A non-refundable $25 application fee must be submitted with the completed vendor application by January 31 and will be applied toward the annual vendor fee. Once an application has been approved, the remaining balance of $150 must be paid no later than March 15. Applications received after January 31 may be subject to the late application rate of $225, as determined by the Board. Checks should be made payable to Surry County Farmers Market, Inc. Any visitor vendor fee will be handled on a case-by-case basis.

6)

Vendors are not allowed to smoke at market. If vendors smoke, they will need to smoke in designated locations.
Elkin Smoking Location: Elkin is a NON-SMOKING market located on Town property and is a non-smoking Town Hall Campus. Vendors and customers cannot smoke on Town property, in the market, in the parking lot, or on the sidewalks adjacent to the Market. This also includes vaping.
Mt. Airy Smoking Location: Across the street.
Pilot Mountain Smoking Location: Outside of Market and Church Property boundaries.

7)

Surry County Farmers Market operates at several locations throughout the year. Market dates and seasons may vary from year to year. Any opening or closing date listed as TBD will be established and announced by the Board of Directors.

FRIDAY – MOUNT AIRY FARMERS MARKET
Location: 232 West Independence Boulevard, Mount Airy, NC 27030
Hours: 9:00 a.m. to 12:00 noon. Opening date: TBD.
The Mount Airy outdoor market generally operates from spring through mid-to-late October. The specific opening and closing dates will be announced by the Board of Directors.

SATURDAY MORNING – ELKIN OUTDOOR FARMERS MARKET
Location: 226 North Bridge Street, Elkin, NC
Hours: 9:00 a.m. to 12:00 noon. Opening date: TBD.
The Elkin outdoor market generally operates during the spring, summer, and fall, through the last weekend of October. The specific opening date will be announced by the Board of Directors.

SATURDAY AFTERNOON – PILOT MOUNTAIN FARMERS MARKET
Location: 300 South Key Street, Pilot Mountain, NC
Hours: 3:00 p.m. to 6:00 p.m. Opening date: TBD.
The Pilot Mountain outdoor market generally operates from spring through mid-to-late October. The specific opening and closing dates will be announced by the Board of Directors.

TUESDAY EVENING – ELKIN NIGHT MARKET
Location: 226 North Bridge Street, Elkin, NC
Hours: 5:00 p.m. to 7:30 p.m.
The Elkin Night Market generally operates from May through the end of August. Specific dates and any schedule changes will be announced by the Board of Directors.

SATURDAY MORNING – ELKIN WINTER MARKET
Location: Yadkin Valley Heritage & Trails Center, 257 Standard Street, Elkin, NC 28621
Hours: 9:00 a.m. to 12:00 noon.
The Elkin Winter Market generally begins the first weekend of November and continues until the Elkin outdoor market resumes. The winter market closing date and the outdoor market reopening date are TBD and may change from year to year. The Board of Directors will announce the applicable dates.

ADDITIONAL ELKIN COMMUNITY EVENTS
SCFM is often invited to participate in community events organized by the Town of Elkin, which may include Trail Days in June, the Pumpkin Festival in September, and Light Up Elkin in December. Participation, dates, hours, locations, vendor availability, and event-specific requirements are determined by the Town of Elkin. Information will be shared with vendors as it is received by the Board of Directors. These events are separate from the regular weekly market schedule.

Selling is not permitted outside the approved operating dates and hours of a market or after the applicable market season has closed. Vendors are not allowed to bring pets to the market.

8)

Setup for the morning markets begins at either 7:00 a.m. or 7:30 a.m., depending on the market location. Vendors will be notified of the applicable setup time for their market. Setup for the Elkin Night Market may begin as early as 3:30 p.m. Setup for the Pilot Mountain Saturday afternoon market is from 2:15 p.m. to 2:45 p.m. Selling stops at the close of each market, and vendors must be packed up and gone within one hour of market closing.

9)

Products which can be sold include:
a. Any vegetable grown by the seller from seeds, sets, or seedlings.
b. Any fruits, nuts, herb seed (with a seed dealer license), flower seed (with a seed dealer license) or berries grown by the seller from trees, bushes, or vines on the seller's farm.
c. Any plant grown by the seller from seeds, seedlings, transplants, or cuttings and bulbs propagated by the seller with a nursery certificate if required by NCDA.
d. Honey and other by-products produced by the seller's bees.
e. Preserves, pickles, relishes, jams, jellies, made by the seller. "Low acid" canned foods such as green beans, corn, peas, carrots, or canned tomato products, etc. may be sold if prepared in a certified establishment by the appropriate State or County entity of North Carolina.
f. Cut or dried flowers grown by the seller.
g. Firewood cut by the seller on the seller's land.
h. Bagged, certified composts.
i. Straw baled by the seller.
j. Baked goods can be sold with a NCDA certified kitchen. The kitchen must be owned or rented by the vendor. Paperwork must be attached to application. If a commercial kitchen is used, all required paperwork must be submitted to the Board.
k. Meat can be sold by Licensed Meat Handlers. Paperwork must be attached to application. Meat vendors must raise beef, pork, or lamb for 6 months minimum prior to selling at the market. Rabbit and fowl must be raised by vendor for a minimum of 50% of the animal's life.
l. Dairy product can be sold with USDA approval. Paperwork must be attached to application.
m. Organic growers must submit organic certification with application.

10)

Prices must be posted for all items sold.

11)

All food must meet State and Local Health regulations. All produce must be of top quality.

12)

No animals may be sold or given away at the market.

13)

Each seller is responsible for cleaning up the area around his/her vehicle.

14)

Sellers should not move their vehicles in or out of the market during times when such movement would pose a danger to people in the shopping area.

15)

The Surry County Farmers Market is governed by a Board of Directors consisting of five to seven members. The Board is responsible for overseeing the operation, policies, and administration of the market.
The Board of Directors will consist of the following positions:
a. President
b. Vice President
c. Secretary
d. Treasurer
e. North Carolina State Extension Office Representative (voting member)
f. Social Media and Marketing Director (Board-appointed position, beginning in 2027)
g. Member at Large (Board-appointed position, serving as co-chair with the Social Media and Marketing Director, beginning in 2027)
The Board will manage the market directly or appoint an individual to assist with market management and daily operations. The Board of Directors has the authority to interpret and enforce the market's Rules and Regulations.

16)

Selling spaces, dates, rules, and on-site governance (i.e., decision-making) are to be determined by the Farmers Market Board of Directors. Look back at previous guidelines.

17)

All sales must be from designated sales space.

18)

For purposes of vendor eligibility and product approval, handmade and value-added items will be classified as either value-added farm products/crafts or non-farm-related crafts.
a. Value-added farm products and crafts are finished products made primarily from materials grown, raised, produced, or harvested by the vendor on their own farm or operation. These materials may be processed, manufactured, or transformed into a finished product by a third-party business. The vendor must be able to demonstrate that the original farm-produced material is used in the finished product.
b. Non-farm-related crafts are handmade products that are not made primarily from materials grown, raised, produced, or harvested by the vendor.
The Surry County Farmers Market Board of Directors has final authority to determine the appropriate classification and eligibility of products offered for sale.

19)

All value-added farm products and crafts must be presented to and approved by the Surry County Farmers Market Board of Directors before they may be displayed or sold at any SCFM market. Vendors must be able to demonstrate the connection between their farm or operation and the materials used in the finished product. Products made using a vendor's farm-produced materials may be processed or manufactured by an outside company and may still qualify as value-added farm products, provided the vendor can verify the source of those materials and their use in the finished product. Approval of a vendor's farm or operation does not automatically approve every product they wish to sell. Each product must be reviewed individually. Additional inspections or documentation may be requested by the Board.

20)

All non-farm-related crafts must be submitted for review and approval by the Surry County Farmers Market Board of Directors before they may be displayed or sold at any market operated by SCFM. The Board will determine whether the items meet SCFM vendor guidelines and market requirements. The Board has final authority over whether a craft item may be approved for sale. Vendors will not be present during the Board's craft approval process.

21)

Crafts must be the project of an “artisan” type. To be considered “hand crafted,” the item must show evidence of manual skill obtainable only through a significant period of experience and dedication. Examples of unacceptable items would be, but are not limited to: tracings of paint by number, ceramics or pottery from commercial molds, wood carvings using duplicating machines, kits in any form, and other items which clearly do not reflect originality of design.

22)

All crafts must be of excellent workmanship both in quality and design.

23)

Homemade crafts may be sold by a vendor if approved by the Board of Directors. Pictures should be sent in with application. The market will have a ratio of 1/3 craft vendors to 2/3 farmer vendors. To be considered a farmer, 70% of your table must be classified as harvested non-taxable product. All crafts must be hand crafted by the vendor or a member of the vendor’s farm.

24)

The Market Board has the discretion to immediately remove any craft item that it considers to be in violation of the rules.

25)

Farm visits will be scheduled prior to vendor’s first Market. Vendor spaces will be on a first-come, first-serve basis but may be assigned if spaces become limited.

26)

A selling space is no larger than a 12' x 12' area depending on the market, shelter, etc. This includes walk space between tents. No items can be placed in walkways. Vehicles must be small enough to fit into a normal parking spot. If this is not possible, vehicles will need to be parked elsewhere. Vendors may purchase one (1) vendor slot per year unless otherwise approved by the Board of Directors.

27)

Vendor spaces and parking for the market will be as follows but are subject to change:
Elkin: Vendors will be given assigned selling spaces under the shelter. The Board of Directors will assign spacing.
Mt. Airy: Vendors will set up their selling space at 232 West Independence Boulevard, Mount Airy, NC 27030. Vendor spaces will be assigned.
Pilot Mountain: Vendors will set up their selling space at 300 South Key Street in Pilot Mountain, NC 27041. Vendor spaces will be on a first-come, first-served basis.

28)

Participating farms have 1 ballot for BOD for application.

29) Vendor Participation Classifications

Surry County Farmers Market recognizes two types of vendor participation:

Regular Vendors: Vendors approved to participate throughout the applicable market season. Regular vendors may attend weekly or intermittently, according to their approved participation and market needs. Regular vendors are responsible for communicating their attendance or planned absences according to the weekly attendance procedure established for their market.

Seasonal Vendors: Vendors whose products are available only during a specific portion of the market season. Seasonal vendors may be approved for a designated participation period based on product availability and market needs. Their anticipated participation dates will be established with the Market Manager. Seasonal vendors are not expected to attend outside their approved participation period.

All vendors must follow the attendance and communication requirements during their approved participation period.

30) Weekly Attendance, Communication, and Market Promotion

Each Market Manager and the SCFM Board Member responsible for Social Media/Marketing will work together to establish and coordinate weekly attendance timelines, communication deadlines, and promotional schedules for their respective markets.

These timelines will take into consideration each market’s operating schedule and allow sufficient time to coordinate vendor attendance, market announcements, social media posts, newsletters, vendor features, and other promotional materials.

The Market Manager will coordinate vendor attendance information and communicate the weekly attendance deadline to participating vendors. The Social Media/Marketing Board Member will work with the Market Manager to ensure that market information, vendor participation, and promotional content are coordinated and shared in a timely and consistent manner.

Vendors are responsible for responding by the established weekly attendance deadline. Regular vendors will be considered attending unless they notify their Market Manager that they will be absent by the deadline. Seasonal vendors are responsible for communicating attendance during their approved participation period.

Planned Absences: Vendors who notify their Market Manager by the established deadline will have their absence documented but will generally not be considered in violation of the attendance policy. Planned absences will be viewed more favorably than late cancellations or no-call/no-show absences.

Late Cancellations: Vendors who notify the Market Manager after the attendance deadline may have the absence documented as an attendance concern. The circumstances, amount of notice provided, and the vendor’s overall communication and attendance history will be considered.

No-Call/No-Show: A vendor who fails to attend and does not notify the Market Manager will be considered a no-call/no-show and an unexcused absence. These incidents will be treated more seriously than absences communicated in advance.

Emergencies and Extenuating Circumstances: Genuine emergencies, illness, severe weather, and circumstances beyond a vendor’s reasonable control will be considered when reviewing an absence. Vendors should notify their Market Manager as soon as reasonably possible.

When a vendor provides notice of an absence, the Market Manager may offer the available space to an approved vendor on the waiting list.

31) Progressive Discipline for Attendance and Participation Violations

SCFM will use a progressive discipline process to address repeated attendance or communication concerns. The purpose of this process is to encourage dependable participation, timely communication, and fairness to all vendors.

First Occurrence: Verbal or written reminder of the attendance requirements.

Second Occurrence: Formal written warning documenting the concern.

Third Occurrence: Placement on probation or referral to the Board of Directors for review.

Continued or Serious Violations: The Board may determine that additional action is necessary, including reassignment of vendor space, suspension, loss of a vendor position, or removal from the market.

No-call/no-show incidents may result in more serious disciplinary action than planned absences or absences communicated in advance. The Board will consider the circumstances, the vendor's attendance history, prior warnings, and communication efforts before determining an appropriate response.

Repeated absences, even when communicated in advance, may be reviewed when they affect market operations, vendor space availability, or the needs of the market. Any decision to adjust a vendor's assigned space or participation will be made by the Board based on market needs and the vendor's approved participation.

32) Vendors Under 18

Any vendor under the age of 18 must have a parent or legal guardian with them at all times.

33) Compliance with Rules

All vendors must comply with and abide by all Rules and Regulations governing the Surry County Farmers Market. Failure to comply may result in disciplinary action, up to and including ejection from the market. Attendance and conduct concerns will be addressed in accordance with the applicable policies and progressive discipline procedures.