



FIFM Contact Information:

Market Manager - Heather Cannon (864)724-8044

Market Manager - Ellen Lane (864)862-1090

APPLICATION PROCESS

1. You must completely fill out the online application.
2. If approved you will need to send product pictures along with copies of applicable permits/licenses to heather.cannon@fountaininn.org. If you do not follow this, your application can be denied.
3. Once we receive your complete application, it will be reviewed by the Market Managers.
4. All goods and products that you intend to sell must be listed on the application. Items not listed are not permitted to be sold at the market. Any vendor that wishes to add products later in the season must fill out a new application with all added items. We will notify you upon review if the new items are approved or denied.

Submitting an application does not guarantee a spot at the Farmers Market. If accepted to the Market, an invoice for payment will be sent via email.

VENDOR ACCEPTANCE PROCEDURE

1. You must complete the 2020 Farmers Market application.
2. Type of goods/products.
3. Quantity/Quality of products.

4. Market history; the number of years previously involved with the Fountain Inn Farmers market, attendance record, and history of compliance with market rules.
5. Booth set up/ appearance.

The Fountain Inn Farmers Market has a ratio of different vendors in order to maintain diversity in the products and goods sold during the market season. The ratio is as follows:

50% Farmer/Rancher/Grower: Farmers sell regionally grown vegetables, fruit, nuts, grains, herbs, flowers, or nursery crops from seeds or plants. Beekeepers, egg farmers, poultry, and livestock producers are considered farmers.

30% Value Added Product Vendors: Vendors that use regionally grown produce to make their products (such as baked goods, sauce, bread, etc.)

20% Art & Craft Products: Those who produce original, unique and high quality items which bring added value to FIFM. All products must be the actual work of the artisan. No commercial items, no imported items, no manufactured items and no second-hand items shall be resold by artisans.

The FIFM is committed to creating a diverse marketplace with the highest quality, regionally produced products available. The Fountain Inn Farmers Market reserves unconditional discretion to accept or refuse anyone as a market vendor. The selection process takes into consideration many factors including: product quality, sourcing, growing practices, presentation, seniority, safety, compliance, customer service and the right product mix to ensure a successful market.

At the close of the application period, the FIFM will review all applications and be in contact with prospective vendors.

All seasonal booth fees are due by September 18, 2020 .

All weekly booth fees are due by the Wednesday before the Market date you will attend.

Booth Location	Full Season 6 weeks	Weekly Fee
Pavilion	\$ 200	Not Applicable
Outside Booth	\$150	\$10

FARMERS MARKET SCHEDULE

7 AM – 7:45 AM Vendors arrive and set-up at assigned booth location.

7:55 AM All vehicles must be moved from all loading zones.

8 AM FI Farmers Market Opens.

12:30 FI Farmers Market Closes, vendor vehicles may return to loading areas.

LOADING AND UNLOADING

Please arrive between 7 AM and 7:45 AM. Depot Street will be closed to all car traffic at 8 AM SHARP. If you arrive after 8 AM, you are not guaranteed a space. If a space is available, you must unload and transport your items from the vendor parking areas across from the railroad tracks.

Market break-down begins promptly at 12 PM and NO sooner. If a vendor sells out, please let one of the Market Managers know so arrangements can be made to help the vendor move their booth safely. If you leave early without letting a market manager know, you will get a strike. After three(3) strikes you will be asked not to return and all fees will be forfeited by the vendor.

SPACE ASSIGNMENT

Vendors assigned spaces are not permanent and may be changed at the discretion of the Market Manager for any Market date during the season and/or annually in order to facilitate FI Farmers Market operations.

BOOTH DISPLAY AND SET UP

1. All pricing must be clear and visible.
2. Vendors are responsible for all labeling to be 100% accurate and visible.
3. You must bring your own tables & chairs. If you are an outside vendor you are required to have your own tent.
4. Outside vendors must have appropriate weights for your tent.
5. Booth areas should be clean and presentable at all times. If trash is left or booth space is not left how it was provided at set up, a strike will be assessed.
6. All vendors that generate waste must have an individual trash can. Vendors with samples must have a customer trash can for sample item trash (toothpicks, napkins, etc.). Vendors are responsible for putting their trash in the dumpster before leaving.

ELECTRICITY USAGE

Electricity is available to every vendor, free of charge. Each vendor is responsible for providing their own **extension cords and appropriate mats to cover exposed cords that interfere with customer walkways.**

TARDINESS, CANCELLATIONS AND ABSENCE POLICY

You qualify as late if your arrival is after 8:15 AM. If you do so, you are not guaranteed a space.

Each time you are late you will get a strike.

Three late arrivals will result in a market probation.

If you must cancel it must be AT LEAST 48 hours in advance of said market. If you notify us the Thursday before the market, your fee will be credited towards another date. If you don't show up without giving any notice it will count as a "No-Notice Absence."

Three No-Notice Absences: all your fees will be forfeited, and you will not be allowed to return to the market.

Physical violence, verbal abuse/loud foul language, weapons, possession of or consumption of alcohol or illegal substances are grounds for immediate expulsion.

No one under the age of 16 should be selling at the market without adult supervision.

ENFORCEMENT OF MARKET RULES AND REGULATIONS

First violation: verbal warning.

Second violation: written warning.

Third violation: termination of booth rental space with no refund for the duration of the current market season.

CUSTOMER COMPLAINTS/VENDOR COMPLAINTS

Customer OR Vendor complaints may result in disciplinary action including removal from the FIFM.

WEATHER

We will only cancel due to an extreme weather forecast which poses a safety hazard to our vendors and customers. In the event of cancellation due to severe weather, an email from our staff will be sent to notify vendors, and the fee will be transferred to another market day.

LICENSING & LABELING

Vendors are responsible for complying with local, state, and federal requirements governing the sale and production of their products. If you are operating under Cottage Law, you must have your own business license and carry adequate liability insurance. Vendors are responsible for acquiring the necessary permits and sending copies of required certificates to FIFM once accepted. For all vendors planning to sell any food product please see the South Carolina Department of Agriculture's requirements for selling manufactured or processed foods. The FI Fall market will allow food items for public sale to be manufactured in authorized kitchens under DHEC, SCDA, or Cottage Law with personal liability insurance. Any sauce, pickled food, boiled products, and/or canned food must be sent to a Process Authority (Clemson 4 University or NC State) for analysis prior to sale and a copy of the result must be submitted to heather.cannon@fountaininn.org upon acceptance. Farmers and producers wishing to sell organic products must provide a copy of the certificate onsite. Vendors are not allowed to advertise organic products unless they have an organic certificate issued by the USDA or USDA-approved Accredited Certified Agent. If you are unsure if you're correctly permitted, licensed, or certified contact the South Carolina Department of Agriculture 803-734-2210 or South Carolina Department of Health and Environmental Control 803-898-3432.