



Vendor Operating Guidelines

The Town of Moncks Corner Farmers Market offers a diverse array of high-quality local foods, art, culture, and music in a clean and family-friendly atmosphere. In order to maintain a high-quality and successful market, each vendor must read and understand the following standard operating guidelines.

Location:

418 E. Main Street, Moncks Corner, SC 29461

Hours of Operation:

April - September
Thursdays 3:00 - 6:00 PM

Market Management

Dominique Winns

Programs Director

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Market Management

The Moncks Corner Farmers Market is managed and operated by the Town of Moncks Corner. These Standard Operating Guidelines have been established by the Town through coordination with the agricultural and business community. The Market is overseen by the Market Manager, who is authorized to implement these guidelines on a daily basis.

In order to be effective and appropriate, these guidelines are subject to continuous review and revision as new trends, opportunities, and issues emerge.



REQUIRED PERMITS, LICENSES, INSPECTIONS AND SPECIAL FEES:

- Vendors must be licensed to conduct business in the state of South Carolina. The state requires all vendors (including resellers), with the exception of farmers, to secure a SC retail license and post it at their booth each week for the entire season. Please see <https://dor.sc.gov/tax/registration/faq> for more information. A copy of your license must be submitted with your application prior to February 29 to be accepted.
- Vendors are responsible for their own taxes (including sales tax), necessary permits, inspections (food, agricultural & nursery plants), and license liabilities.
- ***All vendors planning to sell any food product please see Attachment A: South Carolina Department of Agriculture's Requirements for Selling Manufactured or Processed Foods at Farmers Markets.***
- Any vendors planning to only sell retail (meaning you are only selling directly to the end consumer) will now be covered under SCDHEC. Any vendors also planning to do wholesale (meaning you are selling to other stores/vendors) are still covered under SCDA.
- The Moncks Corner Market does not allow any food items for public sale to be manufactured in a home kitchen. If you are making food items, you must show a valid DHEC kitchen license in your name for the kitchen you are preparing your items in or a valid RVC. Any sauce, pickled food, bottled product and/or canned food must be sent to a Process Authority (Clemson University or N.C. State) for analysis prior to sale and a copy of the results must be submitted with your application.
- All eligible South Carolina vendors are required to fulfill the South Carolina Department of Agriculture's "SC Certified" application process for admittance in the Moncks Corner Market. This includes farmers, nurseries, food producers and crafters.

Agricultural Sellers

- Corn Meal and Grits - corn checked by SCDA, Grist Mill Inspection SCDA, Inspection Report/Registration Number SCDA, approved SCDA labeling
- Dairy (including cheese) - SCDHEC Dairy regulations
- Eggs - SCDA wholesale license, approved USDA labeling / washing / inspection / grading
- Honey - Honey House inspection SCDA, approved SCDA labeling.
- Meat (poultry, beef, pork, and lamb) - SC Meat & Poultry registration, inspection, become Registered Meat Handler,



inspection mark of SCMPID or USDA on meat, liability insurance [If meat crosses state lines it must have a USDA (federal) Mark of Inspection].

- Meat (rabbit, quail, alligator) - SCDA certification **Certified SC Grown - SCDA registration

Non-Agricultural Sellers

- Ocean Fish (whole and unprocessed) - contact DNR, Wholesaler License
- Ocean Fish (processed, dressed) - course/plan HACCP FDA, facility inspection/registration SCDA, wholesaler or commercial fisherman license, liability insurance
- Boiled Peanuts (off-sight) -- SCDA or SCDHEC inspected and registered facility, approved SCDA labeling
- Baked Goods, Candy, Nuts -- SCDHEC or SCDA registration, approved SCDA labeling
 - Owners of DHEC approved bakery / restaurant: SCDHEC catering or retail food license, retail Grade "A" permit
- Canned, Jarred, Bottled Foods - required analysis at Clemson or NC State, SCDHEC or SCDA approved and registered manufacturing facility.

LOCAL LICENSING AGENTS:

SC Department of Agriculture (SCDA)

<https://agriculture.sc.gov/>

Baked Goods, Candy, Covered Nuts (803) 737-9690

Canned, Jarred, Bottled Foods (803) 737-9670

Honey (803) 737-9690

Corn Meal & Grits (803) 737-9700

Eggs (803) 737-9690

Grist Mill Inspection (803) 737-9690

Meat (poultry, beef, pork, lamb) (803) 737-9690

**Certified SC Grown Program (803) 734-2200

<https://www.certifiedscgrown.com/>

Department of Natural Resources (DNR)

<http://www.dnr.sc.gov/>

Fish Whole & Unprocessed (803) 734-3886

SC Department of Health and Environmental Control (SCDHEC)

<http://www.scdhec.gov/>

Bakery/ Restaurant (803) 896-0640

Dairy (803) 896-0644

SC Meat and Poultry Inspection Division (SCMPID) (803) 788-8747

<http://www.clemson.edu/public/lph/scmpid/>

Fish Wholesaler License (843) 953-9036

Vendor Standard Operating Guidelines



SC Department of Revenue (SCDOR) (843) 852-3600
<https://dor.sc.gov/mydorway>

Vendor Selection

Farmers will comprise approximately 60 to 80 percent of the vendors; vendors of prepared foods, baked goods, handicrafts, and artwork will comprise the remaining 20 to 40 percent.

Vendors will submit the vendor application form by the required deadlines. Vendors that meet specifications will be selected by the Market Manager on a first-come, first serve basis. Priority will be given to Berkeley County vendors, and selections will be made to ensure a diverse product offering.

Vendors shall fall into the following categories, and meet the associated specifications.

Vendor Types	
Category	Product
Farmers	Producers/Growers of vegetables, fruit, nuts, grains, herbs, flowers or nursery crops from seed or plants. Beekeepers, egg farmers, poultry and livestock, Etc.
Processors & Commercial	Processors of Food (Canned, Pickled, Dried, and Other Preserved Products; Jams, Jellies, Juices, Coffee, Tea, Pet Products, and Similar Goods)
	Preparers of Food (Preparers of Hot Food Concessions or Meals for Immediate Consumption). <i>Bakeries fall into this category</i>
Artisans	Artists and/or Craftsmen of Artwork, Sculptures, Photography, Handmade bath products, herbal products, garden art and furniture, pottery, woodwork, candles, botanical and floral products, abused metal work, handmade jewelry, purses, scrapbooking kits, wrought iron garden art and crafts made from agricultural materials such as goats' milk, eggs, and beeswax.
Reseller	Vendors that are classified as farmers who wish to supplement their yield with local produce, which they did not grow or produce themselves.
Civic Assoc.	Local Non-Profit Organizations; Community/Civic Organizations; Religious, Public Service, Government, and Education Institutions



VENDOR CLASSIFICATION

The list below applies to all vendor categories:

1. Vendors whose products or practices place them in more than one category are subject to all the requirements of both categories.
2. Priority is given to items that are LOCALLY grown, produced, processed and crafted within 100 miles of Moncks Corner, SC. Moncks Corner Farmers Market staff reserves the right to make exceptions to this rule based upon quality of product, vendor's prior history with the Moncks Corner Farmers Market and lack of product availability within 100 miles of Moncks Corner, SC.
3. All vendors please review Attachment A: SCDA, Requirements for Selling Manufactured or Processed Foods at Farmers Markets.
4. ALL PRODUCTS to be sold during season must be listed on the application to be approved.
5. New items intended for sale during the season must be submitted for approval BEFORE being sold at Moncks Corner Farmers Market.
6. Sodas, water, sports drinks, fruit juices, alcohol of any kind, canned and bottled beverages, or other "brand name/commercial" beverages may NOT be sold by vendors.

Farmer/Producer/Grower: Farmers produce locally grown vegetables, fruit, nuts, grains, herbs, flowers or nursery crops from seed or plants. Beekeepers, egg farmers, poultry and livestock producers are considered farmers. Farmers that wish to resell products from another farm, please see reseller category below.

Artisans: Artisans produce original, unique, high quality, safe, garden/farm/environmentally-related items which bring some added value to Moncks Corner Farmers Market. All products must be actual work of the artist and produced within 100 miles of Moncks Corner, SC. No commercial items, no imported items, no manufactured items and no second hand items shall be resold by Artisans.

Acceptable Artisans Products: Artists and/or Craftsmen of artwork, sculptures, photography, handmade bath products, herbal products, garden art and furniture, pottery, woodwork, candles, botanical and floral products, abused metal work, handmade jewelry, purses, scrapbooking kits, wrought iron garden art and crafts made from agricultural materials such as goats' milk, eggs, and beeswax. All artisans will be considered on an individual basis with regards to subject matter and space availability.



Processor and Commercial Vendor: Processors are vendors that use locally grown produce to make their products (such as jellies, jams, salsas, ciders, smoked meats, honey, handmade candies, etc.) This vendor does not operate a commercial business. Commercial vendors use locally grown ingredients in their products. All products must be high quality, safe and an enhancement to Moncks Corner Farmers Market. *Bakeries fall into this category; however Moncks Corner Farmers Market can only support a limited amount of bakeries to avoid saturation of this type of product.*

The Moncks Corner Farmers Market has on-site consumption privileges:

- You must have a Registration Verification Certificate or a DHEC kitchen license in your name. If you are a retail only vendor you must have all necessary permits required by DHEC. You must submit with application and bring certificate(s) to each market.
- You must adhere to the Berkeley County Health Department regulations (for specific information, contact the health department at 843.719.4600).
- All food must come from an approved source and be packaged under established guidelines.
- Moncks Corner Farmers Market requires that *ALL PREPARED* food be properly labeled with a list of ingredients.
- **Priority is given to food produced by processors and commercial vendors from an approved kitchen within 100 miles of Moncks Corner, SC.** Moncks Corner Farmers Market staff reserves the right to make exceptions to this rule based upon quality of product, vendor's prior history with Moncks Corner Market and lack of product availability within 100 miles of Moncks Corner, SC.

Reseller: Resellers are vendors that are classified as farmers who wish to supplement their yield with local produce, which they did not grow or produce themselves. Farmers may resell produce from other local farms only if they have approval from the Market Coordinator. To be approved, these items must bring some added value to the Moncks Corner Farmers Market (i.e., something that the Market does not have already and/or something that produced lower yields than normal) and be accepted by the Market Staff.

- All items approved for resale must also be locally grown items from within 100 miles of Moncks Corner, SC. Moncks Corner Farmers Market Staff reserves the right to make exceptions to this rule based upon quality of product and lack of product availability within 100 miles of Moncks Corner, SC.



Organic Products: Farmers and producers wishing to sell organic products must provide a copy of their organic certification and must display a copy of the organic certificate onsite.

Vendors are not allowed to advertise organic products unless they have an organic certification issued by the USDA or a USDA approved Accredited Certifying Agent

Vendor Fees

Sixteen (16) empty 10'x10' vendor spaces are available within the Pavilion to rent on a first-come, first-serve basis with priority granted to growers. These vendor spaces may support tailgate/truck vending; however, all vendors are required to utilize a table to display merchandise. Sixteen (16) additional vendor spillover spaces may be provided in the residual grassed area upon vendor demand. Tents and tables will be required for any vendors that sell within the grassed area. The Town of Moncks Corner will neither provide any tables or tents nor be responsible for any tables and tents that are utilized by vendors. (See corresponding Vendor Fee Table)

Vendor Fee Table	
Description	Weekly Market Rate
Town of Moncks Corner Business License	Fees Vary
Rent 10x10 Vendor Space (Pavilion)	\$10.00
Vendor Space Rental in Residual Grassed Area (Upon Vendor Spillover Demand Only)	\$5.00
Monthly Market Rate	\$35
Discount Opportunities for Long-Term Commitment	
Seasonal Commitments	\$200
Non-Profit and Civic Associations	
Non-Profit, Civic Associations, Public Service, and Education Providers	No Charge for Vendor Space



Booth Layout and Reservations

1. Vendor spaces are assigned on a first-come, first-serve basis with priority granted to growers (growers will be placed on parking lot side).
2. Booths inside the market are reserved for long-term/seasonal commitments.
3. Additional (spillover) space may be provided in the residual grassed area.

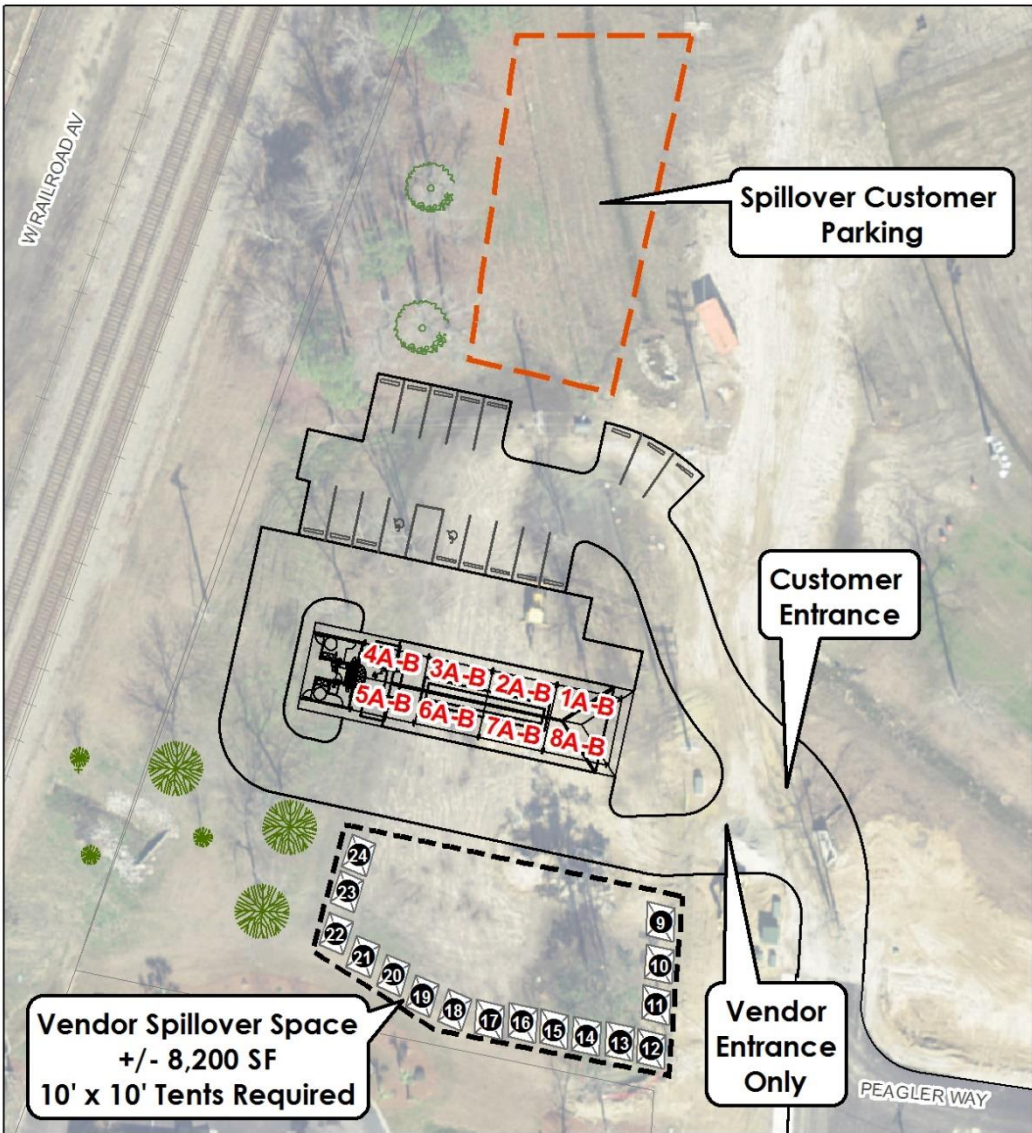
Booth Setup and Take Down

1. All vendors should arrive within 1.0 – 2.0 hours before the Market to set up.
2. Growers may park their trucks behind their designated vendor spaces if they arrive at least 1 hour in advance of the Market and upon approval by the Market Manager.
3. For safety purposes, tented vendors are encouraged to park their vehicles in designated parking areas and use a hand truck/cart to carry their materials and merchandise to and from their booths during setup/take down.
4. Under no circumstances will vehicles be allowed within the Market area once it is underway without approval of the Market Manager and utilization of appropriate safety measures to protect the safety of pedestrians.
5. Each vendor is responsible for cleaning up all debris and garbage at his/her booth space before leaving the Market.
6. The Market Manager will be on hand to direct vendors when loading and unloading.



Booth Layout

Town of Moncks Corner: Farmers' Market Booth Layout






1 inch = 47 feet



Enforcement

1. The Market Manager reserves the right to prohibit anyone from selling and/or refuse any product from being sold due to failure to meet these guidelines as well as applicable local, state, and federal standards.
2. Market staff has the authority to move and reassign vendor space to enhance or facilitate Market operations as well as limit the number of vendors selling the same specialty products based on a first-come, first-serve basis.

Reservations and Cancellations

1. Vendor reservations must be placed in advance of at least one week.
2. Payments must be received before the Market.
3. If a vendor is unable to attend on a prepaid and/or reserved day, he/she shall contact the Market Manager by noon on the Wednesday before the Market. The space(s) will be filled from a waiting list of suitable vendors, and the prepaid fees will be reimbursed accordingly.
4. If a vendor fails to make it to the Market 30 minutes ahead of time, the vendor will forfeit his/her reserved spaces and fees paid unless they have previously contacted the Market Manager.
5. Non-reserved spaces will be assigned on a first-come, first-serve basis by the Market Manager.
6. Vendors with long-term reservations that fail to show over three (3) consecutive weeks without contacting the Market Manager will forfeit any prepaid fees as well as reserved spaces.

Grievance Process

1. If a vendor has a complaint, concern, and/or problem regarding another vendor, Market Staff, safety, and/or Market operations or guidelines, he/she must first address the Market Manager in a manner that is both timely and not disruptive to the Market. The Market Manager may request that a formal complaint be submitted in writing.



2. Any disputes that emerge among vendors will be mediated by the Market Manager.

Cancelation of the Farmers Market

The Market is open rain or shine. Conditions that threaten public safety (high winds, flooding, lightning, etc.) will cause cancellation. If the weather conditions deteriorate during the market hours, the Market Manager will make a decision to close the market early. In either case, all vendors will be reimbursed accordingly.

Please contact the Market Manager if you have any questions about weather conditions.

Hold Harmless Clause

I hereby agree to indemnify and hold harmless the Town of Moncks Corner, its employees, officers, agents and/or contractors for any and all damages, losses, suits, liability, and/or causes of action resulting from property damage, and/or from personal injury, including death, of myself arising out of or in any way connected with our participation in the Moncks Corner Farmers' Market. I further permit the Town of Moncks Corner to use photographs of me for the publicity of the Farmers' Market.

Non-Discrimination Clause

This institution is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at <http://www.ascr.usda.gov/complaintfilingcust.html> or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442, or email at program.intake@usda.gov.

Marketing Policy:

I understand that the Town of Moncks Corner and those acting under its authority reserve the right to use photographs, videotapes, artwork or other likenesses of my participation for marketing, publishing or any other lawful purpose in perpetuity and any number of times.



Rules and Regulations

- The Moncks Corner Farmers Market reserves the right to prohibit anyone from selling and/or refusing any product from being sold.
- The sale of merchandise with your company logo (i.e. shirts, hats, etc.) is not permitted to be sold at the market.
- Vendors are not allowed to promote another organization or event including non-profit organizations and political candidates and/or issues.
- The Moncks Corner Farmers Market reserves the right to refuse participation to vendors who do not comply with market regulations or do not meet market standards which include, but are not limited to, following all local, city, state, and federal laws and regulations.
- Vendors may not sell any items not approved or listed in the Moncks Corner Farmers Market application. Market staff has the right to ask a vendor to remove their products. **If you wish to sell something different during the course of the season, the Market Staff must approve the new items prior to selling at the market.**
- Vendors are required to wear proper attire, including shoes and shirts, while selling at the Moncks Corner Farmers Market.
- The Moncks Corner Farmers Market is not liable for any injury, theft or damage to either the buyer or seller, or their property, arising from or pertaining to preparation for or participation in the market.
- Abusive language and hazardous or offensive behavior will not be tolerated. The Moncks Corner Farmers Market staff has the right to request the offending vendor to leave the area. Upon failure of the offending party to leave, the market may remove property at the vendor's expense, and the market is discharged from any and all loss or damage occurring in such removal.
- The Moncks Corner Farmers Market does not guarantee the marketability of the vendors' goods or the success of the vendors' efforts.
- Each vendor operates as an individual entity and is responsible for setting his/her own prices. Weights and measures are expected to be in accordance with local, state, and federal regulations.
- Tip jars are not allowed.

Violations of Moncks Corner Farmers Market Rules and Regulations:
Any violation of these rules or of the laws of the State of South Carolina or the Town of Moncks Corner may result in your dismissal from the Moncks Corner Farmers Market.

