



2021 Vendor Operating Guidelines

Relocated to its new facility in 2015, 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 - October
Thursdays 3:00 - 6:00 PM

Market Management

Casey Tharp

Recreation Events & Program Manager
Phone: 843.934-9104; Fax: 843.719.7902
Casey.tharp@monckscornersc.gov

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 daily.

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



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 Fruits, Vegetables, Cut or Potted Herbs, Nuts, Honey, Dairy, Poultry, Meat, Eggs, Mushrooms, Fish, Shellfish, Nursery Stock, Potted Plants; Cut Flowers; Etc.
Bakers	Bakers or Confectioners of Non-Potentially Hazardous Scratch-Made Cookies, Certain Breads, Cakes, Candies, and High-Acid Fruit Pies (e.g. Apple, Apricot, Grape, Peach, Plum, Quince, Orange, Nectarine, Blackberry, Raspberry, Boysenberry, Cherry, Cranberry, Strawberry, and Red Currants)
Food Processors	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)
Artisans	Artists and/or Craftsmen of Artwork, Sculptures, Photography, Jewelry, Pottery, Woodwork, Clothing, Lotions, Soaps, Dried Flowers, Bouquets, Wreaths, Gourds, Beeswax, Etc.)
Musicians	Local Musicians/Bands
Civic Assoc.	Local Non-Profit Organizations; Community/Civic Organizations; Religious, Public Service, Government, and Education Institutions



Specifications for All Vendors

1. It is the responsibility of vendors to comply with all applicable local, state, and federal regulations concerning the products that they are selling.
2. Any vendor that is selling a product that requires some form of licensing or permit should be kept current and on file with the Market Manager.
3. With the exception of those farmers who grow 100% of the produce that they sell, all vendors are required to have a valid business license with the Town of Moncks Corner. For information on business licensing, please contact Town Hall at 843.719.7900.
4. Vendors selling prepared, unpackaged food (e.g. hot food concessions) are required to collect hospitality tax and remit to the Town.
5. All prepared, processed, or baked food products have to be labeled with ingredients, net weight, vendor name, address, and phone number. **For information on food safety, public health, and labeling guidelines, please reference *Appendix I* or contact the Market Manager.**
6. Farmers and food vendors are encouraged to participate in the free *Certified SC Grown* or *Certified SC Product* programs. Any vendors selling under these programs must be verified by the Market Manager. **For additional information on and a listing of current members of the *Certified SC Grown* or *Certified SC Product*, please reference *Appendix I* or contact the Market Manager.**
7. Vendors may not sell any items not approved or listed in their application.
8. Products sold should be of the highest quality.
9. Prepared, processed, or baked food vendors must keep clear, written information about cooking methods available to customers upon request.
10. Vendor space may be staffed by farm or business owners, their family members, and/or employees.



Conduct

1. The selling or consumption of alcohol is prohibited.
2. No smoking within the Market site.
3. Vendors may not play loud or offensive music.
4. Children must be supervised at the Market site at all times.
5. Pets must be leashed at the Market.

Signage

1. Vendors should post signage that indicates the following:
 - a. Name and where they are from
 - b. Prices - clearly displayed so they are readily available to customers
 - c. Where produce was grown/purchased [if it was not grown by the Farmer]

Display

1. Vendor space should be clean, orderly, attractive, and safe.
2. Tents and displays should be secured with weights or other devices for the safety of customers.

Specifications by Vendor Category

Farmers

1. While 100% is encouraged, at least 75% of quantity of the produce sold at each market must be grown by the farmer.
 - A. Under the discretion of the Market Manager, this threshold may be reduced for the period of one (1) growing season if determined that farmers are unduly burdened by unique weather and/or environmental conditions that drastically limit crop yields.
2. When any crop is in season locally, it is required that 100% of this item sold at the market is locally-grown.



3. The other 25% may be purchased and resold, but the farmer shall fully disclose and display in a manner visible to customers where the produce was grown and purchased.
4. Farmers will be allowed to rent up to two (2) 10'x10' vendor spaces, if justified.
5. Vendors of meat, poultry, dairy, eggs, fish, and shellfish shall meet applicable food safety and health standards.
6. Authorization to accept WIC/Senior FMNP checks as well as EBT/SNAP recommended.
7. Seasonal commitments are encouraged. While exact dates will be determined, the Summer Season is from April – August, and the Fall Season is from September – December.
8. Farmers may distribute cut samples of produce if sliced at the market.

Bakers

1. Products shall be made-from-scratch.
2. Products shall comply with SCDA Cottage Industry Standards, which include, but are not limited to, the following (See *Appendix I* for more information):
 - A. Products include candies and baked goods that DO NOT require refrigeration and ARE NOT potentially-hazardous.
 - I. Potentially-hazardous products include:
 - a) Products containing raw or cooked meat, poultry, seafood, sprouts, cut melons, cut leafy greens, and/or cut tomatoes;
 - b) Products that may harbor bacteria or require refrigeration, such as pumpkin pie, sweet potato pie, cheese cake, custard pies, cream pies, pastries with potentially hazardous toppings or fillings; moist breads like pumpkin, banana, zucchini; and similar products.
 - B. Labels are required on all packages.



- C. May be produced in a home kitchen and exempted from SC Dept. of Agriculture inspection and label *review* if the following criteria are met:
- I. Annual sales do not exceed \$15,000;
 - II. Vendor sells only to the end-consumer; and
 - III. Vendor submits *SCDA Cottage Exemption Application*.

Food Processors

1. Vendors shall meet applicable food safety and health standards, which include, but are not limited to, the following (Ref. *Appendix D*):
 - A. Products offered must be either prepared or processed by the vendor in a SC Department of Health and Environmental Control (SCDHEC)-approved kitchen.
 - B. Acidified (relishes, pickles, some sauces) or low acid (vegetables, milk based sauces, and soups) canned foods require special certification from the SCDA, including completion of Better Process Control School.
2. Pre-packaged/nationally-distributed foods are prohibited.
3. Vendors may not be affiliated with a national franchise/corporate chain.
4. Specialty Food Vendors may rent one (1) space.
5. The use of Berkeley County produce is preferred.

Artisans

1. All final products must be made by the vendor. **NO COMMERCIAL, MANUFACTURED, IMPORTED, AND SECOND HAND MERCHANDISE TO BE RESOLD AT THE MARKET.**
2. Artisans may rent one (1) space – additional vendor space may be provided in the spillover parking area.



Musicians

1. Musicians/bands may play soft music that complements the atmosphere.
2. Offensive and/or explicit lyrics are FORBIDDEN.
3. Musicians will be staged at the front of the site.
4. Musicians are responsible for bringing all necessary emcee equipment.

Civic Associations

1. Limited to local non-profits; community/civic organizations; religious institutions; educational institutions; and government entities.
2. For-profit entities prohibited.
3. Local non-profits must provide a proof of status.
4. Civic associations will be assigned exhibitor space in a rotating manner to diversify representation, and seasonal commitments are discouraged.



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
Discount Opportunities for Long-Term Commitment	
Seasonal Commitments	10% Discount
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.
2. Booth inside the m are reserved for long-term/seasonal commitments. One booth within the Pavilion may be reserved for information and staffed by the Market Manager. (See Corresponding Booth Layout on Page 9)
3. Additional (spillover) space may be provided in the residual grassed area.



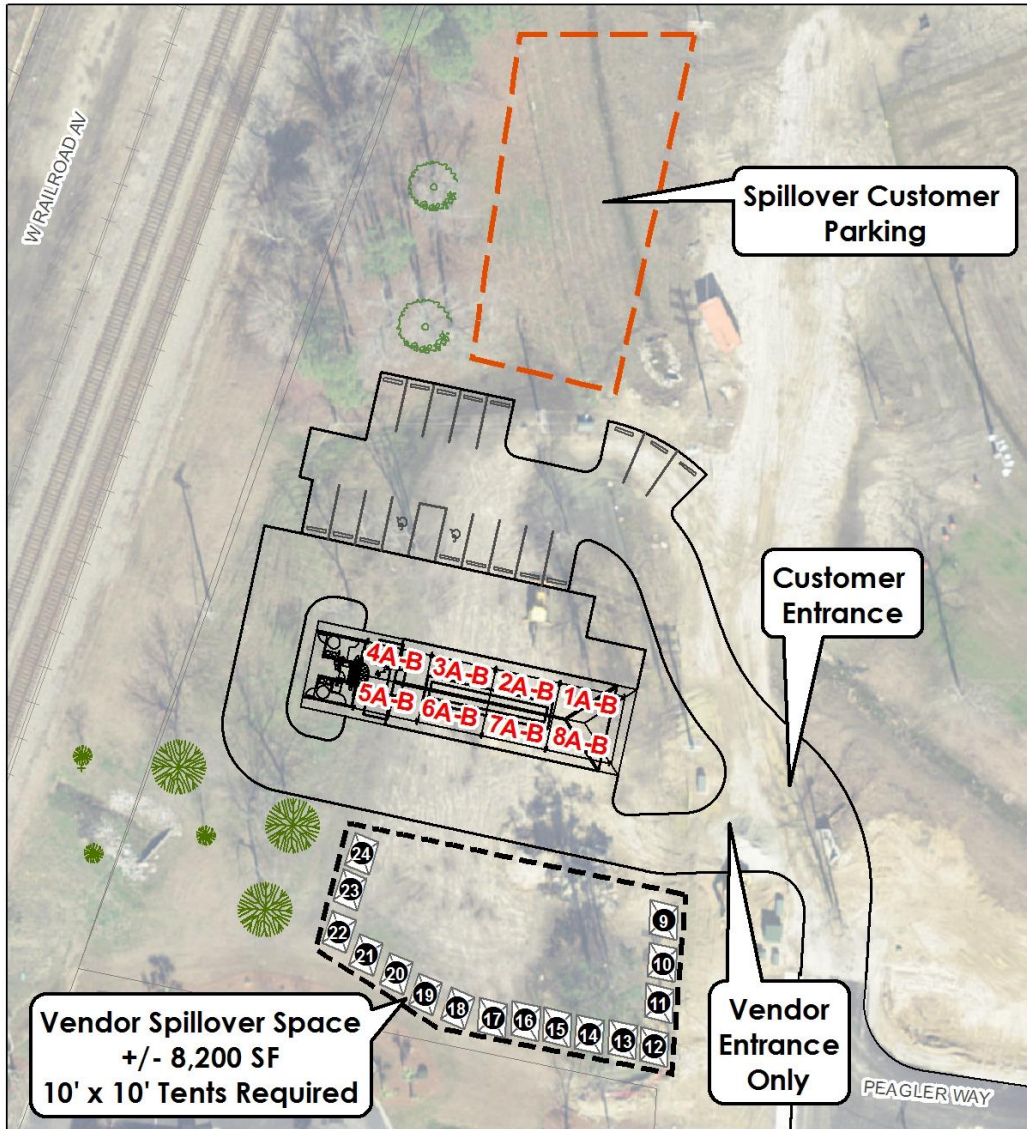
Booth Setup and Take Down

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 Tuesday 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.
3. A vendor may aggrieve the Market Manager's decision and/or enforcement action by submitting a formal written appeal to the Mayor within 30 calendar days of the action. Both the aggrieved and the Market Manager will have an opportunity to discuss their case with the Mayor, who will carefully review their findings and resolve the situation.

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.

Appendix I: Vendor Resources

Agricultural Resources			
<i>SCDA Resources for Farmers</i>	<p>Martin Eubanks, Assistant Commissioner Agricultural Services (803) 734-2210 (Office) meubanks@scda.sc.gov www.agriculture.sc.gov</p>		
Public Health and Safety Compliance Resources			
<i>Food Safety and Compliance</i>	<p>SCDA Consumer Protection Derek Underwood, Assistant Commissioner dunder@scda.sc.gov (803) 737-9700 (Main)</p> <p>Angie Culler-Matthews, Food and Feed Safety Program Coordinator (803) 734-7321 (Direct) aculler@scda.sc.gov https://agriculture.sc.gov/divisions/consumer-protection/</p> <p>Compliance Forms: https://agriculture.sc.gov/resources/forms/ Compliance FAQs: https://agriculture.sc.gov/fag/food-safety/ Information for Food Processors: https://agriculture.sc.gov/wp-content/uploads/2014/10/Food-Processor-Guidelines.pdf</p>		
	<table border="1"> <tr> <td>Physical Location: 123 Ballard Court W. Columbia, SC 29172</td> <td>Mailing Address: P.O. Box 11280 Columbia, SC 29211</td> </tr> </table>	Physical Location: 123 Ballard Court W. Columbia, SC 29172	Mailing Address: P.O. Box 11280 Columbia, SC 29211
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<i>Meat Distribution</i>	<i>SCDA Meat Inspection Service, (803) 788-8732</i>		
<i>Fish and Seafood</i>	<table border="1"> <tr> <td>Whole and Unprocessed DNR (803) 734-3886</td> <td>Cleaned, Processed, Gutted, Dressed, Scaled, Etc. SCDA, Consumer Protection (803) 737-9690</td> </tr> </table>	Whole and Unprocessed DNR (803) 734-3886	Cleaned, Processed, Gutted, Dressed, Scaled, Etc. SCDA, Consumer Protection (803) 737-9690
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<i>Shellfish</i>	<i>DHEC Shellfish, (843) 753-0150 http://www.scdhec.gov/FoodSafety/ShellfishMonitoring/</i>		

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<p><i>Resources for Pickled and Canned Products and Other Preservatives</i></p>	<p><u>Clemson University</u></p> <p>Kimberly Baker Clemson University Food Science <i>Resources for Processing and Analysis</i> (864) 376-4031 kabaker@clemson.edu</p> <p>Dr. Felix Barron <i>Better Process and Control School</i> (864) 656-5694 (Main) (864) 656-0331 (Fax) fbarron@clemson.edu www.clemson.edu/cafls/departments/fnps/outreach/workshop_schools/better_process_control_school.html</p> <p>Carolina Canning Clemson Cooperative Extension http://www.clemson.edu/extension/food_nutrition/canning/index.html</p> <p><u>NC State University</u> <i>Department of Food, Bioprocessing and Nutrition Sciences Extension Program</i></p> <p>Dr. Fletcher Arritt (919) 513-0176 (Main) (919) 515-7124 (Fax) fmarritt@ncsu.edu http://fbns.ncsu.edu/state-of-the-art-research/food-manufacturing-entrepreneurship/</p>
<p><i>Cottage Industry</i></p>	<p>Alicia Attaway Consumer Services SCDA 123 Ballard Court W. Columbia, SC 29172 (803) 737-9690 ahendrix@scda.sc.gov</p> <p><i>General Information:</i> https://agriculture.sc.gov/wp-content/uploads/2014/10/Cottage-Foods.pdf</p>

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<i>Non-Cheese Dairy, Soft Drink, or Water Products</i>	<i>DHEC Dairy</i> (803) 896-0644	
<i>Egg Licensing</i>	Guidelines: https://agriculture.sc.gov/wp-content/uploads/2014/10/Egg.pdf Application to Distribute: http://agriculture.sc.gov/wp-content/uploads/2014/07/Egg-Application-122011-Angie.pdf	
<i>Honey</i>	Guidelines: https://agriculture.sc.gov/wp-content/uploads/2014/10/Honey.pdf Application for Exemption [If Applicable] http://agriculture.sc.gov/wp-content/uploads/2014/09/Honey-Exemption-Application-11-12-13.pdf	
DHEC Retail Food Protection		
<i>All Prepared Foods and Seafood</i>	http://www.scdhec.gov/FoodSafety/FoodServiceIndustry/ (803) 896-0640 (Columbia) (843) 202-7020 (Chas.)	
<i>Mobile Food Establishments</i>	Application: http://www.scdhec.gov/library/D-1769.pdf Fact Sheet http://www.scdhec.gov/Library/CR-011104.pdf	
Training/Certifications		
<i>Certified SC Grown; Certified SC Product</i>	Ansley Rast Turnblad 803.734.2207 (Office); 803-734-9808 (Fax) arast@scda.sc.gov www.certifiedscgrown.com For a listing of members, please visit: www.certifiedscgrown.com/programs/member-listing/	
<i>Clemson Cooperative Extension Training and Outreach</i>	Dr. Julie Northcutt, <i>State Food Safety and Nutrition Program Lead</i> (864) 656-5682 JKNORTH@clemson.edu	

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<p><i>Clemson Cooperative Extension Berkeley County Office</i></p>	<p>For information on upcoming training opportunities, please contact the Berkeley County Office at (843) 563-0135 or visit:</p> <p>http://www.clemson.edu/extension/county/berkeley/index.html</p>	
	<p>Rebecca J. Hellmuth <i>Row Crop Extension Agent</i> (843) 563-5777 rhellmu@clemson.edu</p>	<p>Akendra Jackson <i>Nutrition Educator Assistant</i> (843) 719-4140 akendrb@clemson.edu</p>
Supplemental Food Assistance Programs		
<p><i>Supplemental Nutrition Assistance Program (SNAP)</i></p>	<p>Information and Application: www.fns.usda.gov/snap/retailers-0 (803) 898-0410</p>	
<p><i>USDA Senior Farmers' Market Nutrition Program (FMNP)</i></p>	<p>Certification to accept SFMNP vouchers includes some paperwork and the completion of a training session that is typically held once a year between January and March. Once certified, farmers can deposit vouchers into the bank as they would a personal check.</p> <p>Stacey V. Richardson MSW Food Service Operations Food Distribution Unit South Carolina Dept. of Social Services (SC DSS) P.O. Box 1520 Columbia, SC 29202 (803) 898-0973 (Main) (803) 898-7296 (Fax) stacey.richardson@dss.sc.gov https://dss.sc.gov/content/customers/food/sfmnp/index.aspx</p>	
<p><i>USDA Women, Infants, Children (WIC) Farmers' Market Nutrition Program (FMNP)</i></p>	<p>Certification: Vendors must be approved by the FMNP administrative agencies to accept vouchers.</p> <p>Colleen Donovan <i>WIC Director</i> Division of WIC Services; Bureau of Maternal and Child Health; SCDHEC Mills/Jarrett Complex P.O. Box 101106 1751 Calhoun Street Columbia, SC 29201-2911 donovacm@dhec.sc.gov www.scdhec.gov/health/mch/wic/farmers.htm</p> <p>(803) 898-0383 (Fax) (803) 898-0743 (Main)</p>	