



# DOWNTOWN ORANGEBURG FARMERS' MARKET VENDOR HANDBOOK

## 2022 Season



The Orangeburg Downtown Farmers' Market is primarily a farmer and grower market that also allows for local artisans, crafters, small business owners and food vendors to participate in an effort to meet the needs of the community. The Farmers' Market operates under the direction of the Downtown Orangeburg Revitalization Association (DORA). DORA is the lead agency for the Farmers' Market and handles all operations of the Farmers' Market with support from project partners including the City of Orangeburg and others. Market rules and regulations have been established to provide regulations specific to the Market and are subject to change. The rules and regulations are mandatory for all Farmers, growers, crafters and vendors (herein called "Producer-vendors") and are part of the participation agreement. Participation in the Market can be revoked in accordance with the Program Rule Violations section. (Please read this summary carefully before signing the Participation Agreement.)

### Market Rules for Orangeburg Downtown Farmers' Market

**Mission:** To provide a venue where local Farmers, food vendors, crafters, and artisans come together to offer a variety of fresh local produce and locally crafted products directly to the consumer. The Orangeburg Downtown Farmers' Market encourages direct communication between consumers, growers, artisans, crafters and food vendors and fosters social gathering and community building.

**Market Season:** The Orangeburg Downtown Farmers' Market will open for seasonal operation every Tuesday starting May 3, 2022 and ending August 30, 2022. *We will schedule activities one Saturday a month except for July to promote downtown businesses and market vendors are invited to attend. These events will be separate from the normal farmers market season.*

**Market Location:** Downtown Market Pavilion, 1326 Russell Street

**Market Hours:** The Market will open each Tuesday at **3:00 pm** and close at 6:00 pm. Vendors must arrive in time to be ready to sell at the official opening time. Approved vendors may set up **one hour** prior to the market opening. Market is subject to open 15 minutes early if crowd is present.

**Booth Spaces:** The Market Manager will assign locations. Booth preference will be on a first come basis. The Farmers' Market will provide spaces to participants as long as they are available. Priority may be given to vendors that commit to the entire season. Spaces must remain clean and barrier free. Littering is prohibited. All waste should be taken with you or disposed of in the proper containers provided by the Market. There could be a penalty for failure to dispose of waste properly.



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Vendors must keep merchandise and tables neatly within the designated stall space unless authorized by Market Staff. **Tables must be covered with a tablecloth.** Vendors are responsible for keeping their own spaces clean and attractive during and after the Market. Tables (one six-foot per vendor spaces) are available on a FIRST COME FIRST SERVED basis. Please come prepared with your own site supplies such as additional tables, chairs, and so forth.

**Vendor Attendance/Late arrival:** Vendors must notify the Market Manager 24 hours in advance if they are unable to attend any Market for any reason. This is to allow for ease of vendor placement. In emergency situations (such as illness, death, or vehicle problems) vendors should contact the Market Manager via telephone. When the Market Manager gives approval to open the market, vendors must be at their tables prepared to sell, so as to prevent disruptive behavior such as carrying of products across the Market.

**Cancellation of the Farmers' Market:** The Farmers' Market Manager will cancel the Market in the event of thunderstorms, hurricane or tornado warnings. If the Market is cancelled, the Market Manager will notify each vendor and news will be posted to the DORA Facebook page no later than 2:00 pm on Tuesday and 8:00 am on Saturday.

**Producer-Only Rules and Exceptions:** The goal of the Farmers' Market is to support local agriculture in Orangeburg County and immediate surrounding areas. As such, the producer-vendor who sells them should produce all products displayed. A producer-vendor may be a sole proprietorship, partnership, cooperative or corporation. Exceptions can be made to the local producer rule on a case-by-case basis for products that are not available within the local area. "Local" in this case means within a one hundred (100) air mile radius of Orangeburg, SC, with preference given to producer-vendors closest to Orangeburg County.

"Vendor" may be the actual producing individual, an immediate family member, another producer member, staff or employee of the producing individual's farm.

**Allowable Products:** Producer-vendors shall submit a product plan with their application at the beginning of each season, indicating the crops and products they plan to sell at the Market.

The desired ratio of vendors is as follows:

- 50% - farmer/grower
- 30% - crafter/artisan & small business owners
- 20% - food vendor

Products should fall into one or more of the following categories:

- Vegetables/Fruits/Herbs grown by the farmer/grower, including mushrooms. No more



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than 50% of a vendor's total product mix should come from another "local" farm. The same applies to dried fruits and vegetables. Please see the 50% rule.

- Food concession vendor is a person who sells food that is freshly made and available for consumption on-site. Vendors must meet all SCDHEC regulations.
- Cut flowers, which were grown on the grower's own farm or greenhouse.
- Jams, honey, maple syrup, and other value-added products that are freshly made "locally".
- Sauces, salsas, canned vegetables and fruits must be processed by a licensed processing facility. Cider or other juices must be produced from the producer-vendor's own fruits or that of other "local" producers, but may be processed off-farm. Vendors should be prepared to provide the Market Manager with the name and contact information of the processing facility when asked. Must come from a SCDA or SCDHEC permitted facility. Vendors are 100% responsible for making sure they comply with all applicable rules and regulations.
- Fresh baked goods from scratch. Eggs, fruit, herbs, vegetables, or meat used as ingredients in the baked goods are encouraged to be grown by the producer or purchased from a "local" grower if possible. Baked good vendors must register with the South Carolina Department of Agriculture.
- Soaps/Candles/Body Care products, which are handcrafted using seasonal ingredients from their farm or another "local" farm. Any herbs (or their essential oils), milk, honey, or other natural products included in the products should be grown by the producer vendor or purchased directly from another "local" producer. Candles and soaps should be naturally based from a product grown in the "local" area.
- Woodcrafts (including birdhouses, arbors, planters, or other garden accessories), which are handcrafted by the vendor.
- Wools and pelts/fleeces/any clothing items must be 100% made locally. Preference given to vendors who use materials grown or raised by a "local" farmers crops or animals.
- Potted plants, shrubs, or annual bedding plants that are raised from seed or cuttings, or purchased plugs that are repotted for re-sale.
- Artisan Crafts produced by vendors with their own hands. A majority of the tools and equipment used by the crafter to produce their products must require skill, person handling and/or guidance by the crafter. *No commercial items, no imported items, no manufactured items, and no second hand items may be resold by crafters.*

Acceptable items include: herbal products, garden art and furniture, pottery, candles, botanical and floral products, abused metal work, wrought iron garden art, and crafts made from agricultural materials such as goats' milk, eggs, and beeswax. Items such as photographs, paintings, etc. will be considered on an individual basis with regards to subject matter and space availability.



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Items must be original, unique, actual work of the crafts person, family member or partner. All products must be high quality, safe and an enhancement to the Market. All products must be pre-approved by the Market committee. No imports, novelties, franchise products or items made from craft kits may be sold at the Market.

Other farm-related products not listed here, may be sold through a provisional arrangement. Permission to sell a product not included in the above listed items should be requested from the Market Manager prior to sale at the Market.

**Vendor Acceptance:** Eligible vendors must complete a vendor application and abide by the rules and regulations set forth in this handbook. Eligible producers/farmers must sign a crop plan indicating where the crops are being grown and listing of crops being grown and intended to be sold at the Farmers' Market. Small business vendors must provide a list indicating all items to be sold at market.

For a new season, previous full-time vendor members in good standing will receive first priority, followed by late joiners in good standing, then by applicants in the chronological order of their application. The Market Manager and/or Board of Directors reserve the right to refuse Market participation to any applicant. Submitting false information on a crop/product plan. Selling list or participation agreement may result in immediate expulsion from the market.

**Vendor applications will be reviewed on a weekly basis. Once approved by the Market Manager, vendors can pay required fees to attend market. Do not send payment with your application.**

**Vendor Fees:** Vendor fee for Farmers' Market is as follows:

Vendor Type	Weekly	Seasonally 17 weeks
Farmer/Grower	\$15	\$255
Arts & Crafts	\$15	\$255
Small Business	\$20	\$340
Food Vendor	\$20	\$340

**Vendor fee is for a 10x10 space and ability to use electricity only.** Additional space will require an additional fee of \$15 per space.



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**Payment deadline and logistics:** Vendor fees are non-refundable. Payment of vendor fees reserves your place on a given market day. **Payment is due no later than NOON on the FRIDAY before the market day** in which you wish to participate, and multiple market days may be paid for at one time. Vendors may pay in person during market the Tuesday prior or online.

**Insurance:** The Farmers' Market does not carry insurance to cover the individual Market Participants. The Market Participants are responsible for their own personal, general and product liability insurance.

**External Regulations:** Vendors are responsible for compliance with applicable city, county, state and federal regulations and supplying the Market Manager with proof of such if asked. Regulations such as (but not limited to):

- Agricultural business license.
- Approval seal on weighing devices granted by the SC Department of Agriculture.
- State sales tax collected as required.
- Organic certification on claimed products as required.
- Food safety, sanitation, health permits and labeling issues that apply to the item (SCDHEC).
- State inspection of nursery stock required for selling whole plants for replanting (packs or pots).

**Fifty Percent Rule:** Farmers/growers must grow fifty percent of the items for sale under your in your space. Produce you purchase from another source, even another farm, shall not be considered part of 50% (e.g. if you harvest and sell 4 items, you can sell 4 purchased items.)

### Market Signage:

- **All vendors are required to display a sign identifying their business name. If a farmer/producer you must also display the location of their farm.** The Downtown Orangeburg Farmers' Market will provide signs for vendors who pay their vendor fee by the full season.
- Producer-vendors agree to display notices adjacent to purchased produce if asked to do so. This sign will be displayed so that customers can easily see it. Information to include on the sign will be: name of item, the words "purchased from" and location.
- Producer-vendors who only sell what they grow may display a sign indicating to the public that all items you sell are grown by you.
- Producer-vendors listing "organic" produce, or calling their produce "organic," must display a sign giving their organic grower's certification and their certifier's organization,



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unless exempt from certification if asked to do so. Proof of exemption from organic certification should be available for the Market Manager's inspection if so requested.

- Producer-vendors should clearly separate and label organic and non-organic produce in the same display.
- **All items must be priced with signage.**
- Signs must be posted before sales begin. All signs are the responsibility of the vendor, with the exception of the sign identifying the name and location of the farm/business for seasonally paid vendors.

**Local Season Rule:** If an item has come into season locally (grown within the boundaries of the Orangeburg/Calhoun/Bamberg County region that is produced on a commercial basis) and a participating farmer has grown it themselves and has it readily available at the Market, then it can no longer be purchased by a vendor and resold at the Market. The Market Manager has the authority to remove questionable items. This rule remains in effect until it is determined that the season is over in the local area.

Farmers and growers are encouraged to notify the manager as soon as an item can be harvested locally. The Farmers' Market Manager, the 1890 Extension Service and the Clemson Extension Service will make final determination in any controversy.

**Organic Produce:** Organic growers must show proof of certification from a recognized certifying group such as CFSA or OCIA. All growers must show proof of certification of the operation to the Market Manager within 30 days from the start of the Market. Failure to show certification will result in suspension from the Market.

**Food Vendors:** The following rules apply to food vendors participating in the Farmers' Market.

- Food vendors must have a current application that has approved by the SC Department of Health and Environmental Control (DHEC) and food items prepared for sales must have been prepared in a DHEC approved kitchen. The vendor must provide a recent copy of their DHEC inspection report to the Market Manager prior to Market participation.
- Food service vendors must meet all criteria of DHEC. A brochure is available by calling DHEC in Orangeburg at 803-435-2592.
- Production of home canned foods, i.e. pickles, chow-chow, jams, jellies, and honey must carry a label of DHEC approval: name of product, net weight (or count), ingredients in order of predominance and the preparer's name and address.
- Compliance with the Health Department and Department of Agriculture is the sole responsibility of the vendor and must be evident on food products sold. Baker and or vendor assume all liability.





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- DORA reserves the right to amend or suspend any of the above rules with the exception of those specified by DHEC/SC Department of Agriculture regulations.

**Market Behavior:** Producer-vendors are independent entrepreneurs with a common stake in creating a vibrant marketplace. Producer-vendors are asked to follow the Farmers' Market Code of Conduct.

- Abusive, profane, threatening, or harassing language or actions towards Market Staff, Farmers' Market Advisory Board Members and other Market Participants and the Market customers will not be tolerated.
- Individuals knowledgeable of the items for sale must be working at each producer-vendors space.
- Children under the age of 14 will not be allowed to sell unless an adult who is knowledgeable of the items accompanies them.
- Producer-vendors will be dressed appropriately for working with the public.
- Fraudulent, dishonest, or deceptive merchandising will be punishable pursuant to the Violation of Market Rules.
- False packs and incorporating the exposure of the best products at the top of a package with inferior product packed below will be considered fraudulent and punishable pursuant to the Violation of the Market Rules section of this summary.
- Pets off leashes will NOT be permitted in the Market area. Owners are 100% responsible for their pets and any damage or waste they produce.
- Solicitation for products, services, or charitable contributions, not specifically addressed as a market commodity, or by vendors other than market vendors, will not be permitted, except with special permission granted by the Orangeburg Downtown Farmers' Market.
- Children under the age of 6 shall not be permitted in the Market area unless accompanied by a responsible adult.
- All producer-vendors will be responsible for the action of their employees and/or agents.
- Possession of firearms, fireworks, gambling, use of alcohol or drugs, or disorderly conduct by a Market participant or his/her employees or agents shall constitute a Violation of Market Rules.
- The selling of live animals (i.e. livestock, domesticated animals) including pets is not allowed.
- Violation of Market Rules: Any violation of Market Rules, the laws of the State of South Carolina, or the laws of the City of Orangeburg may result in the following disciplinary action.
  - First offense is a verbal warning from the Orangeburg Downtown Farmers' Market Manager.
  - Second offense is a \$25 fine.



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- Third offense is a one-week suspension from the Market.
- Fourth offense is expulsion from the Market for the remainder of the season. The DORA Board of Directors automatically reviews expulsions. Their decisions are final.

**Clean Up:** Producer-vendors must clean up the area around their vehicles and/or sales area before leaving. Spaces must remain clean and barrier free. Littering is prohibited. All refuse should be taken with you or disposed of in the proper containers provided by the Farmers' Market. There could be a penalty for failure to dispose of refuse properly.

**Products Not Accepted:** The Farmers' Market is committed to showcasing locally grown produce and high quality crafts designed and made by local artisans. With this in mind the Farmers' Market will not allow the following items to be sold by vendors:

- Nationally distributed packaged foods including sodas, water, sports drinks, fruit juices, alcohol of any kind, and canned and bottled beverages or any kind
- Commercial items unless approved via application process

**Educational and Community Activities:** One space will be made available free of charge for educational activities relating to sustainable agriculture and for non-profit community groups. This space will be made available on a first-come, first-served basis, but must be approved and booked by the Market Manager in advance. These featured groups will be asked to help set up and take down, tents, tables and chairs for the market in return.

**COVID-19 Guidelines:** Due to the COVID-19 pandemic shopping guidelines have been developed in compliance to the City of Orangeburg's Face Mask Ordinance. Vendors are required to stay home if they feel sick, encouraged to observe social distancing, wear a mask and sanitize hands.

**Market Manager Contact:** DORA Executive Director Candice Roberson, IOM will serve as the Market Manager.

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