



old town  
**farmers market**

2022  
Information  
&  
Policies

*(revised Jan 2022)*

# Presented by Old Town Association

## 2022 Old Town Farmers Market Policies

Old Town Farmers Market (hereinafter called “OTFM”) was created to stimulate economic activity by providing a place for people to purchase and sell local produce, farm-based products, and innovative agricultural items in the heart of Old Town. In addition, through OTFM, it is hoped that the community will become more educated about healthy eating practices and will embrace the idea of making more purchases that support the local economy. OTFM works to increase the supply, demand and access to healthy, local food. OTFM works to eliminate barriers to healthy eating such as access, cost and education.

OTFM not only operates farmers markets, but also supports community garden efforts, coordinates training and networking opportunities for farmers, and more. The OTFM strives to be a resource for everything fresh and local.

OTFM is presented by the Old Town Association (OTA), a non-profit corporation. The Old Town Association manages all aspects of OTFM. OTFM Policies have been established to provide regulations and operating procedures specific to OTFM and are subject to change. Compliance with these Policies is mandatory for all farmers, growers, artisans, crafters, food vendors, non-profit organizations, musicians, entertainers, and any other entities that are granted permission to participate in OTFM (hereinafter collectively called “Vendors”). Participation in OTFM is a privilege, not a right. OTFM reserves the right to approve or deny a Vendor’s participation in OTFM at any time, for any reason or for no reason at all.

### 1. Location and Operating Hours

Old Town Association (OTA) has partnered with Legal Remedy Brewing for the Old Town Farmers Market (OTFM). Legal Remedy Brewing is located outdoors at 129 Oakland Ave, Rock Hill, SC 29730. OTFM hours of operation will be **Saturdays between the hours of 8:00 am until 12:00 noon**.

OTFM will be open on the scheduled days of **May 7, 14, 21, 28, June 4, 11, 18, 25, July 2, 9, 16, 23, 30, Aug 6, 13, 20, 27, Sept 3, 10, and 17** and will operate **rain or shine**. In addition to the 20 weeks listed above, OTA will host special markets days on **Oct 15, Nov 19, and Dec 3 & 4** (during ChristmasVille). However, the market manager, or his/her designee, may cancel the OTFM in the event of extreme weather conditions or severe storm warnings. Updates and cancellation notices will be communicated via a group text message, the [onlyinoldtown.com/market](http://onlyinoldtown.com/market) website, Old Town and OTFM Facebook pages and Instagram, and City of Rock Hill website, Facebook and Instagram pages. If OTFM is cancelled due to extreme weather conditions or warnings, no vendor will be permitted to sell their products at the OTFM site that day and no refunds will be issued for vendor fees paid for that market day. Once a vendor has been approved, they are committed to be present on said date and no refunds will be provided.

### 2. Application Process

Every vendor interested in participating in OTFM must submit a complete application, along with all applicable required documentation from South Carolina Department of Agriculture (SCDA); SC Department of Health and Environmental Control (DHEC); City of Rock Hill Business License; and all other regulatory organizations (*as applicable*) to the market manager either by postal mail, e-mail, or in person. Copies of pertinent inspection forms and permits must be filed with the market manager. Submission of an application does not guarantee approval. Applications will not be considered on market days. The OTFM team will review each application and determine whether to approve or deny the vendor’s participation in OTFM. Vendors must allow at least ten (10) business days for applications to be reviewed and for written approval or denial to be e-mailed. Each vendor will be notified in writing of the OTFM team’s decision. Vendors will be notified of decision by **4/4/2022**. Vendors may not participate in OTFM without written approval from the OTFM team. Any vendor who has previously been denied participation in OTFM may reapply in the current season. However, the OTFM team is under no obligation to approve any applications. Applications may be approved or denied for any reason or for no reason at all. The decision of the OTFM Team is final and may not be appealed.

### 3. Spaces and Set-Up

The market manager, or his/her designee, will assign spaces at OTFM to approved vendors only. All attempts will be made to assign the same space each market but is not guaranteed. Vendors are expected at the market every scheduled week and must notify the market manager by 8:00 pm on Thursday if they will **NOT** participate in that week's Saturday market. In case of an emergency, vendor will need to call the market manager to advise of situation.

Vendor setup will occur between the hours of 7:00 am - 7:45 am. Vendors will be allowed to drive to their assigned space to unload as quickly as possible and move their vehicle(s) to the designated vendor parking. Vendor vehicles will not be permitted in the market area during market hours. Vendors arriving after 7:45 am will not be allowed to drive onto the market area and must hand carry items to their assigned space. OTFM will open at 8:00 am Saturday. If a vendor is not present and set up by the 8:00 am market start time, they will not be able to participate. Vendors must remain fully open for business until OTFM closes at 12:00 pm.

Price is inclusive of one (1) 10"x10" space and utilization of one (1) city-owned tent for usage during market hours. Vendor must supply their own table(s), chair(s) and supplies. Staff will be available to assist with the set up and breakdown of city-owned tent.

Vendors are not permitted to smoke onsite at OTFM venue or markets. Smoking must take place off premise and vendors must wash hands before returning to market. Vendors must keep spaces clean and free of debris during market hours. Littering is prohibited. Trash and recycling receptacles will be supplied for all markets and access to inside restrooms. Vendors are responsible for ensuring that their spaces are left clean and free of debris. Smoking is not tolerated in common areas by visitors, vendors, or volunteers.

### 4. Market Manager

The market manager of OTFM is authorized to assign spaces, enforce all policies, collect fees prior to market day, and handle all disputes. Unless otherwise designated by the Old Town Association, the Market Manager of OTFM is Amy Gonzalez. She can be reached at [amy.gonzalez@cityofrockhill.com](mailto:amy.gonzalez@cityofrockhill.com) or via phone at (803) 329-7094. In the event the market manager is unavailable for certain market days, his/her designee will fulfill the responsibilities of the market manager and have full authority.

### 5. Market Fees, Licenses, and Insurance

Rental fees for spaces at OTFM are listed below. Price is inclusive of one (1) 10"x10" space and utilization of one (1) city-owned tent for usage during market hours. Vendor must supply their own table(s), chair(s) and supplies.

- Entire season (20 weeks) **\$15 per market / \$300 season**

*(5/7, 5/14, 5/21, 5/28, 6/4, 6/11, 6/18, 6/25, 7/2, 7/9, 7/16, 7/23, 7/30, 8/6, 8/13, 8/20, 8/27, 9/3, 9/10, and 9/17)*

- Monthly (beginning on the first Sat of given month) **\$18 per market (select month/s):**

<input type="checkbox"/> May <i>(4 weeks)</i>	<input type="checkbox"/> June <i>(4 weeks)</i>	<input type="checkbox"/> July <i>(5 weeks)</i>	<input type="checkbox"/> Aug <i>(4 weeks)</i>	<input type="checkbox"/> Sept <i>(3 weeks)</i>
--	---	---	--	---

- Weekly **\$20 per market (select week/s):**

<input type="checkbox"/> May 7	<input type="checkbox"/> May 14	<input type="checkbox"/> May 21	<input type="checkbox"/> May 28	
<input type="checkbox"/> June 4	<input type="checkbox"/> June 11	<input type="checkbox"/> June 18	<input type="checkbox"/> June 25	
<input type="checkbox"/> July 2	<input type="checkbox"/> July 9	<input type="checkbox"/> July 16	<input type="checkbox"/> July 23	<input type="checkbox"/> July 30
<input type="checkbox"/> Aug 6	<input type="checkbox"/> Aug 13	<input type="checkbox"/> Aug 20	<input type="checkbox"/> Aug 27	
<input type="checkbox"/> Sept 3	<input type="checkbox"/> Sept 10	<input type="checkbox"/> Sept 17		

**Additional \$15 fee per market apply for the following special market dates:**

Oct (10/15)       Nov (11/19)       Dec (12/3 & 12/4 - ChristmasVille)

Upon review of application and required documentation, and if a vendor is accepted, the Market Manager will produce an invoice presenting the total amount due. Vendor will be responsible in supplying full payment. Full payment will need to be received by **Friday, April 29, 2022**. Checks need to be mailed to:

Old Town Association | Farmers Market 2022  
ATTN: Amy Gonzalez, Market Manager  
P.O. Box 11706  
Rock Hill, SC 29731

**Checks made payable to *Old Town Association***

Old Town Farmers Market purchases a City of Rock Hill Business License for the market that covers unapproved Vendors participating in the daily market. Vendors are required to purchase individual business licenses from the City of Rock Hill in order to sell their produce and products at OTFM as required. Please contact [MatthewC.Thomas@cityofrockhill.com](mailto:MatthewC.Thomas@cityofrockhill.com) for any business license questions you may have.

Neither the City of Rock Hill, the Old Town Association, nor the OTFM, will provide insurance for individual vendors. Vendors should check with their insurance carriers and provide their own personal, general, and product liability insurance as warranted.

## 6. Complaints

Each vendor will address complaints by customers. The Market Manager, or his/her designee, will only address complaints between vendors and complaints made by customers about specific vendor(s).

## 7. General Rules

The General Rules apply to all OTFM vendors. Violation of any of these policies may result in the termination of market privileges.

- A. Abusive, profane, threatening, harassing language, or actions toward the Market Manager, Acting Market Manager(s), OTFM volunteers, other vendors, or OTFM customers will not be tolerated.
- B. Children under the age of 14 will not be allowed to sell unless an adult, who is knowledgeable about the items for sale, accompanies them.
- C. Vendors must be dressed appropriately for working with the public. Swim and/or scanty attire will not be permitted.
- D. Fraudulent, dishonest, or deceptive merchandising will not be tolerated and will be punishable pursuant to the violation of OTFM Policies section of this document.
- E. 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 a violation of OTFM Policies.
- F. Vendor pets are not permitted at OTFM. Only those animals specifically requested by the Market Manager, such as for a petting farm or other related activity, will be permitted at OTFM. Bottle fed goats allowed if requested in advanced.
- G. Solicitation for products, services, or charitable contributions, not specifically addressed as a market commodity, or by vendors other than those approved by the Market Manager, will not be permitted.
- H. Children under 6 years of age will not be permitted in the OTFM area unless accompanied by a responsible adult.
- I. All vendors will be responsible for the actions of their employees and/or agents.
- J. Possession of firearms, fireworks, gambling, use of alcohol, use of illegal substances, or disorderly conduct by a Vendor or his/her employees or agents, shall constitute a violation of OTFM Policies.
- K. The selling of live animals (i.e. livestock, domesticated animals) is not allowed.
- L. The selling or distribution of alcoholic beverages is not allowed unless the vendor is licensed to sell such products and the sale has been approved by the Market Manager.
- M. The sale and/or use of tobacco products of any kind by vendors is prohibited during OTFM hours, including during set-up and clean-up.

- N. It is the responsibility of each vendor to research and comply with all business and tax regulations for the sale of their items.
- O. The display of profane, obscene, sexually explicit, offensive or inflammatory items for sale or for any other reason is prohibited.
- P. Vendor to vendor re-sale of products is not allowed on-site during market hours.
- Q. Items other than those outlined on the OTFM Vendor Application and approved by the OTFM Market Manager or his/her designee are not allowed to be sold at the market. OTFM reserves the right to refuse the sale of any item. All products to be sold during 2022 must be listed on the application for approval. New items intended for sale during the season must be pre-approved by Market Manager.

8. Policies for vendors of food items including, but not limited to, fresh produce, meat, fish, dairy products, eggs, honey, candy, and baked goods. Violation of any of these policies may result in the termination of market privileges.

In addition to the general rules of the market, vendors of food items, as defined above, must also comply with the following:

- A. Vendors selling produce and farm products grown and/or produced in York, Chester, or Lancaster County will be given priority for participation at OTFM.
- B. Vendors residing in York, Chester, and Lancaster counties will be given priority for participation at OTFM.
- C. Vendors may offer produce, plants, and other agriculture products (IE: eggs, meat, milk, etc.) produced or grown in South Carolina, North Carolina and/or Georgia.
- D. Vendors may resell agricultural products from South Carolina, North Carolina and/or Georgia if the product is clearly marked as resale (IE: Pageland Watermelons). In order to resell, at least fifty (50) percent of a vendor's total products available for sale must be grown or raised on a farm or garden by the vendor during the season. If the percentage of locally grown items is in doubt, the market staff reserves the right to request a farm/garden visit.
- E. OTFM does not accept brokers: IE: participants who have bought produce, plants, or flowers from a grower and do not grow anything themselves.
- F. No bananas, lemons, or other produce that is not grown in the States of South Carolina, North Carolina or Georgia can be sold at OTFM. Further, no imported produce may be sold at OTFM.
- G. Farmers and Growers must be willing to allow the Market Manager, or other designated OTFM staff, to visit their farms, with or without prior notice, to verify products being grown and/or produced for sale at OTFM.
- H. Farmers and Growers should plan to provide their own scales, bags, etc. for the sale of their products. Scales are subject to SCDA inspection.
- I. Each vendor must clearly display signage at his/her space that includes the name and location of his/her farm. Signs will not be provided by OTFM.
- J. Vendors wishing to offer samples of the food items they are approved to sell at OTFM must cut and prepare the samples at OTFM. Samples may not be prepared prior to arrival at OTFM. Samples of fresh produce may be offered to customers, provided these samples are prepared on-site and in compliance with all applicable local, state, and federal food safety regulations.
- K. All items must be clearly priced. Prices can be handwritten or typed on tags; or they can be written on a chalkboard or other sign.
- L. Farmers and Growers who are members of Certified SC Grown are encouraged to display relevant signage.
- M. If any items for sale are labeled "organic," the farmer must show proof of certification from a USDA-recognized group. Farmers who grow items organically, but are not certified, may label items as "grown using organic methods" or "pesticide-free." In this case, someone knowledgeable about these specific methods must be available at OTFM to respond to customer inquiries.
- N. It is the responsibility of the vendor to research and to comply with all federal, state, and local regulations governing the sale of his or her items. Products must be labeled, processed, and prepared in compliance with the SC Department of Agriculture (SCDA) and any other appropriate regulations.

If selling meat or dairy products (meat, dairy, fish, eggs, cheese) for human consumption, vendors must furnish proof of compliance with all appropriate regulations and proof of their product liability insurance policy to the market manager with his or her application.

- O. Unless placed inside a cooler, as in the case of items such as meats and eggs, food items and their containers must be kept off the ground. The only exception is in the case of heavy produce items, such as watermelons or pumpkins.
- P. Any vendor wishing to sell honey, candy, and/or baked goods at OTFM must submit, along with the OTFM Application, a copy of the SCDA Exemption Approval AND a copy of the label that will be attached to each product.
- Q. Baked goods and candies presented for sale at OTFM must be made completely from scratch, not from a box or mix. Packaging MUST include list of ingredients, business logo/branding, and date. The following baked goods are the ONLY ones that will be permitted to be sold at OTFM: \* Baked breads, baked cookies, baked cakes, candy, and baked high-acid fruit pies (apple, apricot, grape, peach, plum, quince, orange, nectarine, blackberry, raspberry, boysenberry, cherry, cranberry, strawberry, red currants).
  - \*Potentially hazardous baked goods include, but are not limited to: Moist quick breads, such as zucchini, pumpkin, and banana; pumpkin pie; sweet potato pie; cheesecake; custard pies; cream pies; and pastries with potentially hazardous toppings or fillings. None of these potentially hazardous baked goods may be sold at OTFM without testing and written approval by Clemson University. Such approval will be required by OTFM prior to the sale of any baked goods at OTFM, other than those expressly listed above.*
- R. SCDA Food Safety and Compliance Program, please see <https://agriculture.sc.gov/faq/food-safety/> for any questions regarding Cottage Industry laws. All OTFM Vendors must comply with all guidelines included in this document. Any OTFM vendor wishing to sell products specified in this document MUST submit all applicable documentation from SCDA, SCDHEC, or other applicable regulatory agency along with their OTFM Vendor Application. All food safety regulations will be enforced at OTFM, and the attached document is hereby incorporated as part of the OTFM Policies.
- S. While the Market does not offer exclusive rights to any one vendor to sell any one product, if a farmer brings an ample amount of a product to supply the consumer base at OTFM, then priority to sell this product will be given to the farmer, and resellers are not allowed to sell the same product during that time. For example, if honey is sold in sufficient supply by a beekeeper during the month of July, then honey is not allowed to be sold by a reseller during that time, even if the resold honey is local. Resellers-Sellers are required to consult with market management on a weekly basis to assess when it is appropriate for them to sell products in question. Vendors offering duplicate products can be denied entry if the Market Manager believes the number of vendors offering the same or similar products is excessive.

#### 9. Policies for Vendors of Prepared Foods Sold for Immediate Consumption

In addition to the general rules of the market, vendors of prepared foods sold for immediate consumption must also comply with the following:

- A. All food products must be prepared by the vendor before arrival at OTFM. Resale items shall not be sold at OTFM.
- B. All food products must complement OTFM, as determined by the market manager and OTFM team representative.
- C. All food vendors must be in compliance with SCDA and DHEC rules and regulations. Food items prepared for sale must have been prepared in a DHEC-approved kitchen or follow the SC Cottage Industry Laws.
- D. The market manager, acting market manager, and/or OTFM team representative reserve the right to refuse the sale of any item.

Violation of any of these policies may result in the termination of market privileges.

## 10. Policies for Artisans and Crafters

In addition to the general rules of the market, vendors who are artisans and crafters must also comply with the following:

- A. OTFM does not accept brokers or vendors who purchase items for resale.
- B. Crafters and artisans residing in York County, South Carolina will be given priority for participation at OTFM. If there are specific products that are not represented at OTFM, and that can be sourced from other nearby counties in North or South Carolina, the OTFM Team may consider applications from crafters or artisans in such counties on a case-by-case basis. Vendors from nearby counties who were approved as OTFM vendors during previous market seasons may be permitted to continue participating in OTFM.
- C. Vendors may only sell handmade crafts and/or works of art that they have produced themselves. Imported items, mass-produced items, resale items, and/or items that are not handmade by the vendor may not be sold at OTFM.
- D. The OTFM Team has the authority to determine whether items are handmade and may be sold at OTFM.
- E. Vendors must clearly display signage at their spaces that includes the name(s) of the vendor or business name and the location(s) where the items were produced. Signs will not be provided by OTFM.
- F. All items must be clearly priced. Prices can be handwritten or typed on tags; or they can be written on a chalkboard or other sign.

Violation of any of these policies may result in the termination of market privileges.

## 11. Payment and Sales Reporting

In addition to the General Rules of the market, all OTFM vendors must also comply with the following:

- A. Sales transactions at OTFM may only be made between vendors and customers when OTFM is open for business.
- B. Vendors must accept cash. Vendors may choose to accept personal checks or credit/debit card payments at their own discretion. OTFM will not be held responsible for any checks that are returned or for any credit/debit card transactions that are declined.
- C. Vendors are strongly encouraged to accept debit/credit card payments. There are also several ATM's within close proximity to the farmer's market.
- D. OTFM encourages vendors to accept Supplemental Nutrition Assistance Program (SNAP) benefits. SNAP may only be used to purchase the following items: breads, cereals, fruits, vegetables, meat, fish, poultry, dairy products, and food-producing seeds and plants. Vendors who sell these items at OTFM are strongly encouraged to complete training required to accept benefits from SNAP.
- E. Vendors who are certified and approved to accept WIC and Senior Farmers Market Nutrition Program Vouchers must clearly display this information in their spaces.
- F. OTFM Volunteers will be given Farmers Market Bucks or coins in exchange for their time worked. They can use these FM bucks with any market vendor, and we will reimburse the vendor at the end of the market.
- G. All vendors are responsible for anonymously reporting their sales made at the end of each market. This information is used to calculate the market's economic impact on Old Town and is essential for continued support and funding for the market. Please direct any questions regarding the anonymous reporting sales to the market manager or acting market manager.

## 12. Violation of OTFM Policies and Appeals Process

Participation in OTFM is a privilege, not a right. The OTFM team, market manager, acting market manager, and/or OTFM staff reserve the right to approve or deny any vendor's participation in OTFM at any time during the market season. Any vendor participation may be immediately terminated or suspended, for any reason or for no reason at all.

Vendors who are terminated or suspended from OTFM shall not be entitled to a return of any money paid for participation in the OTFM. Sanctions taken regarding any vendor can be appealed in writing within ten (10) days to the market manager, who will present the written appeal to the OTFM team. The OTFM team will consider the written appeal and take appropriate action to render a written decision to the vendor within fifteen (15) days of receipt of the appeal. The team's decision will be final. OTFM, the market manager, the City of Rock Hill, and the Old Town Association do not guarantee any income for any vendor at any time and are not responsible for any vendor's loss of income during the appeal period or at any other time.

### 13. Additional Information

OTFM, OTFM team, market manager, acting market manager, City of Rock Hill, and the Old Town Association will not be responsible for any loss through theft, or otherwise, of products or any private property while in the OTFM area. OTFM, market manager, the City of Rock Hill, and the Old Town Association will not be responsible for personal injuries or damage to private property.

The Old Town Association reserves the right to amend these policies at any time without prior notice.