



# Norwood Farmers Market

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## Vendor Information Package

Norwood Farmers Market

Serving Norwood since 2017

NorwoodNCFarmersMarket.com | facebook.com/NorwoodNCFarmersMarket | @NorwoodNCFarmersMarket

Vendors interested in becoming part of the market should email [robin.davis@norwoodcentral.org](mailto:robin.davis@norwoodcentral.org) or call our market manager at 704-591-2726 for further information.

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## Vendor General Information

The information in this package is presented as a convenient reference guide for the Norwood Farmers Market vendors and may be changed without notice. This package should come with:

- an application to become a vendor
- applicable market by-law
- Vendor Stall Layout Map for 2022

2022 Operating Hours and Dates:

- Saturday, May 7th to July 30th
- 8:00am to 12:00pm

\* Special Event Days May Be Used For Openings during the Holiday Seasons

## Market Fees

Vendors will be invoiced the second week of each month for the entire month regardless of attendance. (Holiday closures & unforeseen circumstances will be considered.) It is your responsibility to ensure your space is open on all market days.

*Please note: Vendor fees vary depending on location and the facilities and any equipment included in your assigned space.*

Your monthly market fees must be paid within 30 days.

Each vendor permit issued is valid for the calendar year and must be renewed annually. Only market members in good standing will have their permits renewed.

Seasonal Vendors are asked to indicate their intended start and end dates. Your acceptance and space fees will be based on the dates you indicated. Extensions to these dates may be allowed.

Late arrivals and early departures only hurt the market and risk the safety of visitors. Vendors who arrive late or leave early may be subject to penalties as described in the market by-law.

## Payment Options:

Mail: check or money order payable to *Central Business District Group*

Attn: Norwood Farmers' Market  
110 North Main Street  
Norwood NC 28128

In Person: cash, debit, check, money order, Visa or MasterCard

Remit to: 110 Main Mercantile  
110 N Main Street  
Hours: 10am - 4:30pm Monday - Friday

On Market Days: cash or check to Market staff (receipts will be provided)

## Advertising & Promotions

Each Vendor pays a co-op fee to fund local and regional advertising and promotional initiatives. The Market is frequently advertised in local and regional mass media publications along with a variety of electronic mass media undertakings. Please take the time to fill out a Vendor Profile Page at the beginning of each year. This will be used by market staff to promote your business and the market in print and web formats.

## Vendor Specific Advertisement

Vendors may post individual vendor promos and specials on this page for weekly or seasonal specials. The Market staff reserves the right to edit or remove content that is deemed inappropriate. Each vendor and/or vendor staff member releases their images to be used in Market advertising.

## Vendor Requirements

In order to be issued a permit at the Norwood Farmers Market all new vendors must first complete a Norwood Farmers Market Vendors Application (enclosed).

Vendors that sell prepared foods must have a Kitchen Inspection Certificate and Safe Food Handling Certificate from the County they reside in included with their application. Vendors that sell uncooked, non-produce foods (hazardous food groups) must have a Safe Food Handling Certificate from the County of Origin included with their application. Vendors who sell jellies, jams, canned food, etc. are required to show a Notice of Inspection and Observation Sheet from the NC Food Administration Office.

Farmers who sell only produce are not required to produce food documentation licenses or permits from the NC Food Administration Office.

Vendors who operate outside of the Norwood Farmers Markets do not qualify under our Farmers Markets Insurance Program.

Vendors are required to display a sign in plain view, stating their Vendor Name or the Name of their Business i.e. ABC Meat Shop.

All products and produce must be of good quality. (No seconds or second grade are acceptable.) The Market reserves the right to restrict the sale of various products to ensure variety.

## Cleaning & Sanitization

Vendors are responsible for the cleaning of their assigned spaces and the areas around them, be they common or private. Vendors must provide their own bleach and cleaning products to be used in their areas. The vendor must clean and sanitize any and all areas including sinks, floors, coolers, tables, food prep areas, any storage space used by the vendor and outdoor stall space.

Hand washing and sanitizer stations will be provided by the Market for customers. Garbage must be bagged and placed in the garbage bin located outside the Market building. Cardboard is to be flattened and bundled for recycling. A fine may be levied to any vendor not adequately cleaning and sanitizing their area to Market standards.

## Storage

Vendors are not to store merchandise at the Market between market days. Any such storage would be at the vendor's own risk, particularly with regard to valuable materials. The Market understands that some vendor-owned property is stored at the building between market days. While we strive to do our best to ensure the security of vendor items, we are unable to monitor the same on a continuous basis when the Market is closed. The Norwood Farmers Market is not responsible for any lost, stolen or damaged items.

## Parking

The Market parking lot is closed to traffic on market days. Vendors will be given access to the lot until 15 minutes before the Market opens but should remove their vehicles to the back of the town lot after unloading. During market hours no vehicle will be permitted to enter, move about, or leave the parking lot in order to protect the safety of the other vendors and pedestrian customers.

Ample parking is available behind Main Street adjacent to market square. Please leave front parking for customers and park in the northeast end.

Any unauthorized vehicle may be tagged and towed from the market grounds.

## Market Advisory Committee

There is a Market Advisory Committee consisting of vendors and representatives of the community at large and local businesses. The committee meets each month in the 110 Main Mercantile building. The committee meetings are open to the public if anyone wishes to attend. Should you wish to speak to the committee, you should register by contacting the Market Manager at 704-591-2726.

Voting rights for the Norwood Farmers Market Advisory Committee elections are given to those vendors who attend the market for four consecutive weeks throughout the year. One vote per permit will be permitted.

## Vendor Amenities

The market offers cases of t-shirt style plastic bags to vendors at a cost of \$40.00 per case (1000 bags). Please speak to market staff if you are interested in purchasing bags.

Washrooms are located inside the Market building. We recognize that these are often in use by the public.

## How to Be a Successful Vendor

- The most popular vendor stands offer free samples. Closing a sale can be very simple and easy when the customer's doubt is removed.
- Smile, talk about your product & say thank you!
- Use a dark cover for your table so your product/produce will stand out more.
- Slanted surfaces and layering can be used to conserve space.
- Keep your work area, counter, and items neat and clean.
- Don't sell anything you would not want to buy.