



LIBERTY STREET URBAN FARMERS MARKET POLICY

To permit fair and equal opportunity for all sellers and to ensure quality products for buyers, the following rules have been developed.

We want to work with you and welcome your ideas and suggestions at any time. To achieve maximum benefits and provide the best market, everyone (growers, sellers, customers, and management) must share and work together. Thank you for choosing the Liberty St. Urban Farmers Market to sell your products.

The Market Manager may deny the privilege of operating in the market to any person who violates the following guidelines and rules, or who otherwise takes actions that are determined by the Market Manager to be detrimental to the market. The Market Manager specifically reserves the right to request additional information or documentation before rendering a decision to deny or limit access to the market. The privilege of selling in the market is not an entitlement. In utilizing his or her discretion to suspend, revoke, or otherwise terminate a seller's privilege to sell in the market, the Market Manager may consider a seller's history of cooperation, and the seller's good faith effort to obey the guidelines and rules of the market. Any effort to manipulate or to violate the spirit of the guidelines and rules may be considered. The ultimate eligibility determination belongs to the Market Manager, and all decisions are final once they have been rendered.

It shall not be permitted for any farm/family member or person to occupy more than the space(s) designated by the Market Manager.

Supplemental Nutrition Assistance Program (SNAP EBT)

The Supplemental Nutrition Assistance Program or SNAP is a United States Department of Agriculture program that allows recipients to use a special benefits card to purchase food. The Liberty St. Urban Farmers Market is a licensed provider of the service, and all vendors selling approved items have the option to accept SNAP bucks for their purchase. Items eligible for purchase with SNAP bucks include:

- All fruits & vegetables – no matter their origin
- Bread products, cereals, bakery cakes, granola, meat, fish, poultry, eggs, dairy products, cheese
- Seeds and plants which produce food to eat
- Honey
- Soft drinks, candy, cookies, snack crackers and ice cream (packaged to eat at home, NOT ready to eat)

Vendors selling items to SNAP users are not to give change for the SNAP bucks. However, if the customer uses US currency with SNAP bucks, change should be provided if the purchase warrants.

1) APPLICATION PROCESS:

To be considered for space, each vendor must submit a current application, which identifies each product to be sold. Applications can be obtained from the Market Manager. All products must be approved prior to set-up. Upon finding an unapproved product or one that is not identified properly, or if rules are not being followed, the penalties will be: 1st offense - immediate removal of

unauthorized product and be issued a written warning. 2nd offense – May be banned from the market for 30 days. 3rd offense – May be banned from the market for the remainder of the year. If the third offense occurs less than 60 days from the end of the year, the offender shall be banned for a minimum of 60 days.

2) REQUIREMENTS FOR SELLING PREPARED FOODS, BAKED GOODS, AND PRESERVES

1. Baked good vendors must submit a copy of their verification of facility inspection with their application for certification. Only homemade baked goods and baked goods by individually owned and operated bakeries may be sold. Certification must be posted in the vendor area at all times.
2. Applications for Home Processor Inspection are available from the Market Manager or go to <http://www.ncagr.gov/fooddrug/food/documents/homeprocessor8.pdf>. To schedule a home inspection, contact the Department of Agriculture and Consumer Services (NCDA&CS) Food and Drug Protection Division at 919-733-7366. Ask for Compliance.
3. All home-baked and individually owned and operated bakery foods must be made by the vendor.
4. All items must comply with County Health Dept. and NC Dept. of Agriculture requirements.

3) REQUIREMENTS FOR SELLING MEAT AND POULTRY

1. All meat and/or poultry offered for sale in the Farmers Market shelter shall be produced by the Seller. All meat and/or poultry offered for sale in the Farmers Market building shall originate from animals of your own raising and slaughtered/processed at a State or Federal inspected facility poultry (with the exception of recognized poultry exempt operators).
2. All meat and/or poultry products shall arrive pre-packaged, priced by unit weight and total price for the package, clearly labeled and sealed (vacuum packaging recommended) in non-reseal able packages.
3. All meat and/or poultry products shall meet all State and Federal inspection guidelines.
4. Sellers of meat and/or poultry (with the exception of recognized poultry exempt operators) shall obtain and maintain in good standing a current North Carolina Department of Agriculture and Consumer Services (NCDA&CS), Poultry and Meat Handlers Registration as required by the North Carolina Compulsory Meat Inspection Law, General Statute 106-549.28. **A copy of the current license shall be maintained in the Farmers Market's Office and in the Seller's transport vehicle.** Sellers may contact the NCDA&CS Meat and Poultry Inspection Division at (919) 733-4136 to request the Registration.
5. All meat and/or poultry, while on-premises, shall be stored and displayed under active refrigeration. All freezers or refrigeration units shall be clean, neat, mechanically sound and in either "like new" or "excellent" operation condition.
6. Meat and/or poultry products shall not be disposed of in Farmers Market trash containers, or any other container on the Farmers Market facility. **All** excess meat and poultry products must be

removed from the Farmers Market by the seller.

7. Sellers of meat and/or poultry products shall comply with NCDA&CS Meat and Poultry Division, MPID Notice 10-09 titled “Labeling and Point of Purchase Claims”. This notice addresses what is required to make approved claims such as the following: RAISED WITHOUT ADDED HORMONES, RAISED WITHOUT ANTIBIOTICS, NOT FED ANIMAL BY-PRODUCTS, FREE RANGE, FREE ROAMING GRASS-FED, CORN FED, GRAIN FED, CERTIFIED ORGANIC (BY CERTIFYING ENTITY) Sellers may obtain the MPID Notice at <http://www.ncagr.com/meatpoultry>. Any questions concerning the Notice may be directed to the NCDA&CS, Meat and Poultry Inspection Division at (919) 733-4136. Revised: 04/25/11 NCDA&CS; Meat and Poultry Inspection Division, Marketing Division.

4) REQUIREMENTS FOR SELLING SEAFOOD

1. If the fish or seafood products are stored in coolers, the product must be freshly iced and the container must be drained at all times to prevent the accumulation of water within the container. The drain water from the coolers or storage containers must be collected and disposed of in a manner to prevent the accumulation of flies or to facilitate an environment where food may be contaminated. It is required that all wastewater be removed from the Farmers Market grounds and disposed of correctly.

2. Products should not be processed on-site at any market. Products should either be sold as harvested or processed and pre-packaged off-site at an NCDA&CS Food and Drug Production Division inspected facility. In no case is filleting, gutting, de-heading, or other forms of processing be allowed at the Fairgrounds Farmers Market.

GENERAL OPERATIONS RULES AND REGULATIONS

TABLES – Each vendor will be responsible for providing their own tables, chairs, and other display items and for the safety and security of their products. The Market does not accept responsibility for the loss or theft of any equipment or products.

ACCIDENTS/INJURIES - Sellers are responsible for accidents or injuries that occur within the space or involving their displays or equipment and may want to purchase a liability insurance policy. Please report all incidents to the Market Manager immediately.

PRICING - No user of the market shall enter into price agreements to raise, lower, or fix prices for products. Sellers are not to influence other sellers to sell lower or higher. Each one sells as they wish without interference.

RESTROOMS – Please help the market maintain and keep restrooms clean. Please report any non-working lights/equipment or dirty/ unclean conditions to the Market Manager immediately.

PETS – No dogs or pets are allowed in the market, except assistance/service animals for the disabled.

CUSTOMER COMPLAINTS – It is the responsibility of the vendor to satisfy customer complaints. Upon receipt of numerous complaints about the same vendor, this person may be denied

the privilege to use the market. If anyone has a complaint about another vendor, be specific – write information and give to the Market Manager. Market Manager may deny any person the privilege of operating in the Market who is using methods that are detrimental to the Market including the violation of Market rules.

FALSE PACK – Sellers are not to use a false pack (facing or topping of containers with the best products exposed and poor products underneath) or to knowingly pack products that are short in weight.

CONDUCT - Gambling, the use of alcohol or other controlled substances is prohibited and persons under the influence of intoxicants or exhibiting disorderly conduct will be removed. Sellers are not to possess firearms or fireworks on the market property.

UNSOLD PRODUCT – Unsold produce should be carried home, donated to local food programs, or offered to livestock feeders. Aluminum cans and plastic bottles are not to be mixed with other trash. North Carolina State Law requires these items to be stored separately and recycled.

CLEANLINESS - Vendors must keep areas clean, sanitary, and orderly. All trash must be disposed of in approved containers.

ADVERTISING – No person shall distribute, scatter about, or post on the market any advertising, signs, pamphlets, cards, and bills, or other printed matter without the consent of the Market Manager.

DAMAGE TO MARKET PROPERTY – Persons causing damage to market property shall be financially responsible for the cost of repairs, or replacements. Such damage shall include, but not limited to buildings, grounds, fences, gates, vehicles, and any other property owned and/or operated by the market.

RULES COMPLIANCE - Upon finding that any of these rules are not being followed the penalties will be:

1st Offense – Will be issued a written warning. Immediate removal of any unauthorized product.

2nd Offense – May be banned from the market for 30 days.

3rd Offense – May be banned from the market for the remainder of the year. If the third offense occurs less than 60 days from the end of the year, the offender shall be banned for a minimum of 60 days.

RELEASE

All sellers and vendors agree that the City of Winston-Salem, officers, employees and agents (collectively “City”) are not responsible for their activities, conduct, omissions or failures in any manner and that the City makes no warranties with respect to the vendor’s or seller’s products. The seller and vendor agree to release, defend and hold the City harmless from any causes of action, claims, administrative proceedings, demands including attorney’s fees arising out of or from the negligence, acts intentional or otherwise of the seller or vendor.

PUBLIC HEALTH & SAFETY

To protect public health, including the health of city employees, and to slow the rate of transmission of COVID-19, all vendors, contractors and service providers, including their employees, officers,

agents and subcontractors, conducting business with the City of Winston-Salem (collectively hereinafter “City Contractors”) or on city property must align their operations, employment and safety practices with the guidance and recommendations of the CDC and OSHA relating to COVID-19 and the executive orders issued by Governor Roy Cooper and the emergency declarations, and amendments thereto issued by Mayor Joines, until further notice. All City Contractors must implement, adhere to, and enforce measures that require, amongst other things, frequent hand washing, the use of hand sanitizer, social distancing and the wearing of contractor-provided PPE including, but not limited to, face masks and gloves, recommended by the CDC, OSHA, the State of North Carolina or the City of Winston-Salem, by all of their employees and subcontractors accessing city owned or leased property. Until further notice, all City Contractors must refrain from accessing city owned or leased property without the aforementioned PPE and must refrain from accessing city owned or leased property if exhibiting any symptoms associated with COVID-19. Failure to adhere to the requirements set forth herein may result in the removal of a City Contractor from city owned or leased property and the City’s exercise of the appropriate contract suspension or termination provisions.