

SUMMER'S CORNER 2017 FARMERS MARKET MANUAL

Contact: Kari McDuffie, Market Manager, karimcduffie@gmail.com, 843 475 5765

Mission: To provide a venue where local farmers, producers and food concessionaires are able to come together to offer a variety of fresh, local produce and regional fare directly to the consumer. The market encourages direct communication between consumers and producers, fostering social gathering and community development.

I. Dates and Times

Market will open April 9 (12-3pm) and run through September 26 - meeting on the last Tuesday of each month (April 25, May 30, June 27, July 25, August 29, September 26). Market hours will be 3:00 PM – 7:00 PM. Vendors shall be set up and ready for business by 2:45.

II. Booth Setup

- Vendors must supply their own tables and chairs.
- Vendors must supply their own canopies (10' x 10' or 8' x 8') unless stated otherwise, by Management, for a particular week. There are a few spots under buildings that don't require tents; however, the management reserves the right to change the location of a vendor. Hence, it's possible a tent may become necessary at later markets; in which case management will give several weeks notice. One tent per vendor unless otherwise stated by Management.
- Vendors must supply 20+ lb. weights on at least 2 (opposite) canopy legs.
- Each vendor's booth must prominently display a sign which clearly identifies the business.
- Vendors are responsible for keeping their spaces clean and attractive at all times and must clean up their spaces prior to departing, including sweeping up any debris and removing trash from the property. Trash receptacles are provided for market patrons only. Vendors are responsible for removing all trash/waste that they generate. **No dumping of ice, liquids, food waste, or sewage.**

III. Weather Related Cancellations

The market is open Rain or Shine. However, since the market is an outdoor venue, Management reserves the right to close (with or without prior notification) if it is determined that severe weather conditions could compromise the safety of our participants. Please note the following information that might cause Management to cancel the market: An "Extreme Weather Warning" is issued by NOAA's (National Oceanic & Atmospheric Association) National Weather Service. Notice of cancellations will be announced as soon as a decision has been finalized (every attempt will be made to decide by 2pm the day before the scheduled market) and, in the interest of everyone's time, will be by email. If you require a phone call instead, please notify Management in advance.

IV. Certificates, Licenses & Permits

Vendors are responsible for complying with all City, State and Federal requirements governing the sale and production of all products and for acquiring the necessary and current permits and licenses necessary for operating their business. All Food Concessionaires, Processors, Seafood, and those offering samples must abide by all regulations enforced by SC DHEC (Department for Health & Environmental Control) and have a SC DHEC approved kitchen, and/or the proper SCDA-RVC (South Carolina Department of Agriculture – Registration Verification Certificate) for select packaged products. Dorchester County business licenses are required (growers/producers are may be exempt). Vendors selling prepared, unpackaged food are required to collect hospitality tax and remit to Dorchester County. All copies of applicable certificates, licenses, and permits must be current and emailed to the Market Manager prior to the first market in order to participate. These may include, but are not limited to, the following:

- Dorchester county business license
- South Carolina retail license
- DHEC certificate
- SCDA-RVC (SC Dept. of Agriculture - Registration Verification Certificate)

V. Insurance

Proof of General Liability Insurance of no less than \$1,000,000 with Summer's Corner named as an additional location is required. Please have your insurance company email a copy of your COI (certificate of insurance) to the Market Manager. Your insurance company will need this address: Summer's Corner 1609 Beech Hill Road, Summerville, SC 29485.

VI. Staying Green

Vendors are encouraged to use environmentally responsible and sustainable methods of production and packaging. The use of Styrofoam and plastic bags are highly discouraged.

VII. Parking

Parking is available in the lot adjacent to the market area. Vendors assigned to spots in the open air building (perpendicular to the Corner House Cafe building) have priority. Additional parking is available in the gravel lot across Bumble Way. No parking is allowed in the 8 spots on Bumble Way due to expansion of the market during some months.

VIII. Absences

If a vendor is unable to attend, he/she shall contact the Market Manager by noon on the Sunday prior. The space(s) will be filled from a waiting list of suitable vendors. Due to the limited number of market days, an absence may result in not being asked back the following season. We understand that some vendors will not be able to attend during rainy weather due to sensitivity of their product to moisture. Please communicate this directly to the Market Manager.

IX. Miscellaneous

The market does not offer exclusive rights to any one vendor to sell any one product. Customers benefit from having a choice. Management reserves the right to deny entry to same or similar products if it is believed the number of vendors offering the product is excessive. Management will strive for a balance that allows each vendor the potential for a fair monetary intake that makes the market worthwhile for all vendors in attendance. A vendor shall not operate under a franchise agreement. A vendor shall not share their assigned location with other entities. Applicants may request specific spots. The Market Manager reserves the right to change the market layout and/or reassign vendor spots at any point in time. Artisans: products offered must be made by the vendor – no resale allowed. 'Certified SC Grown' produce preferred and 'Certified SC Product' preferred.

X. Social Media & Outreach Commitment:

Summers Corner will advertise and promote the Farmers Market through the Summers Corner website, e-blasts, newsprint & social media. This marketing information will also be shared with and available to each vendor with the intent of it being further promoted on his/her social media outlets, website or through his/her e-mail. Each vendor must be committed to growing our market in this area of outreach and promotion.