



## 2017 Rules and Regulations

TRFM HOURS: May 6th – September 29th; Saturdays at 8:30AM - 12:00PM.

Market Address: 225 Wilhelm Winter St., Travelers Rest, South Carolina 29690

Mailing Address: PO BOX 608, Travelers Rest, South Carolina 29690

Office Address: 104 S. Poinsett HWY, Travelers Rest, South Carolina 29690

### VENDOR SELECTION DISCLAIMER

The Travelers Rest Farmers Market prefers to keep a ratio of different vendors in order to maintain diversity in the products and goods sold during the market season. The ratio is as follows:

50% Farmers  
30% Value Added Product Vendors  
20% Art & Craft Products.

Vendors are chosen according to the quality, distance, and the amount local, sustainable ingredients used in their products.

All products sold have to be grown, harvested, produced or created by the farm or business represented at the market.

Owners that are present at the market are preferred over paid employees to represent the business.

### NOT PERMITTED

- No wholesalers and resellers.
- No nationally distributed packaged foods or drinks, or resale of manufactured food products.
- No premanufactured mixes.
- No prepared foods from an unauthorized kitchen (kitchens not under DHEC, SCDA or Cottage Law with personal liability insurance).
- No national franchises or corporate chains.

### LICENSING AND LABELING

Vendors are responsible for complying with local, state, and federal requirements governing the sale and production of their products.

If you are operating under Cottage Law, you must have your own business license and carry adequate liability insurance.

*Travelers Rest*  
**FARMERS  
MARKET**

Vendors are responsible for acquiring the necessary permits and sending copies of required certificates to TRFM once accepted.

If you are unsure if you are correctly permitted, licensed or certified; contact South Carolina Department of Agriculture (803-734-2210) or South Carolina Department of Health and Environmental Control (803-898-3432).

## **MARKET DAYS**

Please arrive between 7:15am and 7:45am. The pavilion loading zone will be closed to all car traffic at **8:00am SHARP**. If you arrive after 8:00am, you are not guaranteed a space. If a space is available, you must unload and transport your items from the vendor parking areas.

To avoid congestion, please do not leave your car running or parked in loading zones.

Vendors must be pre-approved to park beside the Pavilion (municipal building side) or along the Festival Lawn (on the side closest to Wilhelm Winter St.). Otherwise Vendors are asked to park in the Upper Lot near the Amphitheater or as far from the Pavilion as possible for ease of customers.

Market break-down begins promptly at 12pm and no sooner. If vendors sell everything they bring, unless permitted by the TRFM Manager, vendors remain at their booth until noon.

No one is allowed to drive on any grassy areas for any purpose.

## **BOOTH DISPLAY AND SET UP**

All pricing must be clear and visible.

All vendors that generate waste must have an individual trashcan. Vendors with samples must have a customer trash can for sample item trash (toothpicks, napkins, etc.). Vendors are responsible for putting their trash in the dumpster before leaving.

No food or produce is allowed to be displayed on the ground intended for customer purchase.

Pavilion Vendors:

- Will be provided with one 6ft table at a set location.
- Must bring their own sunshade if necessary.
- Must use a tablecloth that touches the ground in front of their table.
- Only nonmetal bungees or magnetic tape is acceptable to use for signage attached to the Pavilion. Banners or signs must not be attached to the Pavilion with tape or any sticky material whatsoever.

# *Travelers Rest* **FARMERS MARKET**

Festival Lawn and Front and Center Vendors:

- Must provide their own tables, displays and a white 10x10 festival grade tent
- All tent vendors are required to have appropriate weights for their tents, as Trailblazer Park can be especially windy.

## **ELECTRICITY USAGE**

Electricity is available to every vendor, free of charge. Each vendor is responsible for providing their own extension cord and appropriate mats to cover exposed cords that interfere with customer walkways.

All generators or any additional equipment used must be approved prior to market usage, and must not create a loud noise or be disruptive to market operations in any way.

## **TARDINESS, CANCELLATIONS, AND ABSENCES POLICY**

Tardiness:

- You qualify as late if your arrival is after 8am. If you do so, you are not guaranteed a space.
- Three late arrivals will result in a one market probation.

Cancellations:

- If you must cancel it must be AT LEAST 48 hours in advance of said market. If you notify us before 8:30am on the Thursday before the market, your fee will be credited towards another date.
- If you notify us of your cancellation after 8:30am on Thursday your fee will be forfeited.
- If you don't show up without giving any notice it will count as a "No-Notice Absence."

Absences:

- Three No-Notice Absences: all your fees will be forfeited, and you will not be allowed to return to the market.

## **VENDOR CODE OF CONDUCT**

Any person who engages in threatening behavior (including verbal abuse), vandalism, violence or threats of violence will constitute immediate expulsion from the Travelers Rest Farmers Market. The safety of the TRFM employees, volunteers, customers, vendors and visitors is priority.

While at the TRFM, vendors are expected to behave courteously to customers, other vendors, TRFM staff, and volunteers, and to conduct themselves professionally at all times. Vendors must not publicly disparage other vendors or other vendor's products. This behavior may be grounds for immediate expulsion from the TRFM.

Vendors are responsible for making sure that all persons working at their booths are familiar and knowledgeable of their product and adhere to all TRFM Rules and Regulations.

# *Travelers Rest* **FARMERS MARKET**

Children under the age of 14 will not be allowed to sell at the market without adult supervision.

Vendors are prohibited from selling any products before the start of the market at 8:30AM. Market management shall ring a bell to signal the start of the market each Saturday morning at 8:30AM.

Hawk calling, calling attention to products in a loud, repetitive public manner, and selling products in an aggressive way is prohibited during market operations.

Vendors must remain within their tent space when providing customers with samples.

No vendor is permitted to sublet their space to another person/business. All vendors must go through the correct approval process.

No sharing booth space is allowed unless approved by management.

## **SMOKING, WEAPONS, ALCOHOL AND DRUG POLICY**

The City of Travelers Rest does not allow smoking on any city property including Trailblazer Park.

Firearms, weapons, fireworks/explosives of any kind, gambling, or use of alcohol or drugs by a vendor or his/her employees constitutes immediate and permanent expulsion from The Travelers Rest Farmers Market. The Market reserves the right to remove the person(s) involved immediately and reserves the right to remove vendor booth without any liability for damaged or lost property. The proper authorities shall be contacted if necessary for the health and safety of the market employees/volunteers, vendors, and general public.

## **PETS POLICY**

The City of Travelers Rest has a strict NO-PET policy at Trailblazer Park. The only exceptions to the pets policy are ADA (Americans with Disabilities Act) certified service animals.

## **ENFORCEMENT OF MARKET RULES AND REGULATIONS**

- First violation: verbal warning from management.
- Second violation: written warning from management.
- Third violation: termination of booth rental space with no refund for the duration of the current market season.

Physical violence, verbal abuse/loud foul language, weapons, possession of or consumption of alcohol or illegal substances are grounds for immediate expulsion.



## **CUSTOMER COMPLAINTS**

Customer complaints will be forwarded to vendors and kept on file. Complaints may result in disciplinary action including removal from the TRFM.

## **ON-SITE ACCIDENTS**

An accident report form is available for anyone to fill out at the Administration booth and should be filled out by the injured person immediately following incident. All accidents should be reported to the staff immediately.

## **WEATHER**

The Travelers Rest Farmers Market is a rain or shine market and will only be cancelled due to an extreme weather forecast. In the event of cancellation due to weather an email will be sent to notify vendors.

## **MUSICAL GUEST APPRECIATION**

Each Saturday a TRFM staff member or volunteer will come around with a basket (called the love basket) and each vendor will have an opportunity to tip our market musician with fruits, veggies or product of your choice.

## **SALES TRACKING**

We will be tracking vendor sales through an anonymous electronic survey after every Saturday market. Figures are used for grant reporting, marketing research, and hard evidence of market growth.

## **Looking Forward to Season 2017!**

Any additional questions? Contact us!

864-610-0965

[TRFarmersMarketInfo@gmail.com](mailto:TRFarmersMarketInfo@gmail.com)

Office hours are listed on our website!