



Town of
Huntersville
growers'
market



SUPPORTED
BY: **N** NOVANT
HEALTH



2023 Season

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About the Market

The Huntersville Growers' Market (HGM) guidelines are intended to be fair and to uphold the purpose of the market as a **producer-only, local** market. The Huntersville Parks & Recreation Department (HPRD) oversees the operation of the market. HPRD may modify or add to these rules at any time to better serve the market's interests.

PURPOSE: The Huntersville Growers' Market was established in 1999 to provide locally grown food products, sustain farmers in Huntersville and surrounding areas, and to strengthen a sense of community.

TIME AND PLACE: The Huntersville Growers' Market operates two weekly markets: Tuesdays at Novant Health Huntersville Medical Center Parking Lot 9:00 am-1:00 pm and on Saturdays at Veterans Park, Downtown Huntersville, 8:00 am-12:00 pm from May through October. Exact dates are set each year by Huntersville Parks & Recreation Department staff. The management reserves the right to change or cancel the market due to hazardous weather or other unforeseen circumstances, following organizational procedure.

MARKET DAY RULES

- Vendors are expected to be set up to sell before 8:00 am.
- Vendors are expected to stay until the Market closes at 12:00 pm on Saturdays & 1:00pm on Tuesdays.
- Vendors will be required to set up their own booth areas including all tables, tents, chairs and equipment and return all borrowed items to their original placement before leaving.
- Vendors are expected to remain free of alcohol, illegal drugs and smoking during set-up, runtime and take down.
- If you are unable to come to the market, please inform the market manager ASAP.
- 3 or more consecutive absences will result in the forfeit of your space with no refund.
- The HGM has an open-door policy. Please see the market manager anytime with concerns, questions, ideas and/or comments.

Who can become a vendor?

Eligible vendors are:

- Farmers (growers) of produce.
- Farmers (producers) of meats, cheese, other dairy products and eggs (see attached addendum for Meat Producers).
- Bakers - makers of locally baked goods.
- Makers of specialty local, consumable products such as canned goods or prepared foods (see inspected kitchen and rules for prepared foods), preference for locally sourced ingredients.
- Makers of soaps and body care products.
- Gatherers of wild herbs, fruits and mushrooms, from your owned or leased land. Fishers of fresh caught fish or shellfish caught in NC/SC waters, or, by approval, approved sellers of fish or shellfish caught by another fisher from NC/SC waters.

Limited vendor space for:

- Makers or sellers of crafts (farmers and other food vendors may bring up to 25% handmade crafts by prior approval).
- Commercial bakers.
- Resellers of produce or meat.

All sellers must reside and produce items they sell within 50 miles of the Market. The exception is seafood. Sellers must be the original producer or a family member or employee of the producer. **No buying and reselling of product(s) are allowed.** If a producer's growing, sourcing or selling methods change from what is stated in the application, the producer must notify the Market manager promptly. Vendors must notify the Market manager about any new products they would like to sell that are not listed on their application and get approval before bringing those products to Market.

Becoming a Vendor

Returning Vendors – HPRD must know how many committed vendors they will have for the upcoming season to determine space available for new applicants. Returning vendors renew their commitment by filling out an application.

Returning vendor registrations opens February 17, 2023 prior to the new vendor application period. Payment and all applicable forms are due together by the deadline or their spot may be forfeited. Any remaining account balances must be paid prior to being accepted.

New vendors - the market accepts applications for new vendors for spaces created by turnover or by the desire to offer more variety/new products. Vendors are selected by application only and after approval by HPRD. New vendors must read over all applicable documents and fill out the application form. Submitting their payment is not due until after a site visit and approval from the market manager, prior to the start of the market season. **New vendor applications will start March 1, 2023. We will accept new vendor applications until the market is full.**

The privilege of being selected to be a vendor or continuing to be a vendor is at the sole discretion of HPRD and can be changed at any time for any reason.

Attachments to be provided with submission of application:

- All vendors (including non-profit) need a NC DOR Sales Tax Certificate of Registration from the Department of Revenue even if you do NOT assess sales tax for items sold. You must provide the market manager with a copy of this certificate. You must display this at your vendor spot while at the market. Without a copy of this certificate attached to your vendor application, your application will NOT be accepted. There is no fee for this certificate. Please visit: <http://www.dornc.com/electronic/registration/index.html>
- Farmers are NOT required to obtain a Certificate of Registration; however, they must provide a written statement attesting items are produced by them on their farm. This statement must be attached to the application when submitted for approval.
- Please visit: <http://www.dornc.com/taxes/sales/specialty.html#exemption> for information regarding these new rules.
- Meat producers must read and sign the Meat policy addendum and include it with their application. Submission of kitchen inspections, meat handler's license and other applicable licensure or certificates are required with this application.

Definition of Vendor Categories

- 1) **Full-Season Vendor Tuesday & Saturday: \$100.00 for a 10x10 space** beginning first week in May through Tuesdays in September 5th and Saturdays in October, ending October 21st. This option must be paid in full upon sending in your application (returning vendors) or receiving an application approval notification from the market manager (new vendors).
- 2) **Full-Season Vendor 1 Market Day: \$75.00 for a 10x10 space** beginning first week in May through Tuesdays in September, ending September 5th and Saturdays in October, ending October 21st.
- 3) This option must be paid in full upon sending in your application (returning vendors) or receiving an application approval notification from the market manager (new vendors).
- 4) **Partial Season Vendor: \$50.00 for a 10x10 space** for 12 market days of your choice. This option must be paid in full upon sending in your application (returning vendors) or receiving an application approval notification from the market manager (new vendors).

*** All layout assignments will be done by the Market manager. Table locations cannot be chosen by vendor. Tables will be available for use between 7am and 1pm. Tables are limited to no more than 2 tables per vendor and available first come first serve. All vendors must bring your OWN TENTS AND CHAIRS. Tents and chairs will NOT be provided by the department, Tuesday vendors are required to bring their own Tents, Tables & Chairs due to location set up ***

Vendor Meetings and Communication

Application, booth fees and attendance at the Spring Vendor Meeting in April are mandatory for all vendors. Vendor communication from HGM is through email. Vendors without email must keep apprised of vendor announcements by phoning the Market manager or asking at the Market on Saturdays.

Vendor Termination

Any vendor who fails to comply with the rules may lose their Market rights with no refund of fees. Market management reserves the right to prohibit anyone from selling at the Market.



What can be sold at the market?

What can be sold at the market?

- Vegetables grown by the seller from seed, sets or seedlings.
- Fresh cut or dried flowers and herbs grown by the seller from seeds or seedlings or perennials on the seller's property.
- Fruits, nuts or berries grown by the seller from trees, bushes or vines on the seller's farm.
- Plants grown by the seller from seed, seedling, transplant or cutting.
- Bulbs propagated by the seller.
- Eggs produced by the seller's poultry.
- Meat from animals that have been raised on the vendor's property or leased land. **Meat producers must read and sign the meat policy addendum and submit it with their application (see pg. 7 & 8).**
- Cheese (farmstead), butter or other dairy product made on the seller's property, with milk from the owner's animals, which must be raised on the owner's property or leased land. Artisan cheeses made from another farm's milk may be sold by accepted application of the farm at which the milk is produced.
- Honey produced from the seller's hives.
- Cultivated mushrooms. Wild crafted mushrooms may be sold by permission of management and may require certification from NCDA extension or another authority.
- Fresh (made within 48 hours) baked goods made by the seller in a certified kitchen.
- Candies or confections made by the seller.
- Preserves, pickles, relishes, sauces, vinegars, jams or jellies made by the seller with locally grown ingredients from inspected kitchens and proper licenses.
- Fresh prepared foods (e.g. salsas, pesto) must be made largely from local ingredients from inspected kitchens.
- Handmade crafts made by farmers and other vendors of the HGM. Must be by approval and constitute no more than 25% of the seller's product. All jewelry/craft products must be 100% crafted by hand
- Non-food items may be sold by a nonprofit "community partner" with prior approval of the HGM and no more than two times per season.

What cannot be sold at the market?

- "Low-acid" canned foods such as green beans, corn peas, carrots, canned tomatoes, etc.
- Internal use medicines (e.g., herbal tinctures).
- Water plants.
- Live animals (neither sold nor given away).
- Unpasteurized juices.
- Vendors may not bring products to market that have been pre-ordered by customers if such products do not comply with market rules.



Vendor Guidelines

The following rules are to inform the HGM vendors about local and state laws which will help prevent food borne illnesses, protecting the Market, farmers, and consumers. Each vendor is responsible for ensuring that they abide by these standards and all state and federal laws governing food preparation and food safety. Vendors must provide copies of required licenses, permits or certifications. Vendors must inform the market of any change in licensing status immediately.

Produce - all produce must be of top quality as determined by HGM.

Organic - all vendors advertising and selling organic products must submit a copy of their current Organic Certification and renew each year. Only USDA certified organic growers may display signs using the word organic.

Meat - all vendors selling meat and poultry must have a current meat handler's license from the North Carolina Department of Agriculture. Meat sellers must meet all USDA and NCDA meat handling requirements and licensure. Product labels must include product name, statement of ingredients, inspection legend applied by the processor, net weight, farm name and address and a safe handling statement applied by the processor. Meat handlers may not open packages, re-label products or apply net weights.

*No water or ice that comes in contact with meat may be deposited or allowed to drain onto the Market premises.

*No cooked or preserved meats may be sold for immediate consumption if prepared on-site.

Fish - all fish must meet state and local health regulations. See "shellfish" resource below.

Cheese and Dairy - all dairy vendors must meet state and local health regulations, including the food seller's kitchen inspection by the NCDA health inspectors. Regulations vary based upon several factors. Cheese must be made on the seller's premises and must be made with milk from animals raised by the seller. Cheese must be kept properly chilled on the market premises and must be pre-packaged for sale and properly labeled.

Bakers - complete NCDA&CS home kitchen inspection program. At Market, present items pre-wrapped, packaged and labeled according to the guidelines in 21 CRF Part 110. If you decide to sell by-the-slice NCDA would consider it a retail food service and therefore regulated by the health department. Baked goods may be either 1) individually packed in a NCDA approved or Health Department approved facility; or 2) sold from a clean, covered bulk container only accessible by the vendor. To remove food from the covered, bulk container you may use: clean tongs or other utensils, single-use gloves, or single-use wax paper sheets. Baked goods should then be placed in a clean, unused bag or container and handed to the customer, or single items may be directly handed to the customer in a single use wax paper sheet. Consumers are not allowed to self-serve from covered bulk containers.

Jams, Jellies, Pickles, Relishes and Preserves - complete NCDA&CS home kitchen inspection program. NCDA rules allow jams, jellies, and preserves to be produced in a home kitchen. High acid or acidified foods (pickles, relishes, tomato products, etc.) may be sold if the seller has passed the FDA certification course. A copy of the certification must be on file with the market manager. No "low-acid" canned foods such as green beans, corn, peas, carrots, or tomatoes, etc., may be sold.

Prepared Foods - all prepared food items (including meat, fish and cheese) must meet state and local health regulations, including the inspection of the prepared food seller's **commercial kitchen** by NCDA health inspectors and labeling in compliance with the regulations. Vendors must have a current copy of their inspection form on file with the Market manager.

Fresh prepared foods (i.e. salsas, pesto's, dips, chutneys, sauces) must be primarily composed of ingredients grown by the seller. They must be packaged in individual containers and kept appropriately chilled at Market. Container labeling must make it clear these fresh foods should be promptly refrigerated and have a limited shelf life. Labeling must list ingredients, farm name and phone number and net weight. Refrigerated products must be produced in a non-home based inspected commercial facility. Frozen prepared foods must be prepared in an inspected commercial kitchen and the majority of the ingredients in these products must be grown by the seller.

Labeling Guidelines - individually packed, prepared foods set out for self-service require a label on the package. 1) A label must be affixed to the package bearing the common or usual name of the product, including the weight in ounces, pounds or fluid ounces, a list of ingredients in descending order of predominance, name and complete address of the person responsible for the product. 2) Baked goods sold in bulk and handed out directly to customers should have ingredient placards posted for customers to see. It is important for the ingredient list to be complete to inform consumers who have allergies.

Samples - vendors may offer customers samples of their products, but safe food practices must be followed. Wash hands thoroughly before cutting samples or wear single-use gloves. Wash produce, and then cut samples with a clean knife. Produce samples must be put on a container set in ice or on a cold pack and should be covered. Hot samples must be kept hot. If these are heated at the market, any pans or other appliances should be kept behind the vendor and out of the reach of customers. Please provide toothpicks, use tongs, or sample cups to serve individual samples. Samples should not be touched by bare hands.

Hand Washing - all people working at a vendor stall should wash hands before the market begins and after every visit to the restroom to prevent the spread of bacteria.

Safe Temperatures - cold items should be kept below 40 degrees and hot items should be kept at 140 degrees or higher.

Juice - lemonade and tea may be served (no herbs or fruit added). Non-pasteurized cider or raw juices may not be served or sold.

Signs on all produce and products being sold

Vendors must display attractive easy to read signs with the farm name and location. Vendors must display prices for all items. Vendors are encouraged to have business cards with their contact information at their booth. **Vendors must always have their NC DOR Sales Tax Certificate of Registration visible to the public.**

Homemade Craft Guidelines

Crafts/Baked Goods Proportion

HGM intends to maintain a ratio of 75% farmers to 25% bakers/crafts/other. Each vendor must maintain 75% of their offerings in their core category. For example, farmers and gardeners may sell up to 25% baked goods by permission and still be considered growers as long as they do not sell more than 25% of their wares outside the core category. Vendors must notify DFM management if they wish to do this and may be denied if duplication of similar product is deemed likely.

I have read and understand the above guidelines that apply to my vending area. I understand if I do not abide by these guidelines, it is at the market manager's discretion to apply the appropriate consequences including suspension and termination from the market.

Signed _____ **Date** _____

Meat Guidelines

The following guidelines apply to producers of meat, poultry, eggs, cheese, other dairy, and seafood. The guidelines are designed to uphold the Huntersville Growers' Market as a produce-only, local food market as outlined in the Market Guidelines.

Produce Only:

The producer named in the application must, raise, grow, produce, or catch everything he or she sells, on his or her owned or leased land, other business arrangement or territorial waters of North Carolina in which the production of the products is under his or her control. Items may not be sold on behalf of or bought from anyone else. The term "producer" includes the producer named in the application, his or her family, and employees who are directly involved in production.

Local Only:

The LOCAL products sold must be raised, grown, produces, gathered, or caught in North Carolina, within 50 miles of Huntersville. Seafood is the exception for distance. See below for specifics relating to purchase of young animals to be raised by the producer. It is understood that processing exempt from this rule until closer facilities can be established that meet producers' quality standards.

Documentation:

Producer must provide documentation for production methods outlined and signed below by the producer. If the producer changes from these production methods, the producer must notify the market manager within 30 days to determine whether the product meets HGM market requirements and product needs.

Site Visit:

The HGM will conduct a site visit to the farm before or during the market season. HGM will use this visit as the check on the application. Periodic site visits are up to the discretion of the HGM.

Production:

Animals not raised from birth must be raised by the producer on his or her owned, leased land or other arrangement managed directly by the producer for a minimum amount of time to ensure that the processes used, as outline by the producer (hormone and antibiotic free, pastured), are within the producer's direct control and meet standards for the HGM producer-only and local products.

Poultry – from chicks purchased at 2 weeks or less; laying hens as pullets

Eggs – from producer's chickens

Cheese and Dairy – made from milk from producers' herd

Pork – 4 months

Beef – 6 months

Ostrich – 6 months

Lamb – 4 months

Goat – 4 months

Other meat products must be approved by HGM prior to selling

Processing:

All meat must be processed and labeled according to NCDA/USDA guidelines in a NCDA/USDA inspected facility. The producer of self-processed poultry must meet the standards of the USDA and the NCDA to be sold at the market.

Transportation and Selling:

Producer must abide by USDA/NCDA food safety guidelines for transporting and selling meat and provide licensure to handle meat. All meats must be frozen. See HGM guidelines for more specific information.

Consequences:

Breaking the rules will result in:

1st violation: verbal or written reprimand and removal of product from the market

2nd violation: Indefinite suspension or termination

Production Methods and Distribution:

Information about your farm's production methods and distribution is required to sell at HGM. Please provide the following:

Choose one:

_____ All of my animals are born and raised on my farm/leased/management agreement/other arrangement properties.

_____ I purchase young animals to raise on my farm/leased/management agreement properties and raise them on my property for the times specified in HGM rules.

Documentation:

Provide copies of the meat handler's license and return with application.

I submit that the information provided for my application is accurate and complete. I have been provided with a copy of the HGM rules and regulations and I will abide by its provisions. I agree to have my farm/production site inspected by a designee of the Huntersville Growers' Market.

Signed _____ **Date** _____

2023 Application

Thank you for your interest in becoming a vendor at/or returning to the Huntersville Growers' market.

1. Read all guidelines related to the Huntersville Growers' Market.
2. The Huntersville Growers' Market is a PRODUCER ONLY, LOCAL FOOD Market.
Definition of PRODUCER-ONLY: *You, the Producer named in the application, must raise, grow, gather, bake, or make everything you sell on your owned or leased land. No buying and/or reselling is allowed. The term Producer includes you, your family and employees who are directly involved in production.*
3. Complete the vendor application below. All sections must be completed fully and be submitted by the deadlines below to be considered:

Returning Vendors: Applications and payment due by March 1, 2023

***Acceptance of Returning Vendors: Send application and payment before April 1, 2023**

New Vendors: Apply March 1, 2023– until Full

***Acceptance of New Vendors: Do not send payment until you are notified of approval**

Mandatory Vendor Meeting: Wednesday, April 6th – 2pm or 6:30pm (one meeting time is required)

4. Market rules in effect for 2023(this includes returning vendors from 2022)
 - All vendors (including non-profit) need a NC DOR Sales Tax Certificate of Registration from the Department of Revenue even if you do NOT assess sales tax for items sold. You must provide the market manager with a copy of this certificate. You must display this at your vendor spot while at the market. Without a copy of this certificate attached to your vendor application, your application will NOT be accepted. There is no fee for this certificate. Please visit:
<http://www.dornrc.com/electronic/registration/index.html>
 - Farmers are NOT required to obtain a Certificate of Registration; however, they must provide a written statement attesting items are produced by them on their farm. This statement must be attached to the application when submitted for approval.
 - Please visit: <http://www.dornrc.com/taxes/sales/specialty.html#exemption> for information regarding these new rules.
 - We now offer SNAP (supplemental nutrition assistance program). Shoppers use their EBT card to purchase tokens from our HPRD tent, use the tokens to shop and pay the vendors for goods purchased, and the market manager will pay out the vendor with credit card at the end of the market. Shoppers can only purchase: bread, baked goods, fruits & veggies, dairy, eggs, meat, fish, poultry, preserves, honey & syrups, seeds & plants that produce food.
More information can be found here: <https://charlottefoodpolicy.org/101-2/>
 - Vendors are expected to be set up to sell before 8:00 am. If you are unable to come to the market, please inform the market manager ASAP.
 - Vendors are expected to stay until the Market closes at 12:00 pm on Saturdays & 1:00pm on Tuesdays.
 - Vendors will be required to set up their own booth areas including all tables, tents, chairs and equipment and return all borrowed items to their original placement before leaving.
 - Vendors are expected to remain free of alcohol, illegal drugs and smoking during set-up, runtime and take down.
 - 3 or more consecutive absences will result in the forfeit of your space with no refund.
 - The HGM has an open-door policy. Please see the market manager anytime with concerns, questions, ideas and/or comments.



Vendor Information

Name of Owner(s):

Business or Farm Name:

Address: _____

City: _____ Zip: _____

Main Phone #: _____ Secondary #: _____

Email: _____

Website: _____ Social Media: _____

Seller name if other than Owner: _____

Child(s) Name to sell during Kids' Day: _____

Emergency Contact: _____ Emergency Contact Phone #: _____

If you have products growing in OTHER LOCATIONS – list all addresses in addition to above

Address: _____

City: _____ Zip: _____

Product List

Please enter percentage of total sales at your booth for each category (total will equal 100%)

1. _____% **Farm products** (produce, eggs, honey, herbs, plants, cut flowers, cheese and other dairy products, meat, fish, etc.).

2. _____% **Value added/Prepared foods** (food products, prepared foods and ready to eat foods (processed, packaged and sealed), and non-food products)). Legal guidelines and inspections must be followed where applicable.

3. _____% **Art/Craft Products** (farm products - no more than 25% of your products. Prior approval required).

Other Markets: Where else do you sell your products and how does HGM fit into your overall marketing plan?

Licenses, Permits, Certifications and Inspection Requirements

Vendors are required to comply with all Federal, State, and local laws governing food safety and labeling and will provide the Market Manager with valid and current documentation of required licenses, permits or certifications. PLEASE ATTACH COPIES OF LICENSURE AND CERTIFICATION with this application.

Indicate which of the following apply to your production and vending, and attach copies to application:

_____ NCDA Home Kitchen Inspection

_____ USDA Organic Certification

_____ NCDA Meat Handler's License Certification

_____ FDA Short Course (For acidified foods)

_____ NCDA Commercial Kitchen County board of health inspection certificate

_____ HGM Meat Guidelines – signed and attached to this application

_____ Cheese production inspection

_____ Cheese-makers course

_____ Other courses, certificates, etc. Please list:

2023 Booth and Registration Fee

- 1.) **Full-Season Vendor Tuesday & Saturday: \$100.00 for a 10x10 space** beginning first week in May through Tuesdays in September, ending September 5th and Saturdays in October, ending October 21st. This option must be paid in full upon sending in your application (returning vendors) or receiving an application approval notification from the market manager (new vendors).
- 2.) **Full-Season Vendor 1 Market Day: \$75.00 for a 10x10 space** beginning first week in May through Tuesdays in September, ending September 5th Saturdays in October, ending October 21st. This option must be paid in full upon sending in your application (returning vendors) or receiving an application approval notification from the market manager (new vendors).
- 3.) **Partial Season Vendor: \$50.00 for a 10x10 space for 12 market days of your choice.** This option must be paid in full upon sending in your application (returning vendors) or receiving an application approval notification from the market manager (new vendors). **Please list dates of attendance below:**

Please check which one you would like to register for:

Year Round Vendor

_____ Tuesday & Saturday - \$100.00

_____ Tuesday **OR** Saturday - \$75.00
(circle one)

Partial Season Vendor

_____ 12 dates of your choice - \$50.00
(must have dates pre-approved)

**** All layout assignments will be done by the Market manager. Table locations cannot be chosen by vendor. Tables will be available for use between 7am and 1pm. Tables are limited to no more than 2 tables per vendor and available first come first serve. All vendors must bring your OWN TENTS AND CHAIRS. Tents and chairs will NOT be provided by the department. Tuesday Market Vendors are required to bring their own Tent, Tables & Chairs due to location & Staffing ****

If you would like to reserve 2 10x10 spaces, please contact Maria Cepeda directly – this request will only be available to a limited number of vendors and will depend on space available as well. mcepeda@huntersville.org | 704-766-2255



STANDARD TERMS & CONDITIONS

1. **Relationship of the Parties.** The Vendor is not an employee of the Town. The conduct and control of the work will lie solely with the Vendor. The Application shall not be construed as establishing a joint venture, partnership or any principal-agent relationship for any purpose between the Vendor and the Town. Employees of the Vendor shall remain subject to the exclusive control and supervision of the Vendor, which is solely responsible for their compensation.
2. **Indemnification.** To the greatest extent allowed by the law the Firm shall indemnify and hold harmless the Town, its officers, agents, employees and assigns from and against all claims, losses, costs, damages, expenses, attorneys' fees ("Claims").
3. **Anti-Discrimination.** Vendor shall comply with all federal and state requirements concerning fair employment and shall not discriminate against or deny the Application's benefits to any person on the basis of race, religion, color, creed, national origin, age, sex (including sexual orientation, gender identity, and pregnancy), disability or handicapping condition, or genetic information.
4. **Insurance.** The Firm shall provide the insurance coverages required by the Application, if applicable.
5. **Applicable Laws and Courts.** The Agreement shall be governed in all respects by the laws of the State of North Carolina. All matters, whether sounding in Contract or tort relating to the validity, construction, interpretation and enforcement of the Application, shall be governed in all respects by the laws of the State of North Carolina and venue shall be proper only in a court of competent jurisdiction located in Mecklenburg County, North Carolina. The Vendor represents and warrants that it shall comply with all applicable federal, state, and local laws, regulations, and orders, including, not limited to, licensure requirements.
6. **Codes and Permits.** When applicable, the Vendor shall obtain the required permits, if required, give all notices, and comply with all laws, ordinances, codes, rules, and regulations bearing on the conduct of the work under this Application.
7. **Strict Compliance.** The Town may at any time insist upon strict compliance with these terms and conditions notwithstanding any previous course of dealing or course of performance between the parties to the contrary.
8. **Assignment.** Vendor may not assign, pledge, or in any manner encumber Vendor's rights under this Application or delegate the performance of any of its obligations hereunder, without Town's prior, express written consent.
9. **Default.** The Town may terminate the Agreement, in whole or in part, immediately and without prior notice upon breach of the Agreement by the Vendor and seek any remedies available to the Town in law or equity.

Liability Insurance and Hold Harmless Provision – Huntersville Growers’ Market holds general liability insurance covering the Huntersville Growers’ Market. A Hold Harmless clause is included here as part of the Vendor Agreement.

Each vendor participating in the Huntersville Growers’ Market shall be responsible for any loss, personal injury, deaths and/or other damage that may occur as a result of the vendor’s negligence or that of its servants, agents and employees, and hereby agrees to exonerate, save harmless, protect and indemnify Huntersville Growers’ Market, its successors and assigns, from and against any and all losses, damages, claims, suits or actions, judgments and costs, and attorney’s fees which may arise or grow out of any injury or death of persons or damage to property in any manner connected with the vendor’s products, operations or vending at the Market.

I have read and agree to the Hold Harmless provision above. I submit that the information provided for my application is accurate and complete. I have read the HGM Guidelines (found on the website, www.huntersville.org) and I will abide by its provisions. I agree to have my farm/production site inspected by a designee of the Huntersville Growers’ Market.

I agree to submit copies of all licenses, permits, inspections and certifications including the NC DOR Sales Tax Certificate of Registration and/or written statement attesting items produced on my farm with this application to the market manager.

PRINT NAME: _____

SIGNED: _____ DATE: _____

This agreement of understanding expires upon written notification from either party.

Town of Huntersville

Contractor

Date

Date

Resources:

- **Maria Cepeda** Huntersville Growers’ Market Manager, 704.766.2255, Mcepeda@huntersville.org
- **Susan Cole**, Mecklenburg Co. Health Dept., 704.621.0847, susan.cole@mecklenburgcountync.gov
- **Kristin Davis**, NC Cooperative Extension Agent, Mecklenburg Co., 704.336.4006, Kristin_Davis@ncsu.edu
- **Dairy** – contact Jim Melvin, Assistant Director of Regulatory Programs for cheese sales, 919-733-7366
- **Shellfish** – contact Jeff French, Shellfish Sanitation Branch, 336.613.5180/336.348.6770, jeff.french@ncdenr.gov
- **Meat and poultry** – contact the NCDA at 919.733.4136; or go to the meat, poultry and eggs resource website at <http://www.ces.ncsu.edu/chatham/ag/SustAg/meatandeggs.html>
- **Prepared foods/kitchen inspections** – contact the NCDA at 919.733.7366
- **USDA Food Safety and Inspection Service 919 790 2828**
- Who will regulate my food business http://www.ncsu.edu/foodscience/extension_program/entrepreneurs.html
- **SNAP** Jalah Clayton, MPH *Program Director* | Charlotte Mecklenburg Food Policy Council
Regional Representative | NC Local Food Council foodaccessclt@gmail.com Or click here to find out more!

Packet Checklist

Please make sure you complete this checklist before submitting your packet for approval.
*You may submit only the required pages and appropriate copies instead of the whole packet.

- 1.) Vendor Guidelines** (all vendors) – **PG 8** _____
- 2.) Meat Guidelines** (only meat vendors) – **PG 10** _____
- 3.) Application** (all vendors) – **PG 11 to 17** _____
- 4.) Waiver of Liability** (all vendors) – **PG 17** _____
- 5.) Payment** (returning 2023 vendors ONLY, new vendors upon approval) _____
- 6.) CivicRec Account** (check with Maria Cepeda if you are unsure about account) _____
<https://secure.rec1.com/NC/huntersville-nc-/catalog>
- 7.) Attest Statement** (all growers'/farmers' ONLY) _____
- 8.) Copy of Certificate of Registration** (all non-growers'/non-farmers') _____
- 9.) Copy of Licenses & Certificates** (where applicable) _____



Applications may be submitted by mail to:

Huntersville Parks and Recreation, ATTN: Maria Cepeda P.O. Box 2879, Huntersville, NC 28070
Deliver to: 105 Gilead Rd. Fl. 3, Huntersville, NC 28078
or Email: Maria Cepeda at mcepeda@huntersville.org

Checks payable: Huntersville Parks & Recreation Department