

**Vendor Application & Participation Agreement**

**Original hard-copy MUST be RECEIVED by**

**4:00pm on Friday, February 16, 2018**

**We do NOT accept applications via electronic methods**

Harrison R. Chapman, Manager

Phone: (843) 509-3619 or FarmersMarket@Charleston-sc.gov

The Charleston Farmers Market (CFM) is dedicated to the support and advocacy of Lowcountry Farmers and Growers.

Please consult the [2018 CFM Vendor Manual](#) prior to completing this form.

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Farm (Business) Name: \_\_\_\_\_

Address (Farm): \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

# of Acres: \_\_\_\_\_ Year Established: \_\_\_\_\_

Address (Residence): \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Daytime #: \_\_\_\_\_ Evening #: \_\_\_\_\_

Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

Social Media: \_\_\_\_\_

Do you have your own canopy? Yes/No: \_\_\_\_\_ If so, what Size: \_\_\_\_\_ Color: \_\_\_\_\_

Brief description of products (i.e. "local produce" or "organic herbs"): \_\_\_\_\_

\_\_\_\_\_

## FARMER & GROWER RULES & REGULATIONS

- The CFM is a producer-only market. Exceptions are noted during the non-harvest seasons outlined in the **CFM Rules & Regulations**; produce must originate within the SSAWG (Southern Sustainable Agriculture Working Group) designated states including; NC, SC, VA, GA, FL, AL, TN, WV, KY and MS. Produce grown outside of the SSAWG region is not allowed to be purchased and resold at the CFM at any time.
- Geographical boundaries for a vendor to be considered eligible to participate in the CFM are; East of I-95 to the Atlantic Ocean and within SC borders, with preference given to Farmer & Grower Vendors operating in Charleston, Colleton, Dorchester and Berkeley Counties.
- CFM Farmer & Grower Vendors must be involved in either full-time or part-time agriculture. A Farmer & Grower Vendor is one who grows produce from seed propagation, plugs or established tree crop orchards and harvests it for sale. Individuals who solely buy and resell agriculture produce are not considered eligible Farmer & Grower Vendors and are therefore excluded from participating in the CFM.
- The City of Charleston Office of Cultural Affairs, in cooperation with Clemson University Extension Services, will determine eligibility. Scheduled field site visits will be conducted for all participants and site inspection and document verification will be conducted throughout the season.
- Seafood vendors are included within the Farmer & Grower Vendor category. There is no resale of seafood; all seafood must be harvested by the Farmer & Grower Vendor holding a SC Commercial Boat License and sold by the fisherman or an immediate family member. Farmer & Grower Vendors selling seafood must be in accordance with all rules and regulations enforced by SCDHEC, SCDA and DNR.
- Value-added products such as, but not limited to; jams, jellies, honey and sauces may be sold by a Farmer & Grower Vendor and must be approved in advance by CFM Management. All products must be produced by the eligible Farmer & Grower Vendor or an immediate family member and must be in accordance with all rules and regulations enforced by SCDHEC, SCDA and DNR.
- **The 75/25 Percent Rule IS in effect during the two Lowcountry harvesting periods while a great variety of locally grown produce can be grown and harvested: May 1 - July 15; Sept. 1 – Nov. 30.** During these designated times, 75% of all produce offered for sale must be grown on the vendor's farm; Farmer & Grower Vendors are permitted to purchase and resell a maximum of 25%, which must be Certified SC Grown.
- **The 75/25 Percent Rule IS NOT in effect from April 1 - 30; July 16 - Aug. 31; Dec. 1 - 31.** During these designated times, produce sold at the CFM, which is not grown on the vendor's farm must originate within the SSAWG region and must be labeled in accordance with all state and federal regulations. CFM Management reserves the right to question the origin of any produce being sold at the CFM and to make a decision on whether the Farmer & Grower Vendor is allowed to continue the sale of the product in question.
- Farmer & Grower Vendors must label all produce which has been purchased for resale with specific details of its origin. All labels must be clearly visible to the customer and the Farmer & Grower Vendor must be able to provide proof of origin to CFM Management upon request at any time.
- Products can only be labeled as organic if the farm operation has been designated as Certified Organic and the current Certified Organic Certificate must be displayed during hours of operation. However, Farmers & Grower Vendors may label produce with descriptions such



### **VENDOR CERTIFICATION**

- I have **read, understand** and **agree** to comply with the [2018 CFM Vendor Manual](#) including; **Rules & Regulations** and **On-Site Operation Guidelines**
- I operate my business/reside within CFM Boundaries; East of I-95 and within SC borders
- I understand the violations and sanctions, including suspension and disqualification
- I certify and understand that during harvest periods 75% of the produce I offer for sale at the CFM, as per the attached crop list, will be products grown, harvested and produced by me or an immediate family member for direct-to-consumer sales
- I understand that if requested by CFM Management, I must be able to provide proof of origin for any products sold at the CFM which must include; farm name, address and contact person
- I understand selling privileges can be revoked by the City of Charleston at any time
- I understand that no Farmer & Grower applicant is guaranteed acceptance and is subject to review by the City of Charleston Office of Cultural Affairs
- Farmer & Grower applicants, who are accepted to vend in the 2018 season will be notified by the City of Charleston Office of Cultural Affairs as soon as a decision is finalized
- I understand that a mandatory vendor meeting will be scheduled upon acceptance

### **ITEMS THAT MUST BE INCLUDED WITH YOUR APPLICATION & PARTICIPATION AGREEMENT**

- Completed 2018 Farmer & Grower Application & Participation Agreement
- Full list of items the applicant intends to sell during the 2018 CFM season
- \$20 non-refundable application fee, payable to; City of Charleston \*Cash NOT accepted

### **ITEMS WHICH MAY BE SUBMITTED UPON ACCEPTANCE**

(IF YOU HAVE NOT INCLUDED THE FOLLOWING PAPERWORK, PLEASE INDICATE THE STATUS OF EACH ITEM, WHETHER YOU ARE AWAITING ACCEPTANCE OR EXPECT TO HAVE IT BY A CERTAIN DATE)

- 2018 City of Charleston Business License: \_\_\_\_\_
- South Carolina Retail License: \_\_\_\_\_
- SC DHEC Certificate and/or SCDA-RVC: \_\_\_\_\_
- Certificate of General Liability Insurance of no less than; \$1,000,000.00: \_\_\_\_\_
  - Certificate Holder; City of Charleston – 80 Broad Street, Charleston, SC 29401

The City of Charleston OCA invites eligible Farmer & Grower Vendors to participate in the 2018 season of the CFM in accordance with the guidelines and criteria outlined in this Farmer & Grower Application & Participation Agreement. While we anticipate the CFM will soon face additional space constraints arising from construction projects on sites adjacent to Marion Square and based on the park's overall capacity, we remain committed to ensuring the continuing success of this vital resource. We welcome submissions from Farmer & Grower applicants returning from the 2017 season, while also considering applications from eligible vendors who have not participated in past seasons. While specific locations, number of canopies or frequency of participation cannot be guaranteed, applicants may contact CFM Management at any time to discuss specific requests or special needs.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*SUBMIT COMPLETED FORM & \$20 CHECK/MO BY 4:00PM ON FRIDAY,  
FEBRUARY 16, 2018 TO:**

Attn: Harrison R. Chapman  
City of Charleston – Office of Cultural Affairs  
75 Calhoun Street, Suite 3800 - Charleston, SC 29401