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|------------------------|-----------------------------------|
| <b>Office Use Only</b> |                                   |
| SPACE#:                | _____                             |
| BL# :                  | _____ Year: _____                 |
| <u>Payment Type</u>    |                                   |
| Full                   | _____ Weekly _____ Seasonal _____ |
| CK/MO#:                | _____ Date: _____                 |

**Town of Sullivan's Island 2019 Farmers Market Vendor Application**

Business Name: \_\_\_\_\_  
 Applicant's Name: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_  
 Business Website: \_\_\_\_\_  
 Address (Number, Street, City, State, and Zip): \_\_\_\_\_

**Please circle applicable rate and check category:**

**\$15 Vendor Space:**

- Farmer/Nursery grower
- Producer of Specialty Foods
- Craftsmen/Artisan
- Prepared Foods
- Other (explain)

**No Charge Vendor Space:**

- Non-Profit or Education Outreach Group: Provide mission statement and goals
- "Junior Vendor" - Must be age 17 and below
- Musician: Attach music sample and payment requirements
- Other ( Explain): \_\_\_\_\_

Total Spaces Requested: \_\_\_\_\_

**Dates Requested:** Entire Season (13 events): (Thursdays) 4/4/19- 06/27/19 Yes / No

**OTHER (PLEASE LIST SPECIFIC DATES):** \_\_\_\_\_

**Products to Be Sold:** (attach list if additional space is required)

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Please attach photographs of items or similar items to those that will be sold. If you are a grower/farmer, please attach a crop list. If accepted, please do not sell items not listed on your application without first seeking approval from the Market Manager.

**Special Requirements** \_\_\_\_\_

**Please list any other Markets you have participated in:** \_\_\_\_\_

If you have a photograph of your display, please attach or email to Market Manager.

**Have you ever been asked to leave another Market? If so, please attach an explanation: Yes / No**

**Applicants may provide additional information for consideration during the selection process.**

Applications may be submitted in person at Sullivan's Island Town Hall or mailed/mailed to:  
Town of Sullivan's Island  
ATTN: Lisa Darrow Market Manager  
Physical Address: 2056 Middle St  
Mailing Address: PO Box 427  
Sullivan's Island, SC 29482  
Phone: 843-883-5744  
e-mail address: [ldarrow@sullivansisland-sc.com](mailto:ldarrow@sullivansisland-sc.com)

**Applications are due by Monday, March 4, 2019. If received after March 4, 2019, vendors will be added to the fill-in vendor pool.**

Market is located at J. Marshall Stith Park, 2050 Middle Street, immediately adjacent to Sullivan's Island Town Hall. Stith Park is located within our Community Commercial District

Market hours will be 4:00PM – 7:00PM with set-up between 3:00PM – 3:45PM.

Full Market details are provided with the "Market Rules and Regulations" and "Vendor Information"

Social Media: #sifarmersmarket Facebook (SIFARMERSMARKET) Twitter (@simarket2016)

Town website: [www.sullivansisland-sc.com/farmersmarket.aspx](http://www.sullivansisland-sc.com/farmersmarket.aspx)

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**By Signing below, I acknowledge that the information on this application is, to the best of my ability, accurate and true.**

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**Business Owner – Signature/Printed Name**

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**Date**

# 2019 Town of Sullivan's Island Farmers' Market (TSIFM) Vendor Agreement

By signing below, I certify that I have read and understand the documents listed below, that I will abide by all rules and regulations that apply to my TSIFM operations, that I agree to release, waive, discharge, hold harmless, indemnify and covenant not to sue the Town of Sullivan's Island, its employees, members of Council and agents or servants for any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage or injury, including death, and all claims for damages of whatever kind suffered by any participant, bystander, or any other person that may be sustained while parking vehicles or while using or present on various Town owned properties. I understand that failure to adhere to the Town of Sullivan's Island Rules and Regulations are grounds for dismissal from the TSIFM and forfeiture of any monies paid.

- *2019 Town of Sullivan's Island Farmers' Market Vendor Information*
- *2019 Town of Sullivan's Island Rules and Regulations*
- *SC Department of Agriculture Food Safety Division Information Sheet*
- *SCDA Food Safety Division "Guidelines for Food Processors"*
- *Our Favorite Product* food labeling information
- Business License, Hospitality Tax, and Home Occupation Special Use Permit information

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Business Name (if applicable)

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Printed Name of Vendor/Owner

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Authorized Signature

Date

# TOWN OF SULLIVANS ISLAND FARMERS MARKET RULES AND REGULATIONS

Effective JAN 1, 2019

The Town of Sullivan's Island Farmers Market (hereinafter called the "Town of Sullivan's Island Farmers Market") has been developed to be primarily a farmer and grower market that meets the needs of the community. The Market operates under the direction of the Town of Sullivan's Island. The Town of Sullivan's Island handles all operations of the Farmers Market. Market Rules and Regulations have been established to provide regulations specific to the Market and are subject to change. These are mandatory for all farmers, growers, artisans, craftsman, food vendors, etc. (hereinafter called "Market Vendors") and are part of the Vendor Agreement. Participation in the Market can be revoked in accordance with the Violations of the Market Rules and Sanctions section of this document. [Please read this document carefully before signing the Vendor Agreement.]

## 1. **Operating Hours:** (These hours are in effect for the entire season)

Market Day: Thursdays

Market Season: April 4 –June 27, 2019 (13 events)

Market Hours: 4:00 p.m. - 7:00 p.m.

VENUE: J. Marshall Stith Park, 2050 Middle Street, Sullivan's Island, SC

## 2. **Set Up:**

Based upon vendor feedback, the Town has moved its venue to the J. Marshall Stith Park this year (this is the first market in this venue) to allow for high visibility along Middle Street within the Community Commercial District. As such, this section of Middle Street is the Town's main thoroughfare and the busiest road on the Island.

Vendors will be expected to quickly unload tent, products and other vending needs CURBSIDE ALONG Middle Street and then move their vehicles to vendor parking off of I'On Avenue (near 1921 I'On Avenue, the previous Farmers Market site, two blocks away).

Vendors need to be prepared to bring wagons, wheel carts, luggage carriers and similar tools to help expedite unloading of their wares. The Market Manager and volunteers will offer help as available, but vendors need to be prepared for a very short drop-off/set-up time before the market opens.

### DROP-OFF/SET-UP TIME:

Market Vendor Participants set-up window will be between 3:00PM – 3:45PM. The Town will have designated, marked loading/unloading spaces (approximately 10) in front of Stith Park on Middle Street. These ten (10) spaces are all the reserved spaces available for each and every vendor for set-up.

**No vehicles** may drive onto Stith Park grounds and/or park or unload in the Town Hall Parking Lot (rear of Town Hall).

3. **Vendor Parking:** All vehicles must be unloaded and parked away from vendor booths and Stith Park/Middle Street by NLT 3:45 p.m. Market Vendor participants must be unloaded at the market site by 3:45 p.m. in order to participate on that day. Market vendor participants arriving later than 3:45 p.m. may forfeit their space and may not be permitted to set up on that day. A vendor parking lot will be provided but parking is not guaranteed. This lot will NOT be close to the Market site and vendors rs

must allow sufficient time to unload and find adequate parking, away from patron parking, each market day.

**4. Vendor Absence:** In case of an emergency or unforeseen event (i.e. traffic), please call the Market Manager as soon as you know you will be late so arrangements can be made to reserve your space. The Market Manager will provide selected vendors with a cell number at the pre-market meeting. The Farmers Market begins promptly at 4:00 p.m. If unfavorable weather conditions exist, the Market Manager will alert vendors of any changes. The Market will be cancelled only if the Market Manager deems the weather unsafe. If you have not received notification of market cancellation from the Market Manager, be prepared to vend at the Market or risk forfeiture of future market spaces.

**5. Absences or Cancellations:**

Market vendor participants are asked to give a minimum of 48-hours notice if they will not be attending a Market. If an emergency occurs and you cannot attend the Market, please contact the Town of Sullivan's Island Market Manager Lisa Darrow at (843) 883- 5744 (email: [ldarrow@sullivanisland-sc.com](mailto:ldarrow@sullivanisland-sc.com)). Manager Darrow will also provide a cell number to those vendors selected for the Market (for same-day contact). Failure to call or email prior to opening of the Farmers Market is a violation of this rule and will result in a written warning and/or forfeiture of pre-paid vending fee and future opportunity to vend at the Market.

**6. Market Cancellation:** The Town of Sullivan's Island Market Manager, Lisa Darrow, will cancel the Market in the event of severe weather, a hurricane warning or weather is deemed unsafe for the market vendors and patrons. If the Market is cancelled, the Town of Sullivan's Island Market Manager will contact all vendors via email by NLT 10am of the Market day. If the Market is cancelled, no Market Vendors will be allowed to sell their products at the site of the Market that day.

No vendors are authorized to pack-items before 7:00PM, close of Market, unless the Market Manager authorizes early release. For the integrity of the Market and patron experience, **only** vendors in the non-tent/open air market spaces and those with products sensitive to moisture (i.e. art-work) should expect to be released early by the Market Manager.

**7. Spaces & Tents:** Vendor spaces/booth locations will be assigned at the Farmers Market. If you cannot participate in all weeks of the Farmers Market there are no guarantees that you will have the same space each week. The possibility exists that your space will change, or that there will not be a space for you on some weeks. You will be placed in accordance to availability. There are a finite number of spaces. Because of space limitation, the Farmers Market requests a commitment from a vendor that they will participate in 8 or more Markets. Vendor is responsible for providing all space requirements (i.e. open air tents, chairs, electrical cords, portable sinks with water, etc.).

**8. Vendor Selection Priority:** Farmers will receive preference over food vendors. Depending upon space limitations the criteria used to determine which applicants are accepted is:

- 1) Organic/sustainable agriculture and Farming
- 2) SC Licensed and "Certified SC" Program
- 3) Diversification
- 4) Vendor Experience Level
- 5) Violation History

The Town of Sullivan's Island Recreation Committee (aka Selection Committee) will review all application packets and make final Vendor approval.

**9. Market Diversity:** No vendor is promised exclusivity, although the Town of Sullivan's Island will strive to provide a diverse market.

**10. Market Vendor Spaces:** Vendor spaces measure approximately 10X10 feet. Vendors are not to exceed boundaries of their assigned space. Rental of more than one space or shared spaces will be reviewed on a case-by-case basis.

**11. Shared Vendor Spaces:** The Selection Committee and Market Manager must approve any requests for vendors to share a space in advance of the Market (not Market day). If approved, all vendors shall complete proper application documentation, obtain all applicable licenses and pay all necessary fees.

**12. Vendor Responsibilities:** Spaces and tents must remain clean and barrier free. Placing tables or signage (i.e. sandwich board signs) beyond the vendor space is prohibited for patron safety and aesthetic continuity. Littering is prohibited. All refuse shall be removed from the premises by the Vendor. Refuse containers are provided only for market customers. There will be a penalty for failure to properly dispose of refuse off-site and off-Island.

**13. Vendor Parking:** The Town shall endeavor to provide Vendor parking, but only on a first-come/first-serve basis. The Town does not guarantee the vendor parking lot will accommodate all vendor parking. Vendors should limit themselves to one vehicle/week and shall not park in the patron parking area provided for the Market site. Violation of this rule will result in a warning and then fine. Vendors shall abide by all Town parking regulations or be subjected to a parking fine issued by the Town's Police Department.

#### **14. Farmers Market Fees and License(s):**

##### **A. Fees :**

The Town of Sullivan's Island sets rental fees for full spaces (10 x 10 each) at the Farmers Market. The Town of Sullivan's Island Market Manager will collect fees in advance of the Market.

1. **ALL VENDORS: \$15.00 per market**  
[Farmers/Growers/Producer of Specialty Food/Craftsman/Artisan/Prepared Food]  
per 10 x 10 space. (Up to 1 additional space available for farmers/growers)
2. **Junior Vendor/Non-Profit/Education Outreach/Musician:** No Fee

##### **B. Licenses:**

###### **1. Business License:**

The Town of Sullivan's Island requires business licenses for all businesses engaging in activity on the Island. Participants will be issued a special Farmers' Market business license, good for business activity on the market-site, only, for the 2018 season. Flat fee is \$25.00 (for 1-13 markets).

If a business has an existing Sullivan's Island 2019 business license, this business is not required to get the Farmers' Market business license.

**NOTE: Candidates selected for the market will obtain their Farmers' Market 2019 season business license directly from the Farmers' Market manager at the pre-market vendor meeting. Candidates will not be issued a business license for Farmers' Market activity prior to selection committee's decision and notification from Farmers' Market manager that the business will have a slot at the Market.**

**2. Retail Sales Tax License:**

A SC Retail Tax license is required for all produce that is purchased and resold at the market as well as for any item that is altered into a food product. Examples include boiled peanuts, ice cream, jams, jellies, syrups, sauces, etc. Vendors are responsible for documenting and paying all sales, hospitality and other sales taxes to SC Department of Revenue and/or other appropriate agencies.

Selected Vendors will be required to show proof to the Town of Sullivan's Island Market Manager. Additional information is available from the SC Dept of Revenue (see below).

For more info contact: Kathleen Snyder Revenue Officer SC Dept of Revenue  
2 South Park Circle Suite 100  
Charleston, SC 29407 (843)953-8339 office  
snyderk@sctax.org 7.

**3. DHEC/Agricultural and Other Licensing:**

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

- SCDA (South Carolina Department of Agriculture) works with vendors on any requirements where SCDA must give approval. SCDA regulates specific food items at farmers markets in South Carolina. SCDA – Contact person: Angie Culler Mailing Address PO Box 11280 Columbia, SC 29211
- All Food Concession, Bakers, Processors, Seafood, and those handing out samples must read all guidelines from DHEC and have a Charleston County DHEC approved kitchen and/or certification with the SCDA. DHEC Phone #: (803) 898-3432 – Email: [info@dhec.sc.gov](mailto:info@dhec.sc.gov)
- All food vendors must have a Sullivan's Island Business License & SC Retail Tax License prior to vending at the Farmers Market. A copy must be available for inspection at the Farmers Market each market day; Exception: Farmers/Growers who ONLY sell produce/flora grown at their own farm/greenhouse location.

**15. Insurance:**

The Town of Sullivan's Island Farmers' Market does not carry insurance to cover individual Market Vendor participants. The Market Vendor participants are responsible for their own personal, general, and product liability insurance. The Town of Sullivan's Island shall be reimbursed for any damage to Town of Sullivan's Island Farmers' Market property by any of the Market Vendor participants and/or employees. This includes damage to sidewalks, grounds, vehicles, fencing, tents and any other property owned by or provided by the Town of Sullivan's Island. Market Vendors agree to release, waive, discharge, hold harmless, indemnify and covenant not to sue the Town of Sullivan's Island, its

employees, members of Council and agents or servants for any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage or injury, including death, and all claims for damages of whatever kind suffered by any participant, bystander, or any other person that may be sustained while parking vehicles or while using or present on various Town owned properties.

**16. Complaints:**

Each Market Vendor participant will address all complaints made to them by customers. The Town of Sullivan's Island Market Manager will only address complaints between the Market Vendor participants.

**17. Authority:**

The Town of Sullivan's Island Market Manager, Lisa Darrow, is employed by the Town of Sullivan's Island and is authorized to review applications, assign spaces, enforce all rules and regulations, collect fees and handle all disputes.

**18. General Market Rules:**

The General Rules apply to all Market Vendors of the Town of Sullivan's Island Farmer's Market.

**A. Applications:** All Market Vendors must complete and submit the proper applications for their merchandise.

**B. Language:** Abusive, profane, threatening or harassing language or actions towards the Town of Sullivan's Island Market Manager, Town staff, other Market Vendors, Participants or Market customers will not be tolerated, and will be just cause for expulsion from the Market, with no refund of fees incurred by vendor. Professional behavior is expected at all times.

**C. Vendor Employees/Agents:** All Market Vendor Participants will be responsible for the actions of their employees and/or agents. Market Vendor Participants will be dressed appropriately for working with the public. Individuals working at each Market Vendor Participant's space or tent must be knowledgeable of the items for sale.

**D. Children:** Vendor Participant children under the age of 14 will not be allowed to sell unless an adult, knowledgeable about the items for sale, accompanies them. Children under 6 years of age shall not be permitted in the Market area unless accompanied by a responsible adult.

**E. Merchandising Integrity:** Fraudulent, dishonest or deceptive merchandising will be punishable pursuant to the Violation of Market Rules sections of this document. False packs and incorporating the exposure of the best products at the top of a package with inferior product packed below will be considered fraudulent and a violation of Market Rules.

**F. Solicitations:** Solicitations are not permitted. Solicitations for products, services, or charitable contributions, not specifically addressed as a market commodity, or by vendors other than market vendors, will not be permitted, except with special permission granted by the Town of Sullivan's Island.

**G. Leashed Pets:** Leashed pets of Market Vendor Participants will not be permitted in the Market area.



**H. Illegal Activities:** Possession of firearms, fireworks, gambling, use of alcohol or drugs, or disorderly conduct by a Market Vendor Participant or his/her employees or agent also constitutes a violation of Market Rules.

**I. Alcoholic Beverages:** The selling, distribution, or consumption of alcoholic beverages is not allowed.

**19. Farmers and Growers Rules:**

Farmers and Growers who are Market Vendor Participants must be considered a bona fide farmer or grower, which is one who grows products from seed propagation or plugs and harvests it for sale. The Town of Sullivan's Island Farmers' Market does not accept brokers: participants who have bought produce, plants, or flowers from a grower and do not grow anything themselves. If any item for sale is labeled organic, the farmer must show proof of certification from a USDA recognized certifying group such as CFSA or OCIA.

**20. Additional Farmer and Grower Rules:**

Farmers and Growers must also comply and agree to the following.

**A. Vendor Agreement:** with the Town of Sullivan's Island

**B. Field Site Visits:** by staff of the Town of Sullivan's Island or Sullivan's Island Town Council Recreation Committee members.

**C. Crop Plan:**

Eligible farmers/growers signing a Vendor Agreement are acknowledging acceptance of these rules and regulations. Eligible farmers/growers must sign a crop plan indicating where the crops are being grown as well as a listing of crops being grown and intended to be sold at the Farmers Market. Field site visits may be conducted for all participants. The Town of Sullivan's Island is not required to announce or schedule field site visits. Failure by the farmer or grower to cooperate with the Town of Sullivan's Island and/or its agent from the Clemson Extension Services regarding field site visits may result in expulsion from the Farmers Market.

**D. Local Season Rule:** If an item has come into season locally (grown within Charleston, Berkeley, Dorchester, Georgetown, Clarendon, Orangeburg or Colleton Counties), then it can no longer be purchased by a vendor and sold secondhand at the Market. The Market Manager has the authority to remove questionable items. Exceptions will be made by the Town of Sullivan's Island Market Manager (Lisa Darrow) if a crop has experienced an unusual harvest due to weather or disease. Additional farm checks can result if an item is questioned. Farmers and growers are encouraged to notify the Town of Sullivan's Island Market Manager when an item is no longer available locally. The Town of Sullivan's Island Market Manager will make final determination in any controversy.

**E. 50% Rule:** You must grow at least fifty percent of the items for sale under your tent or in your space. Produce you purchase from another source, even another Lowcountry farm, shall not be considered part of your harvested 50% (e.g. If you harvest and sell 4 items, you can sell 4 purchased items). The 50% rule is effective from the second Tuesday in May until the second Tuesday in July (End of Market Season). The Town of Sullivan's Island Market Manager may waive the 50% rule due to weather or climate conditions.

**F. Produce Signage:** (The Farmers Market will not provide any of these signs)

1. Farmer agrees to display a sign indicating his/her farm name and location at his/her space or tent.
2. Farmer agrees to display signage indicating the name and price of each item for sale. This signage will be displayed so that customers can easily see it.
3. The crop plan that was submitted with your application must be available at your booth.
4. Farmer agrees to display notices adjacent to purchased produce. This sign will be displayed so that customers can easily see it. Information to include on the sign will be: name of item, the words "purchased from" and location of the farm where the item was purchased.
5. Farmers and growers who sell only what they grow may display a sign indicating to the public that all items sold were grown by the Vendor.

**G. Prohibited Vegetables and Fruits:** All fruits and vegetables sold at the Market must have been grown in the State of South Carolina. For Example: Bananas, Mangos, Pineapples, Pomegranates, Bunch grapes, or other produce that is not grown in the state may not be sold at the Market.

**21. Prepared/ Specialty Food & Craftsman/Artisan Vendors Rules:** Food Vendors are considered any person who sells processed food. This includes, but is not limited to, all foods not grown or sold in its original state. If a farmer/grower alters the original product they harvest, they will then fall under food vendor rules also. This would apply to jams, sauces, nuts, and ice cream. In addition to the General Rules of the Market, food vendors must also comply with the following Town of Sullivan's Island Farmers' Market Rules & Regulations.

**A. No Resale items:** All Prepared/Specialty food vendor products must be prepared or altered by the Vendor participant for sale at the Market. Resale items shall not be sold at the Market.

**B. Mission Compliant:** All Prepared/Specialty food vendor and Craftsman/Artisan vendor products must complement the mission of the Town of Sullivan's Island Farmers' Market, as determined by the Town of Sullivan's Island Market Manager.

**C. DHEC Compliance:** All Prepared/Specialty food vendors must be in compliance with DHEC rules and regulations. Vendors shall provide the Market Manager with DHEC compliance certificates and menu of food to be offered at the Market. A prepared food vendor will be unable to vend unless/until the Market Manager obtains clearance from a DHEC officer for a food vendor and his/her product menu.

**D. SC Department of Agriculture Compliance:** All Farm/Grown Product vendors must be in compliance with SC Department of Agriculture rules and regulations. Vendors shall provide the Market Manager with any Agriculture department compliance certificates and list of products to be offered at the Market. A farmer/grown product vendor will be unable to vend unless/until the Market Manager obtains clearance from a SC Department of Agriculture officer for a farmer/producer and his/her product list.

**22. Violations of the Market Rules and Sanctions:**

Violation of any rule as stated above or of the laws of the State of South Carolina or the Town of Sullivan's Island may result in the following sanction(s) by the Town of Sullivan's Island Market Manager:

1. First violation of any rule is a written warning from the Town of Sullivan's Island Market Manager.
2. Second violation of any rule is a \$25 fine due before next Market.
3. Third violation of any rule results in forfeiture of vending for the remainder of the Market.

**23. Appeals:**

Sanctions taken with regard to any Vendor by the Town of Sullivan's Island Market Manager can be appealed in writing within fifteen (15) business days to the Sullivan's Island Town Administrator. The request for consideration must state the specific reasons for appealing the decision of the Town of Sullivan's Island Market Manager. The Town Administrator shall take appropriate action to render a written decision to the Vendor within fifteen (15) days of receipt of the Vendor's appeal.

## **2019 SULLIVANS ISLAND FARMERS' MARKET VENDOR INFORMATION GENERAL INFO/FEES**

**1. Market Manager:** Lisa Darrow is the Town of Sullivan's Island Market Manager and can be contacted at (843)-883-5744 or [ldarrow@sullivanisland-sc.com](mailto:ldarrow@sullivanisland-sc.com).

**2. Vendor Spaces:** Only a limited number of spaces are available (Final site layout: TBA). 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.

**3. Market Season:** The Market will open Thursday afternoons from Thursday, April 4, 2019, through Thursday June 27, 2019 (13 total events). Venue: Grounds of J. Marshall Stith Park, 2050 Middle Street, Sullivan's Island, SC

**4. Market Hours of Operation:** Market hours will be 4:00PM-7:00PM.

**5. Vendor Set UP Schedule:** Vendors shall be set up and ready for business between 3:00PM – 3:45PM. See Market Rules/Regulations regarding designated loading/unloading spaces, restrictions and other information. This WILL be a tight set-up time due to the nature of traffic within this section of Middle Street prior to 3:00PM (SI Elementary School releases at 2:30PM). Vendors should come prepared with extra help for set-up and/or tools to help them unload curbside and roll items to their vending space (i.e. wagons, wheel carts, luggage carts, flat dollies, etc.). NO vendor set-up on Park grounds and NO parking/vendor loading or unloading from Town Hall parking lot (rear of Town Hall).

**6. Vendor Space Fees:** Fees will be as follows:

a. \$15.00 per space per day (paid for on a day-to-day basis): ALL VENDORS - Farmer/Nursery Grower/Specialty Food Producer/Craftsman or Artisan/Prepared Foods

b. No Charge: Junior Vendor (age 17 or below), non-profit or educational outreach group, musicians

**7. Business Licenses:** - Town of Sullivan's Island requires business licenses for all businesses engaging in activity on the Island. Participants will be issued a special Farmers' Market business license, good for business activity on the market-site, only, for the 2019 season. Flat fee is \$25.00 (for 1-13 markets).

If a business has an existing Sullivan's Island 2019 business license, this business is not required to get the Farmers' Market business license.

NOTE: Candidates selected for the market will obtain their Farmers' Market 2019 season business license directly from the Farmers' Market manager at the pre-market vendor meeting. Candidates will not be issued a business license for Farmers' Market activity prior to selection committee's decision and notification from Farmers' Market manager that the business will have a slot at the Market.

**8. Hospitality Tax:** Vendors selling prepared, unpackaged food are responsible for collecting and properly reporting all required taxes to the proper agencies (i.e. sales tax, hospitality tax, etc.).

**9. Vendor Spaces:** Vendors are responsible for providing and setting up any needed tables, chairs, open-air tents, etc. for their space. Prepared food vendors providing food for on-site consumption must meet all DHEC requirements and be prepared to provide their own sinks. The Town has a bathroom ground level at the adjacent Town Hall, but makes no warranties or assurances that these sinks will meet minimum DHEC requirements for vendors of on-site food consumption preparation. Town has very limited space at the Park with electrical access.

**10. Vendor Selection:** The Town of Sullivan's Island Recreation Committee members (aka Farmers' Market Selection Committee) will vote on the vendors to be allowed to participate in the Farmers' market. All vendors allowed shall fall into one of the following categories, and meet the specifications required for said category: Farmers/Nursery Growers, Junior Vendors, Producers/Specialty Foods, Craftsmen/Artisans, Non-Profit/ Education Outreach, and Corporate.

**11. Vendor Briefing:-** There will be a mandatory meeting for all selected permanent vendors prior to the opening of the market season (Date/time TBA by Farmers' Market Manager).

**12. LICENSES:** Vendors are responsible for complying with local, state and federal requirements governing the sale and production of their products and for acquiring the necessary permits and licenses.

- SCDA (South Carolina Department of Agriculture) works with vendors on any requirements where SCDA must give approval. SCDA regulates specific food items at farmers markets in South Carolina. SCDA – Contact person: Angie Culler Mailing Address PO Box 11280 Columbia, SC 29211
- All Food Concession, Bakers, Processors, Seafood, and those handing out samples must read all guidelines from DHEC and have a Charleston County DHEC approved kitchen and/or certification with the SCDA. DHEC Phone #: (803) 898-3432 – Email: info@dhec.sc.gov
- All food vendors must have a Sullivan's Island Business License & SC Retail Tax License prior to vending at the Farmers Market. A copy must be available for inspection at the Farmers Market each market day; Exception: Farmers/Growers who ONLY sell produce/flora grown at their own farm/greenhouse location.

**13. Insurance:** The Farmers Market does not carry insurance to cover individual Market participants. The Market participants are required to be responsible for their own personal, general, and product liability.

The Town of Sullivan's Island shall be reimbursed for any damage to Farmers Market property by any of the Market participants. This includes damage to sidewalks, grounds, vehicles, fencing, tents and any other property owned by or provided by the Town of Sullivan's Island.

**14. Farmers/Nursery Growers:** Farmers must grow at least 50% of the produce they sell. The other 50% may be purchased and resold, but the farmer shall fully disclose where the produce was grown and purchased. Any misleading customers on product origin will be grounds for immediate vendor dismissal without refund. Farmers will be allowed to rent up to two (2) spaces, if justified. Selections will be made to diversify produce offered. Growers licensed through Clemson University and 'Certified SC Grown' produce will be given priority.

**15. Prepared/Specialty Foods:** Prepared/Specialty Food Vendors must be in compliance with all regulations for their specific items. Please see SCDA Farmers Market Regulations sheet for specific information. Prepared/Specialty Foods vendors may rent one (1) space. Selections will be made to diversify product offerings. 'Certified SC Product' preferred. Vendor-manufactured items only.

NOTE: Prepared food vendors providing food for on-site consumption must meet all DHEC requirements and be prepared to provide their own sinks. The Town has no facilities to offer vendors except very limited slots with electrical access.

**16.Craftsmen/Artisans:** Products offered must be made by the vendor – NO RESALE ALLOWED. Craftsmen/Artisans may rent one (1) space. Selections will be made to diversify product offerings.

**17. Market Set-Up/Breakdown Rules** - TWO VIOLATIONS OF ANY OF THE MARKET SET-UP/BREAKDOWN RULES, OR UNAUTHORIZED BREAKDOWN DURING THE MARKET PRIOR TO CLOSING, ARE GROUNDS FOR IMMEDIATE DISMISSAL FROM THE MARKET AND LOSS OF ANY PREPAID FEES. Vendors will be notified of the first violation with a written warning.

**18. VENDOR ABSENCES:** - If a vendor is unable to attend, he/she shall contact the Market Manager in writing by noon on Tuesday (forty-eight hours) prior to the Market. Failure to notify the Market Manager of an absence may be grounds to be dismissed from future markets.

Vacant spaces will be filled from a waiting list of suitable vendors.

**19. Set-Up** – See #5 above. No vehicles are allowed on Park site for any reason. All unloading/loading of wares must be curbside in the few spaces allowed for temporary unloading, and, vendors must wheel their products to vending site after moving vehicles to vendor parking location (approximately 2 blocks away). Set-up time is tight: 3:00PM-3:45PM.

**20. Breakdown** – Breakdown will not begin before 7:00PM, close of Market, NO EXCEPTIONS. Vendors who choose to break-down before 7:00PM should expect to be removed from future Markets. Please be courteous to your fellow vendors. Loading will occur curbside along Middle Street in designated loading spaces. Market Manager will direct loading/unloading.

**21. Trash Receptacles:** Trash receptacles are provided for market patrons only. Vendors are responsible for removing all trash/waste that they generate. Vendors may not use any trash receptacles from neighboring businesses.

**22. Weather Policy:** The market will only be cancelled by the Farmers' Market Manager when weather is deemed unsafe. A Market underway will only be closed early if the weather is deemed unsafe by the Farmers' Market Manager. No vendors are authorized to pack-items before 7:00PM, close of Market, unless the Market Manager authorizes early release. For the integrity of the Market and patron experience, **only** vendors in the non-tent/open air market spaces and those with products sensitive to moisture (i.e. art-work) should expect to be released early by the Market Manager.

**23. Vendor Agreement:** All vendors must sign and return the 2019 Sullivan's Island Farmers' Market Vendor Agreement prior to vending in the market.

**24. MISCELLANEOUS:**

- \* Smoking is strictly prohibited in vendor spaces. No alcohol or illegal drugs are allowed on the property
- \* Vendors shall refrain from bringing pets to the Market
- \* Vendors will, at all times, treat other vendors with respect and not interfere with customers standing at others spaces and/or actively transacting business.
- \* Vendors may offer samples immediately in front of their assigned space. This shall not be construed as placing stationary tables with samples or additional signage beyond the designated assigned space and in the general patron walk-way. Venturing beyond the assigned vendor area to provide samples, "calling-in", or "hawking" of customers is not permitted.
- \* Vendors are responsible for handling complaints from their customers. For other complaints, please contact the Town of Sullivan's Island Farmers' Market Manager.