**GREENVILLE STATE FARMERS’ MARKET**

# **Retail Facility Rules & Regulations**

The rules and regulations as outlined in this section are in addition to those of the Market in general and should not be assumed to be the only guideline for **farmers/vendors**. Compliance with applicable ordinances and regulations under federal, state, county and/or local authorities are also required. Intentions are not to impose unnecessary limitations but to create the most healthy business atmosphere possible for all. **Farmers/vendors** must first be registered in the Market office prior to receiving space assignments. Only those products submitted on registration forms and having prior approval will be permitted for sale. **Market Management reserves the right to refuse space assignment and/or approval of products offered for sale.**

**Baked Goods** – may be sold after the **farmer/vendor** has complied with the S.C. Department of Agriculture/Consumer Service Division food processing regulations.

**Cleanliness -** Sweeping rented space is the **farmer/vendor** responsibility. Spaces should be “left as found”. All sweepings are to be deposited in garbage containers furnished. A cleanup fee of $50.00 will be charged if Farmers Market employees must clean a space. Also see “Sanitation”.

**Crafts** – Crafts may be permitted **following review and written approval** by the market management. Handcrafts must be agricultural or horticultural in nature and a product of a **farmer/vendor** or their immediate family. Commercially produced handcrafts are prohibited from sale. The burden of proof in the event of a discrepancy lies with the vendor, not management.

**Distribution/Posting of information –** Posting of advertising, brochures, handouts, notices, pamphlets, newspaper/magazine advertising as well as other media for public consumption are prohibited without prior approval. All information containing the name of the Greenville State Farmers Market or South Carolina Department of Agriculture must have prior **written approval** of the Market Management before display or distribution.

**Display** – refers to the tables, bins, racks, etc. used to hold merchandise offered for sale. A display table is furnished with each space rental; additional displays and checkouts are the responsibility of the tenant but are subject to approval of the management. Any display found to be unsuitable must be brought up to standard or removed. Dividers and displays must not exceed 48” in height and are also subject to approval by the management. Displays along the center walkway must not be over 36” in height for the first three (3) feet toward the outside walls. Displays or dividers exceeding these dimensions will only be allowed with written permission from the management. Unsuitable displays must be removed when requested by management.

**Electrical** – addition to or alteration of electrical service must have prior approval of market management, be performed by a licensed electrician and conform to all applicable building and safety codes.

**Fees** - rental fees are as follows:

Table Only Space

Daily $10.00 $ 20.00 (Includes 2 tables)

Weekly N/A $ 80.00 “

Seasonal/month $160.00 “

Monthly $320.00 “

Fees MUST be paid at the office BEFORE you occupy a space. Basic utilities are included in rental rates except where 208/220 volt electricity is required or in cases where additional consumption is anticipated for appliances, equipment or excess water usage. Fees for usual and customary services are also included in base rental. Seasonal rental entitles the farmer/vendor to the use of the assigned space. Any additional space will be charged at the posted rental rate.

**Heat –** On cool days, market personnel willmonitortemperatures and activate heat when air measurements fall below 55 degrees. All doors must remain closed while heat is on.

**Honey, Jellies, Canned Goods** – may be sold in addition to produce. These items should conform to food labeling requirements as set forth in the S.C. Food and Cosmetic Act of 1973.

**Hours** – will be decided by a consensus opinion of **farmers/vendors**  occupying the facility. After being set, the building will be unlocked and secured at the hours posted on the bulletin board. It is the **farmer/vendor**  responsibility to man or secure their space and property.

**Parking** – **farmers/vendors** are requested to park personal vehicles in the vendor parking area behind the warehouses. Spaces near the building are for customers. Trucks are allowed to park at the building curb for loading and unloading **only**. When delivery or pickup is accomplished, trucks will be required to move to the designated parking area. Sales directly from vehicles parked on the lot are prohibited.

**Personal Property** – all buggies, containers, displays, tables, scales and other items belonging to the **farmer/vendor** must be removed from market property at the end of seasonal rental.

**Refrigerators/coolers** – will be self-contained type (no through-the-wall penetrations or exterior compressors.) Additional charges will be assessed for electricity used by refrigeration equipment.

**Sanitation** – in addition to general sanitation requirements for the Market, **farmers/vendors** must discard produce, containers, or other heavy trash in the dumpster. Outside trash containers are provided for light trash from tenants and for customer use. In the best interest of your customers and yourself please maintain your space in the highest state of cleanliness.

**Security/Keys** – Building keys will not be provided to **farmers/vendors** under any circumstances. The Market will retain all keys and will be responsible for securing all doors at opening and closing. Building security after hours is also the responsibility of the Market. Special arrangements for after-hours delivery should be made through the market office. Access to the building after hours may be possible by arrangements made through the Market Office. Gate access will be afforded to **farmers/vendors** who rent monthly for more than nine (9) consecutive months.

**Signs** – must be confined to rented space unless prior written approval is obtained. Those larger than 30 united inches (width + height) or “permanently” fastened signs must be reviewed and approved by the market manager before displayed.

**Space** - is defined as an area measuring not more than 20’ in width and 19’ in depth, having exclusive access to one overhead drive door and sharing access to one personnel door. Spaces and/or tables are assigned by number and do not include sidewalks, walkways and adjacent unoccupied tables. **Seasonal farmers** are limited to no more than three (3) spaces. Space cannot be assigned (sublet) to another individual. The space rental allows use of the space by the farmer/vendor, his immediate family, and his employees (names of which must be supplied to the Market office). If an assigned space is not in use by the farmer/vendor, another registered farmer/vendor may be temporarily assigned the space by management on a daily basis.

**Thermostats** – will be set to the appropriate temperature by the manager and will not be reset by tenants. If temperature adjustment becomes necessary, please notify the market office. Space heaters are prohibited.

**Traffic** – Sidewalks and walkways bordering each space are for pedestrian traffic ONLY and are to remain clear of containers, produce or other items which would restrict traffic. **(Farmers/vendors** are liable for injuries caused by their personal property located in such a manner so as to result in injury.)

Revised 03/01/16