



VENDOR APPLICATION

2025

Thank you for your interest in applying to be a vendor at the Davidson Farmers Market for 2025.

Before filling out this application, thoroughly read our guidelines and eligibility requirements. You must meet these guidelines + requirements to apply.

Only completed applications submitted with a non-refundable \$30 fee will be considered.

Applications submitted past the deadline of October 11, 2024 will not be considered for review.

If you have any questions during the application process, please contact Courtney Spear, Market Manager, by emailing [Courtney@davidsonfarmersmarket.org](mailto:Courtney@ davidsonfarmersmarket.org) or calling 704.400.0880

Mail completed application with \$30 application fee to:

The Davidson Farmers Market | P.O. Box 2534 | Davidson, NC 28036 OR hand deliver to the DFM

ABOUT THE DAVIDSON FARMERS MARKET

The Davidson Farmers Market (DFM) is a registered 501(c)3 non-profit organization. The DFM was established in 2008 to bring locally grown foods and products to our community and to help sustain farmers in the area. The DFM is a producer-only Market with vendors located within a 100-mile radius of the town of Davidson. The DFM is the largest Market in the Lake Norman area and serves an average of 3,000 shoppers a week during Prime Season. Our organization is governed by a Board of Directors and a Market Manager.

As part of The DFM's mission, to "create a vibrant community gathering place," we host educational programs, special events, music, kid's activities, and provide a space for community partners to attend. We are dedicated to diversity, inclusivity, and tolerance for everyone who participates in the Market, whether as a vendor, shopper, staff, volunteer, or board member. The DFM does not discriminate against race, ethnicity, national origin, religion, gender, sexuality, and ability.

MARKET GUIDELINES

The DFM guidelines are intended to be fair and to uphold the purpose of the Market as a **producer-only, local market**. Producer-only means that 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 reselling allowed. The term

producer includes you, your family members and employees who are directly involved in your production/operation.

The DFM Board and Manager oversee the operations of the market. The DFM may modify or add to these rules at any time to better serve the market's interests.

Purpose: To support "producer only" farmers and artisans by providing a place for them to sell their products directly to consumers.

Times: The DFM operates on Saturday mornings, 9 am to Noon. The Winter Market is bi-monthly January through March; the Prime Season Market is every Saturday April through November; and the Holiday Markets are held two times in December.

Weather: The Davidson Farmers Market is outdoors and open rain or shine. However, the safety of our vendors, attendees, and staff is of paramount concern. In the event of adverse weather conditions, the Market may be delayed or canceled. As soon as a decision is made, vendors will be notified via email and phone and attendees will be updated via newsletter and social media.

Application Process: All vendors are accepted prior to the beginning of the calendar year. Vendors are selected by application only. Following a site inspection, new vendors are approved by the DFM Vendor Committee and the DFM Board. Decisions are made in November and all vendors, accepted or not, are notified. **No waiting list is maintained.**

Vendor Requirements:

- Vendors must be producers only. No reselling.
- Accepted vendors are required to have general liability insurance (minimum \$1,000,000) listing The Davidson Farmers Market as "Additional Insured" or "Certificate Holder."
- Vendors must submit their NC DOR Sales Tax certificate of registration or exemption letter. And obtain and submit all proper certifications and inspections.
- Meat producers must read and sign the meat policy addendum and include it with their application.
- Vendors must sign the DFM's Code of Conduct and Hold Harmless Clause.
- Vendors selling qualifying foods are required to accept EBT/SNAP tokens.
- Site visits are required every few years, but always prior to initial acceptance. If a vendor does not meet DFM requirements after a completed site visit, DFM reserves the right to remove the vendor from participating at the Market.
- All vendor fees must be paid prior to the vendor's first market day. Installment payments are not accepted. Unpaid fees will result in suspension from DFM until paid.
- Returning vendors with outstanding fees from the prior season must pay them before submitting a new application.

Being selected to be a vendor, or continuing to be a vendor, at The Davidson Farmers Market is at the sole discretion of the DFM Board and Manager and can be changed at any time for any reason.

Vendor Categories (see DFM application for fees):

1. Year-Round: 12 months beginning in January through December, 40 weeks
2. Prime: April through December, 34 weeks
3. Partial: 10 Markets or fewer
4. Farm Partner

Vendor Communication: Vendors' first point of contact is with the DFM Manager and will receive a "Vendor Email" every Tuesday before Market day.

Eligible Vendors:

- Farmers (growers) of produce.
- Farmers (producers) of meats, cheese, other dairy products and eggs (see attached addendum for Meat Producers).
- Bakers of locally baked goods.
- Makers of specialty food products such as canned goods or prepared foods (see inspected kitchen and rules for prepared foods); preference for locally sourced ingredients.
- Makers of soaps, body care, and wellness products (includes aromatherapy candles).
- 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.

Non-Eligible Vendors:

- Makers or sellers of crafts.
- Commercial bakers.
- Resellers.

Special Notes:

All sellers must reside and produce items they sell within 100 miles of the Davidson Farmers Market.

The exception is seafood.

If a producer's growing, sourcing or selling methods change from what is stated in this application, the producer must notify the Market Manager promptly before attending the next market.

Vendors must notify the Market Manager about any new products they would like to sell that are not listed on this application. A written request and description of the product(s) must be submitted to the Manager for approval before bringing new products to Market.

With prior permission from The DFM, a "Farm Partner" may sell a unique product at the market via a DFM-approved farmer. The product must meet DFM criteria, and the farm partner must be approved by the DFM. The Farm Partner must complete an application and site visit and pay full booth fees under this arrangement. Application and full booth fees are required for products to be sold by another vendor under this arrangement.

What Can Be Sold at 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.
- Cheese (farmstead), butter or other dairy products 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 foraged 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 in a certified kitchen.
- Preserves, pickles, relishes, sauces, vinegars, jams or jellies made from inspected kitchens.
- Fresh prepared foods (e.g. salsas, pesto) from inspected kitchens.
- Beverages from inspected facilities.
- Non-food items may be sold by a nonprofit "community partner" with prior approval of the DFM and no more than two times per season.

What Cannot Be Sold at Market:

- Crafts.
- "Low-acid" canned foods such as green beans, corn, peas, carrots, canned tomatoes, etc.
- 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.

REQUIREMENTS AND GUIDELINES FOR FARM AND VALUE-ADDED PRODUCTS

The following rules are to inform you about local and state laws which will help prevent food borne illnesses and thus protect 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 current copies of required licenses, permits or certifications. Vendors must inform the Market of any change in licensing status right away.

Produce - All produce must be of top quality as determined by DFM.

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 a number of factors.

- Cheese must be made on the seller's premises and must be made with milk from animals raised by the seller.
- Artisan cheeses made from another farm's milk may be sold by accepted application of the farm at which the milk is produced.
- Cheese must be kept properly chilled on the market premises and must be pre-packaged for sale and properly labeled.

Bakers – All bakers must complete the NCDA&CS home kitchen inspection program. At Market, items must be 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 – All sellers must complete the 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, chowchow, relishes, tomato products, etc.) may be sold if the seller has passed the FDA certification course.

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.

- It's encouraged that fresh prepared foods (i.e. salsas, pestos, dips, chutneys, sauces, take-and-bakes) contain ingredients grown by the seller or local farmers and producers.
- They must be packaged in individual containers and kept appropriately chilled at the Market.
- Container labeling must make it clear these fresh foods should be promptly refrigerated and have a limited shelf life.
- Labeling must list ingredients, business name, phone number and net weight.

- Refrigerated and frozen prepared foods must be produced in a commercial kitchen.

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

Labeling – All individually packed, prepared foods set out for self-service require a label on the package.

- A label must be affixed to the package bearing the common or usual name of the product, including the weight in ounces or pounds or fluid ounces, a list of ingredients in descending order of predominance, name and complete address of the person responsible for the product.
- 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 may have allergies.

Samples – All 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 the vendor stalls should wash hands after eating and visiting the restroom to prevent the spread of bacteria.

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

MARKET DAY RULES

- Vendors are encouraged to be set up to sell 30 minutes before the opening bell; but required to arrive no later than 8:45 am!
- Do not drive to your spot within 15 minutes or less of the Market opening, without contacting the Market Manager!
- Every Market day volunteers help to set-up the Market. Vendors are responsible to help set-up their tents upon arrival.
- Vendors are required to stay until the Market closes at noon. No early break-down!
- Vendors are required to return their tents and tables to the shed when the Market closes.
- If you are unable to come to the Market or need to leave early, communicate with the Market Manager as far in advance as possible. Excessive (3 or more) absences without notifying the Market Manager can lead to disciplinary actions.
- No selling until the Market bell rings at 9 am and no selling after the Market closing bell rings at Noon. *Vendors, DFM staff, and volunteers can shop 15 minutes before the opening market bell rings.*
- Be kind and courteous with fellow vendors, shoppers, volunteers, staff, and board members.
- Vendors may not smoke at their booths during set-up, Market hours, or take down.

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- Vendors must remain free of alcohol and illegal drugs during set-up, Market hours, and takedown.
- Vendors may not bring animals to the Market.
- The DFM has an open-door policy; we welcome vendor feedback and suggestions. Contact the Market Manager or Board anytime with concerns, questions, ideas, and comments.

Signs: Vendors must display easy to read signs, including their business name and location. Vendors must display prominent prices for all items.

Vendor Termination: Any vendor who fails to comply with the rules may lose their Market rights with no refund of fees. The Manager and Board reserve the right to prohibit anyone from selling at the Market. DFM operates on a three strikes policy: after three written warnings a vendor can be terminated from the remaining Market season.

Application is on the next page...

2025 DFM VENDOR APPLICATION

Applications must be submitted by mail to: DFM P.O. Box 2534, Davidson, NC 28036. Review the Market Guidelines thoroughly before applying to be sure you meet the requirements.

Applications are due with a \$30 non-refundable application fee no later than Friday, Oct. 11, 2024.
Make checks payable to The Davidson Farmers Market

Applicants will be notified on Friday, Nov. 1, 2024.

Accepted vendor's fees are due before the vendor's first market day. Accepted vendors will receive an invoice. Do not submit vendor fees with your application. Please wait for an invoice (sent via email).

Vendor Classification: (Please put an X by the box that best describes your business, please choose more than one if applicable.)

Farmer	
Prepared Food	
Baked Goods	

Wellness/Beauty	
Food Truck	
Plants + Flowers	
Other	

Business | Farm Name: _____

Applicant's Name: _____

Mailing Address: _____ PO Box: _____

City, State, Zip: _____

Physical Address for Business | Farm (if different from mailing address):

Business Phone #: _____ Mobile #: _____

Email Address: _____

Business Website: _____

Emergency Contact:

Name

Home #

Cell #

2025 Vendor Fees

Select a vendor category and number of booths you would like. Each spot includes one 8' table and one 10x10 tent

_____ Year-Round Vendor - \$625 per booth
(40 weeks January-December)

_____ Prime Season Vendor - \$530 per booth
(34 weeks April-November)

_____ Partial Vendor \$300 per booth (10 weeks or fewer)
Once approved, DFM staff will coordinate which dates to attend

_____ Farm Partner Vendor \$300 flat fee
Please include vendor you are applying with _____

Fully describe your type of business:

Please list ALL items that you produce or that you plan to sell. Use additional pages if necessary.
(DFM may request pictures)

Licenses, Permits, Certifications and Inspection Requirements

Vendors are required to comply with all federal, state, and local laws governing food safety and labeling and provide The DFM with valid and current documentation of required licenses, permits and/or certifications.

SUBMIT COPIES OF LICENSES AND CERTIFICATIONS with your application.

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

_____ NCDAs Home Kitchen Inspection

_____ USDA Organic Certification

_____ NCDAs Meat Handlers License

_____ FDA Short Course Certification (for acidified foods)

_____ NCDAs Commercial Kitchen county board of health inspection certificate

_____ DFM Meat Guidelines – signed and attached to this application

_____ Cheese production inspection

_____ Cheese-makers course

_____ Other courses, certificates, etc.

_____ NC Department of Revenue Sales Tax Certificate of Registration or exemption letter
North Carolina requires the DFM to have your sales tax paperwork on file.

By signing below, you have read and agree to The DFM’s guidelines, requirements and rules.

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

DFM’s Liability Insurance and Hold Harmless Clause – Davidson Farmers Market holds general liability insurance covering the Davidson Farmer’s Market. A Hold Harmless clause is included here as part of the Vendor Agreement.

Each vendor participating in the Davidson Farmers 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 agents and employees, and hereby agrees to exonerate, save harmless, protect and indemnify Davidson Farmers 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.

By signing below, you have read and agree to The DFM's Hold Harmless Clause:

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

SNAP/EBT – All vendors selling products eligible for SNAP/EBT must participate in the Davidson Farmers Market SNAP/EBT Program and must accept EBT tokens for appropriate products. Tokens will be reimbursed by Market management.

The Supplemental Nutrition Assistance Program (SNAP), formerly and still popularly known as the Food Stamp program, provides financial assistance for purchasing food to low- and no-income people living in the U.S. It is a federal aid program, administered by the U.S. Department of Agriculture, though benefits are distributed by individual U.S. states. They can be used to purchase any edible foods, regardless of nutritional value. Hot foods (such as food truck items) are ineligible.

Electronic Benefit Transfer (EBT) is an electronic system that allows state welfare departments to issue benefits via a magnetically encoded payment card.

Qualified vendors only - by signing below, you have read and agree to accept SNAP/EBT at the DFM.

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

Davidson Farmers Market's Vendor Code of Conduct Agreement

As a DFM Vendor, I will:

- Treat each other (vendors, staff, volunteers, and shoppers) with respect and kindness;
- Maintain integrity and truthfulness of products sold and production practices;
- Uphold DFM's values and mission and serve as an ambassador of DFM (during and outside of market hours, and in business social media, website, and communication materials);
- Follow DFM's protocols for conflicts or questions (reach out to DFM staff or Vendor Liaisons);
- Respectfully communicate to The DFM staff in a timely manner if missing a market day or running late;
- Do not publicly promote or advocate political opinions to vendors, staff, board members, volunteers, or shoppers during market hours — as a registered 501(c)3 DFM is politically neutral;
- Follow all The DFM Market Day Rules and Guidelines;
- No consumption of alcoholic beverages, drugs, or smoking of cigarettes during market hours, and;

Vendor Termination: Any vendor who fails to comply with the rules and Code of Conduct may lose their Market rights with no refund of fees. Market management reserves the right to prohibit anyone from selling at the Market. The DFM operates on a three strikes policy: after three written warnings a vendor can be terminated from the remaining market season.

By signing below, you have read and agree to the DFM's Vendor Code of Conduct Agreement.

PRINT NAME: _____

SIGNATURE: _____ DATE : _____

Lastly, by signing below, you agree that all information listed on your DFM application is accurate.

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

IMPORTANT REMINDERS AS YOU ARE SUBMITTING YOUR APPLICATION

Please attach the following documents to your application:

- Meat Guidelines signed, if a meat vendor.
- NC Department of Revenue Sales Tax Certificate of Registration or exemption letter.
- All Applicable licenses and inspection certificates.
- \$30 non-refundable application fee; make checks payable to Davidson Farmers Market.

Do not send vendor booth fees until your application has been approved and you've received an invoice. Any booth fees sent with this application will be returned or voided.