



CHARLESTON FARMERS MARKET
Produced and directed by the City of Charleston Office of Cultural Affairs

2015 Vendor Manual



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Founded by Mayor Joe Riley in 1989 with the Clemson University Cooperative Extension Service, the Charleston Farmers Market (CFM) is produced by the City of Charleston Office of Cultural Affairs (OCA), in cooperation with the City of Charleston Parks Department and Special Events Committee. Over the years, the CFM has received numerous awards: in 2005, the CFM received the Three Sisters Award from the Charleston Save the City Committee; in 2008, ranked by Travel + Leisure magazine as one of the top 10 best farmers markets in the nation; and in the Charleston City Paper reader's poll, "Best Of," the CFM was named Best Outdoor Event in 2009, 2010, 2011, 2012 and 2013 while receiving both Best Outdoor Event and Best Attraction in 2014.

Located in Marion Square at the heart of historic downtown Charleston, the CFM is open each Saturday, from April through November, 8 am to 2 pm with additional Sundays during the Piccolo Spoleto Festival in May and June as well as Holiday Magic in December. The CFM is dedicated to the support and advocacy of Lowcountry farmers and growers, and offers a variety of local produce, plants, herbs and fresh cut flowers as well as breakfast and lunch vendors, live entertainment and an assortment of juried arts and crafts from local artisans. Attracting locals and visitors alike, the CFM is the community connection each Saturday bringing together people from all parts of the Lowcountry and beyond.

Regular Season Hours

April 4 – November 28

Saturdays, 8:00 am – 2:00 pm, RAIN or SHINE

Sundays during Piccolo Spoleto Festival (9 am – 3 pm)

May 24, 31 & June 7

Holiday Market (9 am – 3 pm)

Saturday, December 5, 12 & 19

Sunday, December 6, 13 & 20

*Hours of operation are subject to revision by CFM Management and may be the result of an "Extreme Weather Warning" from the NOAA's (National Oceanic & Atmospheric Association) National Weather Service. CFM Vendors must complete an additional Application/Participation Agreement form for Sundays during Piccolo Spoleto and all markets during the Holiday Market, but no additional application fee is necessary. Weather Related Cancellations (*page 22*).

The CFM is committed to creating a diverse marketplace with the highest quality, **locally** produced products available. All applicants must live within CFM boundaries shown on map (*page 24*); priority is given to Charleston County, followed by Berkeley and Dorchester County. **Proof of Residency** is required at time of application including: SC Driver's License or ID and copy of utility bill. **Proof of Business Address** will also be required to include one or all of the following: Lease agreement or Title to Real Estate (Deed) and/or Property Taxes. City of Charleston reserves the right to make onsite visits to business establishment and/or may require more proof of residence or business. Although CFM will not be bound to apply a particular set of selection criteria in every instance and must reserve unconditional discretion to accept or refuse anyone as a CFM Vendor, the CFM considers many factors when evaluating vendor applications.

About CFM

Vision

The CFM is dedicated to the support and advocacy of Lowcountry farmers and growers and offers a variety of local produce, plants, herbs and fresh cut flowers as well as breakfast and lunch vendors. The CFM allows for:

- Local food growers and producers to prosper by finding local Marketplaces for their products
- Every resident to have access to high quality nutritious, locally grown food
- Residents to understand the value of strengthening the local economy by purchasing locally grown food
- Sustainable farming and local food production expansion as more people choose to enter these professions
- To grow, nourish and inspire the community

The CFM is playing a central role in creating this food system and in fostering an economically, ecologically and socially sustainable community.

Mission

To provide a venue where local farmers, producers, crafters and artisans come together to offer a variety of fresh local produces and locally crafted products directly to the consumer. The CFM encourages direct communication between consumers and growers and fosters social gathering and community building.

We Value

- Nourishment: food is the heart and soul of our lives. Access to fresh, nutritious food is a foundation for health and human dignity
- Sustainability: our market and operation model social, ecological and economic sustainability
- Relationships: positive, personal connections and cooperation underlie our contributions to the community
- Excellence: by combining innovation and industriousness, we can achieve our best while making farmers' markets fun, functional and beautiful
- Organizational Strength: maintaining financial strength and the integrity of our organization's practices allows us to offer personal and professional fulfillment to our employees and valuable support to our vendors

Market Advisory Committee (MAC)

Market Advisory Committee (MAC) constitutes a panel of interested volunteers and vendors who recommend vendor program priorities and who serve as a sounding board for program initiatives, as informed advocates for CFM. It assists the CFM staff in reviewing market rules and procedures. MAC provides a channel for CFM vendors to have their voices heard by members of the MAC for consideration and vetting to CFM Management.

General Acceptance

In order of priority

1. Agriculture

- Priority is given to those regional farmers and producers who bring product to market that is 100% grown and harvested on farmland in South Carolina that they own and/or operate
- Farmers/growers have priority over all other Vendors
- Farmers who use environmentally responsible and sustainable growing, breeding, raising and harvesting methods will also have priority
- Priority is given to those who use *at least 3* local ingredients to produce food product

2. Product Quality

- Consistently high product quality
- Products grown or processed using genetically-modified seeds must not be sold at the market
- Clean and attractive displays
- Owner Operators are expected to appear at market 75% over the course of their season to foster a connection between the vendor and customers

3. Conduct, Compliance & Customer Service

- History of compliance with market rules and federal, state, and local regulations
- Positive vendor conduct toward customers, fellow vendors, market staff and volunteers
- Courteous, strong customer service and knowledgeable staff
- Timely submission of application, licenses and other market correspondence
- Billing and payment history according to Fees & Payment Procedures

4. Product Balancing

- Duplicate products must be denied entry
- Products that are unique or unusual
- Products not already represented in the market
- Product not readily available through national distribution channels

5. Record as a previous CFM Vendor

- Number of years vendor has sold at CFM
- Number of CFM markets at which vendor sells
- Attendance record
- History of compliance with market rules

Products Not Accepted at CFM

The CFM is committed in showcasing locally grown produce and high quality crafts designed and fabricated by local artisans. With this in mind, the CFM will not accept the following items at our Market:

The CFM will **NOT** accept applications for the following:

- Nationally distributed packaged foods/products
 - Energy drinks
 - There is no opportunity for re-sale of manufactured food products. The vendor must have prepared the food in a South Carolina DHEC approved kitchen within CFM boundaries
 - Vendors cannot be part of a national franchise or a corporate chain of businesses. Vendors cannot duplicate an existing retail location that the vendor owns or operates; exceptions are made for bakers whose ovens are at the vendor's bakery and for vendors who own a restaurant and use the restaurant's commercial kitchen to prepare food items for sale at CFM. All kitchens must meet SCDHEC requirements, and the food items sold by the vendor at CFM shall not duplicate the food items sold by the vendor at the restaurant. Vendors shall not use the name of an existing restaurant or business at CFM without written permission from CFM Management.
 - Applicant living outside of CFM boundaries (East of I-95, within SC borders)
-

What Kind of Licenses Do I Need?

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. The following is a list of common permits and licenses required; however, it is not exhaustive. For more information, contact the issuing agency.

- At the time of application, vendors must provide clear, written information about production methods, which can be available to any consumer who requests it
- At the time of application, vendors must provide proof of residency and proof of address for business, they must reside in boundaries required for the CFM, no exceptions (*see map on page 24*)
- **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
- **SCDA** (*South Carolina Department of Agriculture*) will work with you 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	Consumer Services
PO Box 11280	(803)734-2190 / (803)734-2192 (Fax)
Columbia, SC 29211	http://.agriculture.sc.gov/
- If accepted to the CFM, **all vendors** must have a Charleston Business License prior to vending at the CFM. A copy must be on file at the OCA and a copy must be displayed at the CFM each market day; Exception: Farmers/Growers who **ONLY** sell produce from their own farm; Licensing Clerk/Revenue Collections Contact: (843) 724-3711(75 Calhoun Street, Third Floor)
- **All vendors** must have general liability insurance of no less than \$1,000,000. The City of Charleston is not responsible for providing insurance and each vendor must provide proof before operating at the CFM

Definition of Vendor Business Types:

The CFM does not offer exclusive rights to any one vendor to sell any one product. CFM customers generally benefit from having a choice. However, if the CFM believes the number of vendors offering the same or similar products is excessive, duplicate products may be denied entry.

A vendor is an owner/operator of a business entity approved to sell at the CFM by CFM Management, and the City of Charleston, from April 4 through November 28, 2015. A vendor may not operate under a franchise agreement. A vendor may not share tent space with other entities. All products must be grown, raised, produced, caught, or gathered by the vendor (East of I-95) in South Carolina and must be pre-approved before being sold at the CFM. The categories and definitions of products to be sold at the CFM are below. A **Rotating vendor** is the same as above definition, with the exception that they are only allowed to vend on days they are assigned by CFM Management.

1. **Active Farmer** is a person actively involved and invested in the planting, growing and harvesting of agricultural product on owned, rented, leased or share-cropped land. This definition includes ranchers and dairymen. If a farmer farms on land(s) he/she rents or leases, he/she must provide the CFM with a copy of the signed lease agreement(s).
 - **Farm products** are grown or raised by the farmer upon land (located East of I-95, within SC borders) that s/he controls through ownership, lease, rental or other legal agreement. These products are fresh fruits and vegetables, nuts, honey, eggs, herbs, flowers, meat, seafood and dairy products.
 - **Meat & Dairy Products** are all meat and dairy products which must be labeled as processed food products in accordance with SCDA and/or SCDHEC requirements for processed/packaged/hazardous food products.
 - **Seafood**; edible marine fish and shellfish raised or caught by the vendor in SC waters.
 - **Processed farm products** are farm products made from raw ingredients, a majority of which are grown and produced by the farmer. These products include all farm products that must in some way be processed *including cheeses, dairy, meats, viticulture, dried fruits and vegetables, juices, jam or other processed agricultural and livestock food products*. Some processed farm products are not processed by the farmer but, are processed products which the vendor made from raw ingredients purchased from a local farmer which have been cooked, canned, dried, baked, preserved or otherwise significantly treated. **CFM recognizes the distinction between processed farm products made by the farmer and those products that are purchased and then processed.**
 - **Nursery products** are grown or raised by the farmer/grower upon land that s/he controls through ownership, lease, rental or other legal agreement. Nursery products are fresh cut or potted flowers, bedding plants, seeds, perennials, annuals, trees or shrubs that are propagated from seed, cuttings, bulbs, plugs or plant divisions. Nursery product vendors require a nursery license from SCDA.
2. **Bakery/Chocolatier** bakes breads, pastries, desserts or makes chocolates for sale at the CFM
3. **Food concession vendor** is a person who sells food that is freshly made and available for immediate consumption on-site or packaged food for future consumption.
4. **Art and Craft** products must be designed, fabricated and hand-crafted by the artisan vendor. Acceptance is based on originality of design, materials and production techniques. All crafts must be of excellent workmanship both in quality and design. The items must show evidence of manual skills obtainable through a significant period of dedication and experience. All vendors are solely responsible for obtaining proper permissions and licenses from third parties whose rights may be violated or infringed. To use any logo, trademark or copyrighted items, a vendor **MUST** have written permission from the owner of the logo, trademark or copyright and provide the CFM with a copy of the written permission from the owner of the logo, trademark or copyright with his/her application or at the request of CFM Management.

CFM Rules & Regulations

CFM Management, City Staff and MAC reserve the right to deny a vendor's application or to prohibit anyone from selling at the market, or to prohibit any product from being sold at the market.

Application & Participation Agreement

- All prospective vendors must read the current CFM Vendor Manual in full, then complete and sign a CFM Vendor Application/Participation Agreement from
- Application fee: All vendors, returning and new must submit a nonrefundable application fee of \$20
- The CFM's approval of selling privileges for a vendor is always for a specified period of time
- All accepted vendors are required to attend a vendor meeting which will be scheduled upon acceptance

Operation Guidelines

Vendors are responsible for informing themselves and their staff of all **CFM Rules & Regulations** and **CFM Operation Guidelines**, and are expected to comply with all as part of each vendor's agreement.

Product Declarations

- Vendors are required to submit a complete, clear list of all products the vendor wishes to sell with his/her application. Vendors must have pre-approval from CFM Management before selling any product. Vendors may only sell products approved by CFM Management.
- If a vendor wishes to add to his/her original list, he/she must submit additions to the CFM Manager in writing for approval; with a *minimum of two weeks* before the vendor desires to sell the product(s). CFM is a producer-only market with **no re-sale** products permitted. Buying products from another wholesaler, store, or other food operation, and then selling those products is not permitted at the CFM. (the exceptions are 75/25 rule for farmers and beverages for food vendors)
- Art vendors may not sell food or farm products.
- CFM reserves the right to be the sole t-shirt, sweatshirt, and poster vendor.

Absences

Vendors are expected to be at every CFM. Seasonal vendors are exceptions and must be approved by CFM Management. *Vendors are allowed 3* unexcused absences from the CFM during the course of the season. More than three cancellations or absences must result in the loss of a space privilege. The CFM Manager has the right to decide if excused or unexcused cancellations/absences are approved. Art/Craft vendors must be present at the CFM at least 75% of the CFM season; the other 25% can be an employee, however this practice is discouraged. Employees are subject to the same rules as the owners.

Booth equipment

- Vendors must supply their own tables, chairs, and signage.
- Canopies (measure 10'x10' or 8' x 8'): Art/Craft vendors must have a white tent. White tents are not provided by CFM, vendor is responsible for purchasing a white tent.
- Weights: At every CFM, no matter the weather, all canopies or other booth covers are required to have 25lb weights or sandbags, (no cement blocks) for each canopy leg. Weights must be approved by CFM Management as they should not be a hazard to patrons or others. No spikes are allowed.
- Clean and safe: vendors are responsible for keeping their spaces clean and attractive during CFM hours and must clean up their spaces after the CFM closes, including sweeping up any debris and removing all trash from Marion Square. No dumping ice, water or sewage before, during or after the CFM.

Vendor Conduct & Courtesy

- Vendors must not talk on phone while loading or driving through Marion Square.
- All vehicles coming into the CFM must maintain a 5- 10 MPH range and must turn off car while stopped in the CFM.
- Vendors **are not permitted** to use the following techniques while at the CFM: hawking, calling attention to products in a loud, repetitive public manner, and selling products in an aggressive way. Standing in the aisles while providing samples to customers is not permitted. Vendors must stay in his/her 10'x10' tent spaces when providing samples.
- **Threatening behavior (including verbal abuse), vandalism and the use or threats of violence by a vendor will constitute immediate expulsion from the CFM.** The Safety of CFM employees, customers, vendors and visitors is of utmost importance. Threats, threatening behavior or acts of violence against employees, customers, vendors, visitors or others while at the CFM, offices or by electronic means will not be tolerated. Any person who engages in this behavior shall be removed from the premises as quickly as safety permits, and shall remain off CFM's premises pending the outcome of an investigation. Subsequent to the investigation, CFM will respond appropriately. This response may include, but is not limited to; suspension and/or termination of any business relationship, and/or the pursuit of criminal prosecution of the person or persons involved.
- Any CFM Vendor who is convicted of a crime during the course of the CFM season must report their conviction to CFM Management. In the event of such a conviction, the CFM and City of Charleston at its sole election reserves the right to expel a vendor from the CFM in light of this criminal conviction.
- While at the CFM, vendors are expected to behave courteously to customers, other vendors, CFM staff, and volunteers, and to conduct himself/herself professionally at all times. Vendors must not publicly disparage other vendors or other vendor's products; this behavior may be grounds for immediate expulsion from the CFM.
- Vendors are responsible for making sure that all persons working at their booths are familiar and knowledgeable of their product and adhere to all CFM **Rules & Regulations** and **Operation Guidelines**.
- Children under the age of 14 will not be allowed to sell at the CFM, unless accompanied by an adult who is knowledgeable about items for sale.

Damage to City Property

The City of Charleston shall be reimbursed for any damage, caused by any vendor, to CFM or City of Charleston property. This regiment includes damage to sidewalks, grounds, vehicles, fencing, canopies, and any other property owned by or provided by the City of Charleston.

Customer Queries

Vendors are discouraged from selling at below-cost pricing, thus undercutting potential sales of other vendors. All items for sale must be clearly marked with their retail price. Prices may be posted on the product with an individual sign or posted as a list of prices on a large sign or board. Questions regarding production techniques must be answered factually and knowledgeably. False packs and incorporating the exposure of the best products at the top of a package with inferior product(s) packed below will be considered fraudulent and a violation of the CFM **Rules & Regulations**.

Staying Green

Vendors are encouraged to use environmentally responsible and sustainable methods of production and packaging. These practices are recognized in the vendor review process.

Vendor identification

Each booth space must prominently display a sign clearly identifying the business by name and the location of the business. Signs must not be on cardboard and must be professional in appearance. Signs must be in place by *opening of each CFM day*. All descriptions of products must be accurate and truthful. Signs are subject to approval by the CFM Management and must reflect the ambiance of the CFM.

Electricity

All electrical equipment must be pre-approved by CFM Management. Vendors requiring electrical power are responsible for providing their own outdoor extension cords and mats to cover all portions of the cord that lie in any area used by CFM customers. CFM cannot guarantee electricity to all vendors.

Loading & Unloading

All vendors must off-load his/her packaged products and supplies out of the way of traffic, near their space, park his/her vehicles outside of Marion Square, and then return to unpack their product and set the booth space. Vendors must not set up his/her booth until they have parked their vehicle outside of Marion Square in an approved location. The reverse must be true for load-out. Any vendor must not bring his/her car in until their booth is broken down.

Possession of Weapons

Firearms, knives, weapons, fireworks, gambling or use of alcohol or drugs by a vendor or his/her employees, or agent, constitutes a violation of **CFM Rules & Regulations** and will constitute immediate and permanent expulsion from the CFM. Exception is made for those using knives for food preparation.

Solicitation

Solicitation for products, services, or charitable contributions, not specifically addressed as a CFM commodity, or by vendors other than CFM vendors, will not be permitted, except with special permission granted by the City of Charleston and CFM Management.

Alcoholic Beverages

The selling or consumption of alcoholic beverages is prohibited at all times and will be grounds for immediate removal from the CFM.

Illegal Drugs

The selling, distribution, or possession of drugs and drug paraphernalia is prohibited and will be grounds for immediate removal from the CFM.

Rotating Vendor

A rotating vendor is not a full time vendor. A rotating vendor is only permitted to vend on days designated by CFM Management. You must signify on the CFM application/participation form that you are applying to be a full-time or rotating vendor. Rotating frequency will be determined by CFM Management prior to vending.

Vendor Space

Vendors **will not** sublet their space to others. Prepaid fees are non-transferable to other CFM vendors. If a vendor sells his or her business, he/she may not transfer his/her CFM space to the new owner.

On-Site Operation Guidelines

Marion Square

Office (843)724-7309 or Manager's Cell (843) 509-3619

Call ASAP if you are running late or have an emergency and can't make it to the CFM

Loading & Unloading

- Set-up begins at the CFM, *no earlier than 5:00 am*. Although vehicles cannot be parked in Marion Square, vendors may drive into the site for loading and unloading purposes, **ONLY**.
- Traffic flow for unloading at the CFM in the morning:
 - a. Vendors on **King Street** must enter from King Street side of Tobacco St.
 - b. Vendors on **Tobacco Street** must enter from Meeting Street side of Tobacco St., only making a right hand turn into Marion Square.
- Vendors must off-load his/her packaged products and supplies out of the way of traffic flow near his/her space, park his/her vehicle outside of Marion Square, and then return to unpack his/her product and set up the booth space. A vendor must not set up his/her booth until vehicle is parked in an approved location.
- Vehicles are not allowed in the CFM after 7:15 am and must exit by 7:30 am. If a vendor has not arrived by 7:15 am and has not alerted CFM management of late arrival, the CFM staff maintains the right to designate his/her space to another vendor. Late arrivals must load-in from the perimeter of Marion Square with the preapproval of CFM Management.
- Vendors are prohibited from driving on the grass at Marion Square. All vehicles must be out of Marion Square by 7:35 am.
- Vendors are asked to park as far away from the CFM as possible to allow customer parking. However, there is parking for large trucks and trailers on Hutson Street. For cars there is parking at CPW at 103 St. Phillip Street (*on the corner of Vanderhorst and St. Phillip*; you may not park at Citadel Square Baptist Church).
- If vendors sell everything they bring, unless approved by CFM manager, booth disassembly is not permitted until the CFM closes. For the safety of our customers, vehicles are not allowed into Marion Square sooner than 2:15 pm. (*Depending on the amount of pedestrian traffic in the CFM, this time may be adjusted by the CFM staff*)
- At 2:00 pm, vendors may begin taking down their booth. Before vendors leave Marion Square to get their vehicle, their booth must be broken down 100 percent, including tent. Everything must be moved to the **grass** before leaving Marion Square to get your vehicle.
- At the discretion of the CFM manger, if display is 100 percent broken down and every item is on the grassy area of Marion Square, cars may pull into Marion Square at 2:15 pm.
- Traffic Flow for Loading at the end CFM:
 - a. Vendors on **King Street** must enter from King Street side of Tobacco Row.
 - b. Vendors on **Tobacco Row** must enter from Meeting Street side of Tobacco Row, only making a right hand turn onto Tobacco Row.

Booth Set Up & Display

- Vendors, who use grassy areas for storage, are required to set up on a tarp to prevent damage to the grass. Mats or plywood are recommended for high-traffic areas, which will be provided by vendors.
- Canopies must have 25lb weights on each leg. (*weights must be approved by CFM manager*)
- No boxes or produce displays can extend into the common customer traffic areas.
- Signage including product prices, vendor identification, and organic certification must be clear and visible.
- All vendors must have trash cans at their booth for their usage. All trash which is generated by the vendor must be removed from Marion Square by the vendor at the end of each market.

Clean & Safe

- Vendors whose products generate waste (e.g. on-premise prepared food vendors and vendors providing samples) must provide a trash receptacle at their booths for customers to use.
- All vendors must haul all their trash out of Marion Square, at the end of each market day, for disposal at their own business locations (this includes ice and sewage).
- **On-site trash receptacles are for public use only.**
- All vendors are required to sweep their spaces at the end of each market day and must ensure, before leaving the CFM, that all litter and product debris are removed.

No Smoking

Vendors are not allowed to smoke in the CFM area at any time; vendors must be located *at least 100 feet* away from other vendors or designated dining areas. Cigarette butts are to be disposed of properly. Littering will not be tolerated.

Electricity

- 110v electricity is available at the CFM when approved in advance by the CFM Management. The vendor will need to bring his or her own heavy-duty extension cords and mats to cover them.
- The CFM highly recommends using battery operated and/or solar power fans.
- Vendors shall not use a generator unless approved by CFM Management and must not disturb CFM operations due to volume, size or location.
- Any vendor using electricity is subject to a \$15 fee to be submitted prior to vending. The check or money order should be made payable; City of Charleston. Cash is not accepted at any time.

Water

Water for vendor use is available on the brick storage building on the King Street side. Drinking Water is available at the water fountains and additional water is available at multiple food vendor locations.

Vendor Space

Space reservations are held *until 45 minutes before CFM opening*, after which spaces may be allocated to another vendor in the sole discretion of CFM Management.

On-Site Compliance Checklists

The CFM manager and his or her designee may, without notice, evaluate any vendor booth using the compliance checklist printed in this handbook. Please make sure your employees understand and know all **CFM Rules & Regulations** and **Operation Guidelines**.

Tools to Monitor & Enforce Rules

In addition to the list below, CFM Management utilizes the following procedure for disciplinary action: CFM Management is authorized to assign spaces, enforce all **Rules & Regulations** and **Operation Guidelines**, and issue notices of violation(s). In cases of serious violation, the disciplinary progression will be as follows:

First Violation	Written warning from the City of Charleston to the vendor
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Second Violation	\$25 fine to be paid by the vendor before following market
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Third Violation	Vendor suspension from the CFM for one Saturday which immediately follows the violation
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Fourth Violation	Expulsion from the CFM for the duration of the current season
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Physical violence, verbal abuse, weapons, possession of or consumption of alcohol or illegal drugs	Grounds for Immediate expulsion
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1. All Rules & Regulations of the Market are enforced by CFM Management or his/her designee, all of whom have ultimate on-site authority. Complaints or problems must be directed to CFM Management in a timely manner.
2. If a vendor does not abide by the CFM Rules & Regulations or comply with federal, state, and local regulations applicable to CFM participation, CFM Management or designee may take any action deemed appropriate, including assessing fines or barring the vendor from selling at the CFM for that day and any future dates.
3. The CFM Manager or designee will regularly evaluate vendors using the On-site Vendor Compliance Checklist.
4. Violations not included in the On-site Vendor Compliance Checklist may lead to other disciplinary action. If a vendor is issued a fine due to noncompliance, vendor must pay the fine before setting up at the next CFM.
5. Customer complaints will be forwarded to vendors and kept on file. Complaints may result in disciplinary action including removal from the CFM.
6. CFM reserves the right to visit and inspect the farm, place of business or studio of any vendor and to request any documents verifying business or employee status of vendor.
7. CFM Management reserves the right to make reasonable exceptions to these CFM Rules & Regulations and Operation Guidelines.

ON-SITE VENDOR COMPLIANCE CHECKLIST

Vendor:

GENERAL	√	<input checked="" type="checkbox"/> NA	COMMENTS
Canopy weights on all legs			
Booth set up with regard for public safety: <i>all components of the booth are contained within the boundaries of the booth</i>			
Signage w/ name and location of the business- clear and visible			
All product prices posted			
All packaged food labeled with name of product, net weight, ingredients in descending order by weight, and name and address of the producer (bulk foods must post a sign with this information or a sign indicating that it is available upon request)			

FOOD SAFETY	√	<input checked="" type="checkbox"/> NA	COMMENTS
Food stored/displayed off the ground (6") or in impervious plastic tubs			
If product is not produce: it is wrapped or covered			
Potentially Hazardous foods stored, displayed and offered for sale packaged and refrigerated at or below 41 degrees F and vendor has a calibrated thermometer to demonstrate this			
Vendors selling bulk foods, including baked goods, must have a handwashing station			

SAFE SAMPLING OR VENDORS WHO HANDLE BULK DISPENSED PRODUCTS OTHER THAN PRODUCE AND NUTS IN THE SHELL	√	<input checked="" type="checkbox"/> NA	COMMENTS
Hand-washing station present and in active use			
Produce is cleaned before sampled			
Clean cutting service & utensils; sanitizer available for cleaning equipment between uses			
Samples covered to protect them from contaminants when they are not actively being sampled by customers			
Sampling set up designed to prevent customers from touching samples other than the one they take			

Vendor: _____

CFM Management: _____

Samples of potentially hazardous foods are prepared in small batches and prepared at approved temperatures for the required duration		
Samples of potentially hazardous foods are discarded after 2 hours after refrigeration		
Samples are prepared in a way to ensure there is no cross-contamination of foods		
Trash can is available for customers to use		

IF	✓ <input checked="" type="checkbox"/> NA	COMMENTS
Claims organic, OG certification is posted		
Using electricity, cords are covered and set up with regard for public safety (appropriate mats, etc.)		
Claims "no spray" or something related to growing methods that is not certified by a 3 rd party, information is available explaining claim. Signage is not permitted.		
Anything vendor sells or distributes produces trash, vendor has trash can available for customer use		
Is set on grass, vendor has tarp or other protective covering		

NON-COMPLIANCE VIOLATIONS

	Traffic facing the wrong direction
	Vehicle in market before or after specified time
	Reckless driving
	Vehicle in market before booth dissembled
	Failure to clean/sweep stall space
	Failure to haul trash off premises
	Driving on the grass
	Selling before the bell without permission from market management
	Non-courteous behavior: disparaging Vendor, staff, volunteer, market, or customer
	Booth disassembly before the market is closed
	Hawking: calling attention to products in a loud repetitive manner or selling ones' wares in an aggressive way

Vendor: _____

CFM Management: _____

The viability of the CFM requires careful consideration for the safety of CFM vendors, customers and the community. CFM operational rules have been constructed to minimize the risk of accidents. Without vendor compliance, our risk management strategies are compromised. The result to CFM can be costly: to manage, insure, and operate.

Vendor compliance with operational rules will be regularly evaluated using the **On-Site Vendor Compliance Checklist**, (*page 15*).

CFM Management uses this checklist as a tool to regulate food safety, products sold, and operational safety. Management or his/her designee will indicate any violation(s) on the above form. Both, CFM Management and the vendor's on-site sales representative will sign and date the above form.

A copy of the form will be provided to the vendor. Vendor must correct the non-compliance by the following week.

Vendor must be issued a fine. If a vendor is issued a fine due to noncompliance, vendor must pay the fine before setting up on their next Market day and the violation must be remedied.

Issued by: _____ Date: _____

Received by: _____
Print **Sign**

Comments _____

Payment Methods: (Check, Credit Card or Money Order, Only)

CASH IS NOT ACCEPTED AT ANY TIME!!!

1. **Full Season Advanced payment**
 - a. Payment due in full on or before the first market
 - b. Discount, 10%
2. **1/2 Season (Approximately 4.5 months) Advanced payment**
 - a. Payment due in full on or before the first market and/or if paying mid – season, before August 1, 2015
 - b. Discount, 5%
3. **Pay online with Credit Card**.....Links will be provided after acceptance to the CFM
4. **Pay once a month** (prior to the month vending) at the CFM tent, ***before 1:00 pm***

Fees & Payment Procedures

1. **Application Fee \$20:** Due to the level of attention required to process and verify information presented in vendor applications, a non-refundable fee must accompany all applications.
2. **Rental Fees per Market Day:**
 - \$25 – Cart
 - \$30 – Farmer space
 - \$35 - 8'x8' space
 - \$40 - 10'x10' space

*An additional \$10 fee will be applied for canopy rentals from the City of Charleston. All rentals must be preapproved by CFM Management and are subject to availability.

3. **Late Payment**
 - Vendor's rent must be up to date before entering the CFM each week, and any insufficient funds must be paid to the CFM before 1:00 pm of the each market day.
 - It is the vendor's responsibility to notify CFM *in writing* of any change of mailing address. Vendors are responsible for late payment charges due to a change of address not communicated to CFM *in writing*, preferably by email.
 - Any rent that remains unpaid following the close of a market day will be itemized on an invoice payable upon receipt.
 - A late payment fee of \$10 will be charged 31 days after the date an invoice is issued and every 30 days until full payment is received.
4. **Returned Check Policy**

Checks or ACH transactions returned for insufficient funds will be charged a \$15 fee. Vendor will not be able to attend the CFM until the matter is resolved. CFM is not responsible for fees charged from bank for redeposit of bounced checks.
5. **Unpaid Fees**

Vendors with unpaid fees due at the end of the season will not be allowed to return to the CFM the following year.

Cancellations & Refunds

1. Vendors who cancel providing 72 hours advance notice to the CFM Manager are eligible to receive a refund in the form of a payment transfer to the following attended market.
2. Vendors who cancel their spaces without appropriate notice or by not showing up at the CFM will be charged in full and are not eligible to receive a refund.
3. Three excused cancellations per season are granted to a vendor. More than three unexcused cancellations may result in the loss of a space privilege and may forfeit any refund due.
4. Refunded fees will be less any advanced discounts.
5. Space reservations will be held until 45 minutes prior to the CFM opening. If possible, the CFM manager will assign the vendor a space when he or she arrives. In the event a space cannot be found, the vendor will not qualify for a refund.
6. A vendor's cancellations of CFM season due to health, business or other extraordinary reasons will be refunded according to the CFM's cancellation policy.

Grievance Procedures

1. Complaints or problems by a vendor must be directed to CFM Management in a timely manner that is not disruptive to the CFM.
2. Vendors who have concerns regarding other vendor compliance, CFM staff, safety, or policies must complete a Vendor Concern Form. Forms will be available at the CFM Information Booth. The CFM Manager reviews each Concern Form and the concerned vendor will receive a specific written response within two weeks. **Vendor Concern Form**, (page 19)
3. A vendor must appeal any decision of the CFM Manager concerning violation of these rules within 30 days of receiving the violation. An appeal must be presented in writing to the CFM Manager. A decision by the CFM Manager after informing the MAC of an appeal, shall be issued within 30 days of receipt of an appeal, and shall constitute a final and binding decision of receiving a violation.

Product Challenge

1. Product challenges must be made for misrepresentation of product by a vendor. Vendors can submit a written product challenge form when they believe another vendor is misrepresenting his/her product. **Product Challenge Form**, (page 20).
2. A product challenge must be signed by the person bringing the challenge and preferably be supported by physical and verbal evidence of the offense. The product challenge must be made on the day of, or within the week, the violation is observed. Challenges alleging wrongdoings on past occasions will not be accepted.
3. There is a \$50 filing fee, due when a vendor submits a product challenge, which can be shared by a group of vendors. This fee is returned to the challenger if the claim is verified.
4. The vendor receiving the product challenge must respond to the challenge in writing. Failure to admit or deny a challenge must result in a determination that the challenge is valid.
5. CFM Management, if necessary will conduct a site visit in a timely manner to make a determination on the product challenge. If CFM Management deems it necessary, others will be consulted on the decision.
6. Product Challenge Forms are available at the CFM information booth. Because of their sensitive nature, they must be returned directly to the CFM Manager.
7. If the vendor is found in violation, the vendor must be fined, suspended, or removed from the CFM at the discretion of CFM Management and/or the City of Charleston.

Vendor Concern Form

180 Meeting Street, Suite 200
Charleston, SC 29401
(C) (843)509-3619 (O) (843)724-7309
(F) (843)720-3967
www.CharlestonFarmersMarket.com
FarmersMarket@charleston-sc.gov

CFM vendors who have concerns about CFM operations, Vendor policies, or other vendors' compliance with CFM Rules & Regulations must submit this Vendor Concern Form. To the extent authorized by law, CFM Management will not disclose the inquiring vendor's name to third parties. **Please submit this form directly to CFM Management on the market day or within a week of the market during which the alleged violation occurred.**

Date Submitted: _____ Date of Incident: _____

Vendor DBA: _____

Your Name: _____

Your Contact Information

Phone: _____ Email: _____

Your Concern. Please use your Vendor Manual to reference the rule number or policy with which you have a concern.

Market date and approximate time at which the violation occurred (if any):

Please state the specifics of the violation of the rule. Provide any evidence that supports your concern.

Signed _____

Date _____

For Market Use Only:

Notes:

Date Rec'd: _____

By: _____

Product Challenge Form

180 Meeting Street, Suite 200
Charleston, SC 29401
(C) 843.509.3619 (O) 843.724.7309
(F) 843.720.3967
www.charlestonarts.org
FarmersMarket@charleston-sc.gov

Vendors can submit this form when they believe another vendor is misrepresenting their product. There is a \$50 filing fee, due when a vendor submits a product challenge. This fee is returned to the challenger(s) if the claim is verified. Please submit this form directly to CFM Management on the market day or within a week of the market during which the alleged violation occurred. To the extent authorized by law, CFM Management will not disclose the inquiring vendor's name to third parties.

Name of the vendor about whose product you are inquiring:

Specific product(s) about which you are inquiring:

Market date and approximate time at which the product is being sold:

Please state the specifics of the violation. Provide any evidence that supports your challenge.

Your name, business name, addresses and phone number.

Signed

Date

For Market Use Only:

Notes:

Date Rec'd: _____

By: _____

Fee Rec'd: _____

FARMER/GROWER RULES & REGULATIONS

(IN ADDITION TO CFM RULES & REGULATIONS)

- The CFM is a producer-only market. Exceptions are noted during the non-harvest seasons outlined in the **CFM Rules & Regulations** and then the produce must originate in the regional SSAWG (Southern Sustainable Agriculture Working Group) designated states consisting of North Carolina, South Carolina, Virginia, Georgia, Florida, Alabama, Tennessee, West Virginia, Kentucky and Mississippi. **At no time can produce grown outside the SSAWG region be purchased for resale and sold at the CFM.**
- The local boundaries for farmers/growers participating in the CFM are within SC borders and east of I-95 to the Atlantic Ocean with preference given to farmers in the Charleston, Colleton, Dorchester and Berkeley counties.
- To be considered an eligible participant in the farmer/grower category, vendors must be involved in either full-time or part-time agriculture. A farmer/grower 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 farmers/growers and are therefore excluded from participation in the CFM.
- The City of Charleston, in cooperation with Clemson University Extension Services, will determine eligibility. Scheduled field site visits will be conducted for all participants and site inspections and document inspections will be conducted randomly throughout the season.
- Seafood vendors are included in the Farmer/Grower Rules & Regulations. There is no resale of fish; the fish and/or shellfish must be harvested by the fisherman holding a SC Commercial Boat License and sold by the fisherman or members of the immediate family. Fish vendors are subject to the Rules & Regulations outlined by SCDHEC and DNR.
- Value-added products such as, but not limited to; jams, jellies, honey, sauces and tools may be sold by the farmer/grower and must be preapproved by CFM Management. The product must be made by the eligible CFM Farmer/Grower, or a member of the family and is subject to DHEC rules for production and packaging.

NEW IN 2011 – THE 75/25 PERCENT RULE

- **The 75/25 Percent Rule IS in effect during the two Lowcountry harvesting periods when a great variety of fruits and vegetables can be grown locally: May 1 - July 15 & September 1 - November 30.** During these designated times, 75% of the fruits and vegetables that you offer for sale must be grown on your farm within CFM boundaries. The other 25% must be purchased from other local or regional farmers in South Carolina with the SC Grown designation clearly labeled.
- **The 75/25 Percent Rule IS NOT in effect from April 4-30; July 16-August 31; and December 1-21.** During these designated times, the produce that you sell, which is not grown on your farm, must originate from SC or from the SSAWG region and must be appropriately labeled (identify to CFM Management the name of the farm, mailing address, telephone number and contact person). Examples of appropriate produce include; oranges grown in Florida and apples, pumpkins and gourds grown in North Carolina. 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 produce in question can or cannot be sold at the CFM.

- When the 75/25 Percent Rule is in effect, produce can be purchased as part of the 25% but it must be purchased from a grower within SC and be designated as **Certified SC Grown**. This rule remains in effect until it is determined the local harvest is over. For example, when strawberries are in season locally, all strawberries for sale must be grown or purchased from a regional farm within SC and be designated Certified SC Grown. When the strawberry season is over in SC, strawberries can originate from a SSAWG designated state and be sold at the CFM. All such produce must be properly labeled.
- CFM farmers/growers are required to label their purchased produce with the specific location of their growth/harvest. The label must be clearly visible to the customer and the farmer must be able to produce proof of the origination to CFM Management. Examples include; Wadmalaw squash, Holly Hill peaches, and Lexington, SC tomatoes in addition to the name of the farm.
- Those growers selling only their own plants and flowers will be eligible to place special designation on their products.
- Products can only be labeled as organic if the farm operation has been designated as Certified Organic and the current 2015 Certified Organic Certificate must be displayed. Descriptive labels such as naturally grown or chemical free can be evident but not a label describing the produce as organic.

General Information about CFM

Information Booth

Booth is located near the corner of King and Tobacco Streets, near the entertainment stage. (*Subject to change*) The CFM Info booth operates each market and has someone to answer questions during market hours. The CFM Info booth assists with specific vendor locations, selling of merchandise, promotional materials, dates and times of events and general information about Charleston.

Vendor Space

- A **vendor** is an owner/operator of a business entity approved to sell at the CFM by CFM Management for a specified amount of time.
- Selling space rented and assigned to vendors in increments of 10' x 10', unless otherwise noted.
- Vendors shall not sublet their space to others. Prepaid fees are non-transferable to other CFM vendors. If a vendor sells his or her business, he/she may not transfer his or her CFM space to the new owner.
- Cart or 8' x 8' Space: vendor space not large enough for a 10' x 10' canopy but, suitable for a Cart or 8x8 canopy.

Restrooms

- Public restrooms are located in the public parking garage on King Street.

Pet/Animal Policy

Vendors are not allowed to bring a pet/animal to the CFM; exception is a Service Animal which is legally defined in the Americans With Disabilities Act, 2010.

We ask all vendors to review the pet policies to be aware in the event that a customer brings a pet to the market. If customers do choose to bring a pet, we ask them to abide by these six rules to make a pet's visit to the CFM a good experience for everyone:

- Pets must be kept on a short leash.
- Pets must be under control and by the owner's side at all times.
- Pets must be kept away from produce, plants and other food products.
- Pets must be friendly with others and children to earn the right to be at the CFM.
- Be considerate—not everyone loves animals and some customers are allergic.
- **Don't forget to clean up after your pet!**

CFM Management reserves the right to request that owners remove pets from the CFM.

Vendor Roster Publication

CFM supports an open policy in regards to publishing the vendor roster (with pre-approval by the vendor). The roster is posted on the CFM website and individual names released upon inquiry by the press or potential customers or pursuant to S.C. Freedom of Information Act request. Vendors must inform CFM staff to not publish particular information. The vendor roster will not be shared or sold by the CFM to prospective markets or competitors for the purpose of soliciting vendors. Vendor information will be listed in various CFM materials such as, but not limited to; brochure and website; www.charlestonfarmersmarket.com.

Weather Related Cancellations

The CFM is open Rain or Shine. However, since the CFM is an outdoor venue, CFM Management reserves the right to close the CFM (with or without prior notice) if it is determined that severe weather conditions could compromise the safety of vendors and shoppers. Please, note the following about what might cause us to cancel the CFM.

- The CFM will remain open unless an "Extreme Weather Warning" is issued from NOAA's (National Oceanic & Atmospheric Association) National Weather Service.
- If an "Extreme Weather Warning" is issued and a vendor decides to cancel, a 72 hour notice is unnecessary. The vendor will be entitled to a refund/will not be charged.
- If unexpected extreme weather occurs and the "Extreme Weather Warning" is issued from NOAA's National Weather Service the day of, or during CFM and we cancel the CFM for the whole day, all vendors will be refunded.
- Notice of CFM cancellations will be as far in advance as possible, given the circumstance and will be by phone and/or by email directly with all vendors affected. Please, remember we do not close unless there is an extreme chance of storms.

Community Booths

CFM is proud to offer the CFM as a resource to other community-based not-for-profits. No sales are permitted from community booths unless given approval ahead of time by CFM Management. An application and pre-approval is required from CFM Management.

Fields-to-Families & Master Gardener

CFM works with local social service agencies to establish the gleaning of food contributions at the end of each market day. These agencies are a great resource for distributing your unsold product to the local community in need. We have preprinted receipts so the agencies can provide you a receipt of product donated for your use in tax purposes. Some vendors take the extra step and put out a labeled box for customers to purchase product to contribute. Master Gardener is located at the corner of King and Tobacco Streets from 9am-Noon while Fields to Families is in the same location from Noon-2pm.

Musicians

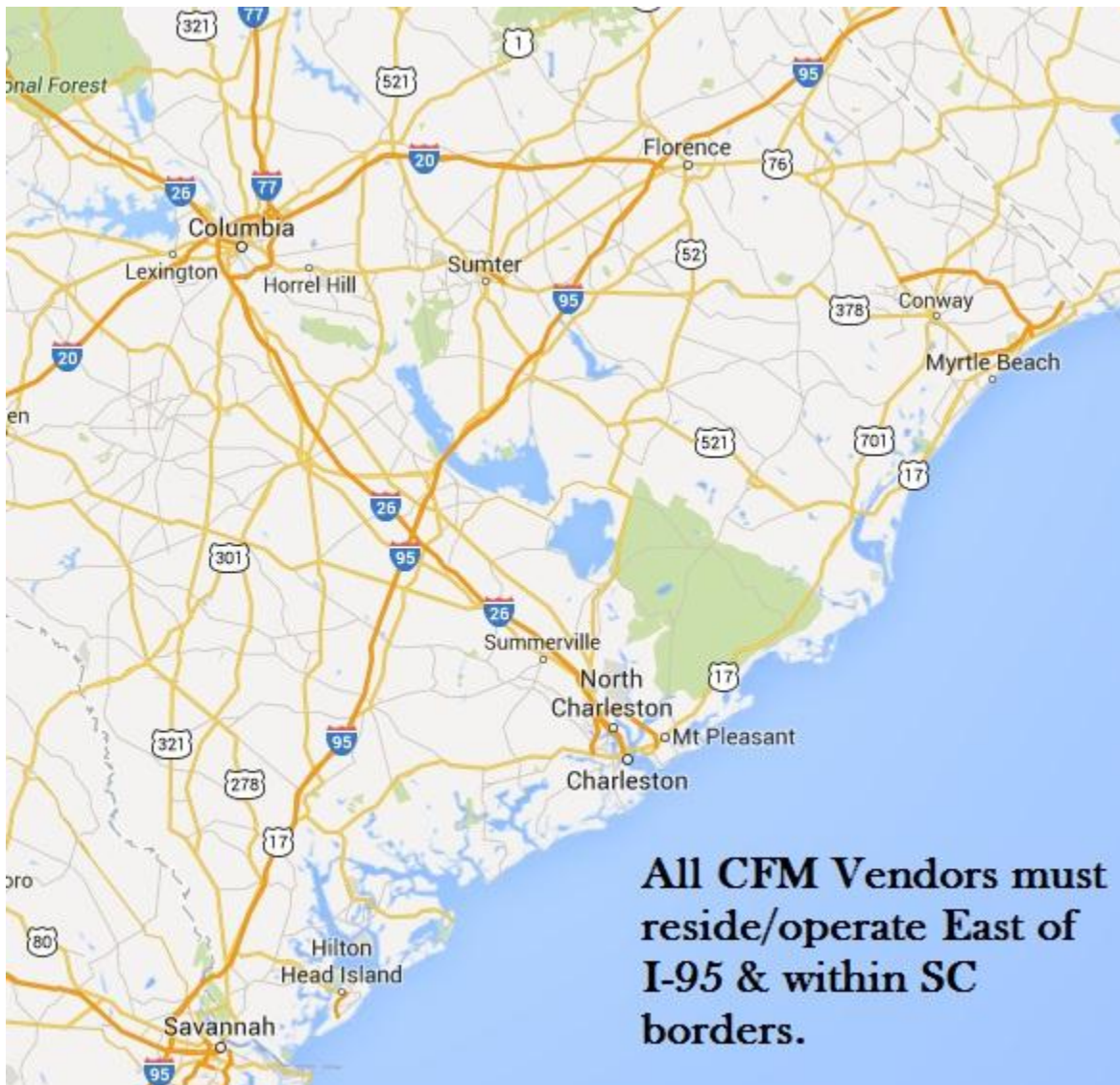
Live music at the CFM provides enjoyable, family-friendly entertainment, creates a festive atmosphere, and builds community. Tables and chairs are provided as market goers enjoy a break from shopping to sit and relax or to catch up with friends and neighbors. The Performer Application is available for anyone to submit and is located on the CFM website; www.charlestonfarmersmarket.com.

ATM

An independently owned, temporary ATM is located against the brick storage unit near the intersection of Calhoun and King Streets and only operates during CFM hours.

Permanent ATMs are located between the Barnes & Noble bookstore and Francis Marion Hotel on Calhoun Street, near the intersection of King and Warren Streets and also inside the Embassy Suites on Meeting and Tobacco Streets and the gas station at the corner of Meeting and Calhoun Streets.

CFM Boundaries



Appendix I

What to Bring

Careful planning is essential to your success. Be on time and ready to sell by the designated opening time. (Saturday - 8am or Sunday – 9am) The majority of your CFM day sales may occur within the first hour of the Market. Make a checklist! Examples of items to include:

- ✓ Stall structure: tables, table covering, racks, shelves
- ✓ First Aid Kit
- ✓ Display containers for your product
- ✓ Plastic and paper bags
- ✓ Cash box and bank (be ready to make change for \$20 bills!)
- ✓ Licensed scale
- ✓ Hand washing station
- ✓ Miscellaneous display items to include: sign making materials including chalk, paper, markers, scissors, tape, pens, bags, price tags, pocket knife, duct tape.
- ✓ Check out items: pencils, pens, calculator, sales record/receipt book, notepad, bags, boxes, flats.
- ✓ Trashcan, broom
- ✓ Signs: the more personal, the better. Consider using pictures! Consider using large sign or banner hung at eye level or above with your business name and location. Individual product names and prices alongside of the items—how the item is sold (by weight, piece, quantity)—highlight different varieties, heirlooms, product qualities (sweet, spicy, bitter), storage tips, etc.
- ✓ Signage extras: recipes, how-to's, seasonality information, new item, product information.
- ✓ Information about your farm, CSA or other on-farm activities, promotional materials, business cards—you never know when you will meet a chef!
- ✓ Personal comfort items: weather gear, gloves, hats, rainwear, and drinking water.
- ✓ Your customer service personality—a **big smile is your best asset.**

Merchandising 101: Sell Smart and Increase Profits (Farm) apply accordingly

Build farm loyalty. Create an identity for yourself. Make your farm name and location clear to customers. Provide a description of your farm including location, acres, history, crops, and growing methods. Try displaying this information on a poster and include pictures of your farm. Or have a flyer to distribute to customers. Take advantage of the opportunity to educate shoppers about how things are grown.

Train employees! Make sure they are knowledgeable about your product and your farm. Continuity of salespeople builds relationships with repeat customers.

Provide samples. Let your customers taste the difference! Sampling can increase sales up to 30%. Ask customers: “Have you ever tried this variety?” Make sure you follow the minimum guidelines for food safety detailed in this packet. Keep a separate box with your sampling tools, e.g. toothpicks, serving platter, napkins.

Supply recipes and information. Find recipes that are simple and contain a few ingredients that can be found at your stand or other parts of the Farmers Market.

Start an email list. Let your loyal customers sign up for a mailing list so you can inform them about special opportunities, other Markets, and locations they can find you or your product.

Use your personality and expertise as a merchandising tool to build and strengthen your customer base.

Appendix II



Retail Food Establishment Regulation 61-25 **July 2014**

Chapter 9 – Standards For Additional Retail Food Establishment Operations (Pages 183-187)

9-11 South Carolina Farmers Market & Seasonal Series

This standard shall apply to the service of food and the requirements of food vendors at SC farmers markets and seasonal series.

(A) Definitions

- (1)** Community-based farmers market means a market sponsored by a community or governmental organization either having been Certified by the South Carolina Department of Agriculture as a SC Certified Farmer's Market or a farmers market that meets the definition of the Farmers Market Coalition which states "A farmers market operates multiple times per year and is organized for the purpose of facilitating personal connections that create mutual benefits for local farmers, shoppers and communities and implements rule or guidelines of operation that ensure that the farmers market consists principally of farms selling directly to the public products that the farms have produced."
- (2)** Seasonal series means a regularly occurring event sponsored by a community or governmental organization for promoting local business, culture or other local specialties.

(B) General

- (1)** Retail food establishments at a seasonal series or community-based farmers market shall comply with all applicable sections of this regulation as outlined in this standard.
- (2)** The Department may prohibit the distribution of certain time/temperature control for safety foods, and may modify specific requirements for physical facilities when, in the opinion of the Department, no health hazard will result.
- (3)** Permitted retail food establishments may be authorized by the Department to cook and serve food to the public at community farmers markets and/or seasonal series only one (1) day per week during one continuous period of time not to exceed six (6) hours.

- (4) Community-based farmers market and seasonal series shall designate one day of the week food vendors are allowed to operate.
- (5) Roadside produce stands and flea markets are not defined as community based farmers markets or seasonal series, and this standard shall not apply to those locations.

(C) Employees

- (1) Retail food establishment employees shall not contact exposed, ready-to-eat food with their bare hands and shall use suitable utensils such as deli tissue, spatulas, tongs, single-use gloves, or dispensing utensils.
- (2) Personal clothing and belongings shall be stored in a designated place away from food preparation, food service, dry storage areas, utensils and single-use article storage, and utensil washing areas.

(D) Food

- (1) Preparation of bulk food, including washing, slicing, peeling, and cutting, shall occur at the permitted retail food establishment.
- (2) All food items shall be protected from contamination during transportation, storage, cooking, display, and service.
- (3) All food vendors shall prepare, hold and serve food according to all applicable sections of Chapter 3, Food.
- (4) Time/temperature for safety foods that have been cooked or in hot holding at any point during the daily operating hours shall be discarded at the end of the day.
- (5) Condiments shall be protected from contamination by being kept in dispensers that are designed to provide protection or offered in individual packages.
- (6) Ice shall be obtained from an approved source, in closed single-service bags or approved covered containers and shall be protected from contamination.
- (7) Ice used as a coolant for foods shall not be used for edible ice.
- (8) Each retail food establishment shall have at least one temperature measuring device for checking temperatures of food that meets the following requirements:
 - (a) Scaled 0 to 220 degrees F (-18 to 104 degrees C); and
 - (b) Able to be calibrated; and
 - (c) Appropriate for the food density being checked.

(E) Construction

- (1) Food preparation areas shall be provided with overhead protection and have adequate barriers (e.g., tables or equipment) to prevent the access to the area by the public.
- (2) Equipment and utensils shall arrive clean, ready to use, and in sufficient quantities to conduct the activity.
- (3) Equipment and utensils shall only be cleaned at the permitted retail food establishment.

- (4) Only single-service articles shall be provided for use by the consumer.

(F) Handwashing Sinks

- (1) Exterior handwashing sinks shall be provided within twenty-five (25) feet of all retail food establishment food vendors and shall be centrally located and easily accessible.
- (2) Hot and cold water or tempered running water 100 degrees F (38 degrees C) under pressure shall be provided to all handwashing sinks as specified in 5-202.12.
- (3) If using a portable handwashing sink, it shall have a minimum five (5) gallon portable water dispensing tank and a minimum seven point five (7.5) gallon sewage holding tank.
- (4) Gloves and/or hand sanitizers shall not be allowed as a substitute for handwashing facilities.

(G) Water System

- (1) Drinking water hoses shall be made from food grade materials and shall be a different color from hoses used for sewage.
- (2) Drinking water hoses shall be capped or covered when not in use and shall be stored separately from sewage hoses.
- (3) When attached to a drinking water system the hose shall be equipped with an approved backflow prevention device.

(H) Sewage Retention

- (1) Sewage that is not directly discharged into an approved sewage system shall be kept in closed containers adequate in number and capacity to prevent spillage and must be discharged into an approved sewage disposal system as often as needed.
- (2) All sewage lines shall be connected to sewage tanks with watertight seals.
- (3) Used cooking oil shall be disposed of in an approved manner.
- (4) Adequate toilet facilities shall be provided.
- (5) Adequate trash cans, as deemed necessary by the Department shall be provided to support the retail food establishment.

(I) Specific Exemptions

- (1) Seasonal series or community-based farmers markets are exempt from the requirements for training certification in 2-102.20.
- (2) Seasonal series or community-based farmers market that provide foods pursuant to 8-301.12(A)(11),(12),(19) and (20) are exempt from authorization based on the requirements of this standard.
- (3) Mechanical ventilation of cooking equipment is not required.

(J) Authorization

- (1)** No retail food establishment, or mobile food unit may serve time/temperature control for safety foods at a seasonal series or community-based farmers market unless the sponsoring entity obtains authorization from the Department.
- (2)** The sponsoring entity of a seasonal series or community-based farmers market shall appoint an Event Coordinator as a point of contact.
- (3)** Any sponsoring entity that operates or proposes to operate a seasonal series or community-based farmers market where time/temperature control for safety foods will be served by retail food establishments shall apply for authorization from the Department. The following information shall be submitted:
 - (a)** The Event Coordinator name and contact information; and
 - (b)** The one day of the week and hours of operation for food service; and
 - (c)** A list of retail food establishments, with contact information, that will operate at the event.
- (4)** Each retail food establishment at a seasonal series or community-based farmers market shall be authorized by the Department prior to serving food to the public at the event.
- (5)** The Department may require a sponsoring entity or a retail food establishment to submit information sufficient to determine if the definition and requirements of this standard or regulation are met. This information may include, but is not limited to, information defining the community group, governmental organization, SC Certified Farmer's Market certification, association to Farmers Market Coalition, event schedule(s), hours of food vendor operations, vendor list and foods specific to those vendors, and vendor contact information.
- (6)** When the Department determines that a sponsoring entity or a retail food establishment has violated applicable provisions of this standard or regulation, the Department may issue a written notice directing any or all retail food establishment vendors to cease operations until the violations are corrected as determined by the Department.