

Town of Princeville Farmer's Market



Princeville Farmer's Market Vendor Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: _____ Email _____

Business Information

Business: _____

Business EIN: _____

Application Fee: \$20.00

Fee Paid:

Cash: _____ Check: _____

Date Paid: _____

Signature

Business Signature: _____ Date: _____

Town of Princeville Signature: _____ Date: _____

Contact: Town of Princeville
Address: 201 S. Main Street Princeville, NC 27886
Email: kdew@townofprinceville.com
Phone: 252-823-1057

Town of Princeville Farmer's Market Guidelines

Certifications, Inspections, Designation:

1. All vendors must document that they grow, produce, create or have been designated to sell their items.
2. Vendors must be the original producer of at least 50% of the items being sold in the market season. Items not produced by the vendor should strive to be products by local farmers or craftsmen. Exceptions can be made for unique products.
3. The Princeville Farmers Market will permit artisans who handcraft their items. Examples include but are not limited to, pottery, woodwork, stained glass, all-natural soaps, paintings, drawings, and basketry.
4. Vendors selling food items prepared or cooked off-site are required to provide evidence of satisfying food safety requirements of the Food and Drug Protection Division, N.C. Department of Agriculture & Consumer Services.
5. Vendors selling any items other than unprocessed agricultural items they produce must provide a copy of his/her North Carolina Department of Revenue Certificate of Registration prior to selling at the market.

Assignment of Selling Spaces:

1. Local vendors will be given priority for use of market space if
 - a. The vendor's primary sales involve agriculture products.
 - b. The vendor's farm or residence is in Princeville or Edgecombe County.
2. Market space will be located outside at Heritage Park. Spacing between vendors will follow Covid-19 protocols and procedures.

General Requirements:

1. All vendors must pay the weekly fee of \$20.00 to secure their market space.
2. All vendors must display a sign that includes his/her name or business name, location, and telephone number.
3. All items must have a visible sign displaying the price.
4. All vendors are responsible for providing tables, chairs, and tents for their market space. **Vendors are responsible for setting up and taking down their market space.**
5. For products sold by weight, vendors will provide scales that have been inspected for accuracy by North Carolina Department of Agriculture, Standards Division.
6. Vendors will remove unsold items for disposal at the end of each market day. Vendors will also be responsible for cleaning their market space at the end of each market day.
7. It is the responsibility of the market vendors to promote the Princeville Farmers Market and all vendors in a positive way to market customers.
8. Vendors assume all liability arising from the sale or use of their products, displays, tables, equipment, and other items that are sold or used on the property of the Princeville Farmers Market.
9. It is recommended, but not required that all market vendors have liability insurance.
10. All vendors are required to provide sales and/or service to all market customers regardless of race, color, national origin, religion, gender, age, or disability. Failure to do so may result in the vendor losing market certification and suspension of his/her market participation.
11. Guidelines for the Princeville Farmer's Market are subject to change without notice. Vendors will be notified when changes occur.

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