



*Our Community Table*

Physical Location - 300 S. Davidson St. Charlotte, NC  
Mailing Address: P.O. Box 31046, Charlotte, NC 28231  
Email Address: [info@uptownfarmersmarket.com](mailto:info@uptownfarmersmarket.com) 704-369-2143

## **2024 Market Guidelines**

### **VISION**

To build a dynamic and diverse uptown community where area residents gather to enjoy fresh produce and foods provided by local farmers and food artisans.

### **MISSION**

Our mission is to engage our neighbors around locally grown, fresh foods to support local farmers, educate on healthy eating, and address food insecurity in our Charlotte community.

### **ABOUT US**

The Uptown Farmers Market (UFM), a 501(c)(3) nonprofit corporation established in Spring 2020 as a producers-only market, is centrally located in the heart of the Queen City to actively support regional farmers and local food artisans by providing a market to sell directly to the uptown and surrounding community. Our aim is to support the important mandate to eat locally and sustainably while improving our overall health as a community.

The Uptown Farmers Market's guidelines are intended to be fair and to uphold the market's mission statement and may be modified at any time by UFM Management. The Uptown Farmers Market Board of Directors and Market Management Team oversee the operations of the market.

### **WHERE AND WHEN**

The Uptown Farmers Market is physically located at 300 S. Davidson Street and operates as a weekly market on Saturdays. The primary spring season is April – December from 8:00am – 12:30pm. There is ample free parking on the 4.5 acre parking lot. The management reserves the right to change or cancel the market due to hazardous weather or other unforeseen circumstances. Vendors will be notified immediately if that occurs.

The Winter Market will take place January – March, 2024, but is currently open only to 2023 vendors.

## **VENDOR INFORMATION – Spring Season, 2024**

Full Season: April 13 – December 14 (35 weeks)

Partial: 10 weeks, can vary with management approval (i.e. every other week)

Day: Less than 10 weeks, can vary with management approval

See applicable fees and descriptions in the Vendor Application.

### **Vendor Equipment/Set-Up:**

- Vendors must supply their own white canopies, tables, chairs, trash receptacles and signage.
- White canopies measure 10' x 10'; UFM recommends:  
[https://www.amazon.com/dp/B019XGM9K0/ref=cm\\_sw\\_r\\_em\\_apip\\_qKHY61EHx9dh3](https://www.amazon.com/dp/B019XGM9K0/ref=cm_sw_r_em_apip_qKHY61EHx9dh3) or similar.
- Weights: All canopies are required to have 25 lb. weights, (no cement blocks) on each canopy leg.
- Clean & Safe: Vendors are responsible for keeping their space clean and attractive at all times. Prices need to be clearly identifiable. Signs and graphics must have professional appearance. Booth layout should be creative and maximize product display. Vendors must clean up their space prior to departing, including sweeping up any debris and removing all trash. No dumping of ice, liquids, or food waste.

### **Vendor Annual Meeting:**

There will be a mandatory vendor meeting in March, 2024 at which time full season and partial season tent space fees are due.

Communication from UFM is through email. Please let Market Management know if you do not have access to email so other arrangements can be made.

### **Eligible Vendors within 150 miles radius of Charlotte:**

- Farmers (growers) of produce. Exceptions to mile radius guideline includes seafood, or as approved by UFM Management
- Farmers (producers) of meats, cheese, other dairy products and eggs
- Secondary Producers as requested by a primary vendor and approved by UFM management. (See application requirements for secondary producers.)
- Bakers – makers of locally baked goods, cakes and pastries, with facilities within mileage guidelines
- Makers of specialty local, consumable products such as prepared foods, pastas, coffee, jams, chocolate, ice cream, popsicles, spices, international cuisine, etc. Preference is for locally sourced ingredients.
- Makers of soaps and body care products
- Growers of wild herbs, fruits and mushrooms from your own or leased land
- Fishermen of fresh caught fish or shellfish caught in NC/SC waters
- Food truck or cart operators selling food-to-be-consumed-on-premises must provide menu. Preference is for locally sourced ingredients and these vendors should use every effort to source from Market vendors.

**Ineligible Vendors:**

- Makers and sellers of crafts (farmers and other food vendors may bring up to 25% handmade crafts by prior approval)
- Primary vendors who provide secondary farmers/producers that do not follow Uptown Farmers Market guidelines
- Resellers of meat or produce
- Outside of 150 mile radius, unless specifically approved by Market Management

**Vendor Termination:**

Any vendor who fails to comply with the rules may lose their Market rights with no refund of fees. Market Management reserves the right to prohibit anyone from selling at the Market.

**PRODUCT INFORMATION****Product Quality:**

- All produce and product ingredients should be of consistently high quality.
- Products should be grown or processed using traditional and/or sustainable techniques. No genetically modified seeds.
- Vendors should maintain clean and attractive displays.

**What Can Be Sold at Uptown Farmers Market:**

- Vegetables grown by the seller, or secondary grower from seed, sets, or seedlings
- Fresh cut or dried flowers and herbs grown by the seller or secondary grower from seeds or seedlings or perennials on the seller's property
- Fruits, nuts, or berries grown by the seller or secondary grower from trees, bushes or vines on the seller's farm
- Plants grown by the seller or secondary grower from seed, seedling, transplant or cutting.
- Bulbs propagated by the seller
- Eggs produced by the seller's or secondary seller's poultry
- Meat from animals that have been raised on the vendor's property or leased land. Producers must read and sign the Meat Guidelines Supplement and submit with application.
- Cheese (farmstead), butter or other dairy product made on the seller's or secondary seller's property, with priority given for 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 an accepted application of the farm at which the milk is produced.
- Honey produced from the seller's or secondary seller's hives.
- Cultivated mushrooms. Wild crafted 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

- Preserves, pickles, relishes, sauces, vinegars, jams and jellies made by the seller with locally grown ingredients from inspected kitchens and proper licenses
- Fresh prepared foods (e.g. salsas, pesto, pasta) must be made largely from local ingredients from inspected kitchens. Coffee should be locally roasted.
- Handmade crafts made by farmers and other vendors of the Uptown Farmers Market. Must be by approval and constitute no more than 25% of the seller's product. All such crafts must be of excellent workmanship in quality and design and strictly homemade.
- Vendors may use the market as a Community Supported Agriculture (CSA) pick-up location, but the products that have been pre-ordered by customers must comply with market rules. Please ensure that ample product is available for market visitors.

**What Cannot Be Sold at the Market:**

- "Low-acid" canned foods such as green beans, corn, peas, carrots, canned tomatoes, etc.
- Internal use medicines
- Live animals (neither sold or given away)

**APPLICATION PROCESS**

The Market is currently accepting applications for Spring, 2024 for all vendors (see separate Vendor Application.) Vendors are selected by application only and subject to approval by Market Management.

Vendor submits completed application and application fee of \$25. Submission of kitchen inspections, meat handler's licenses, and other required licenses and certifications are required with application. Vendors are required to have general liability insurance (minimum \$1,000,000) that lists the Uptown Farmer's Market as Certificate Holder and Additional Insured. Upon acceptance, a copy of liability insurance must be provided within 30 days. An official approval letter will be emailed to applicant with a list of approved products that can be sold. If a site visit is required, it will be scheduled within 45 days of receipt of application.

Vendors must submit their NC DOR Sales Tax certificate of registration or exemption letter. NC requires this to be on display in the booth.

Vendors selling qualifying foods are required to accept SNAP tokens. Market Management will repay the vendor within 7 days.

**Order of Priority for Vendor Applications:**

- Farmer & grower vendors have priority over all other vendors.
- Priority is given to farmer & grower vendors who bring product to market that is 100% grown and harvested on farmland for which they own/lease and operate and who use environmentally responsible and sustainable growing, breeding, raising and harvesting methods.
- Priority is given to other vendors displaying a more abundant use of local ingredients in prepared or artisan foods.

- The privilege of being selected to be a vendor or continuing to be a vendor is at the sole discretion of Uptown Farmers Market Management.

### **REQUIREMENTS FOR FARM AND VALUE ADDED PRODUCTS**

The following rules are to inform the Uptown Farmers Market vendors about local and state laws that will help prevent food borne illnesses in order to protect the market, farmers, and consumers. Each vendor is responsible for ensuring that they abide by these standards and that all state and federal laws governing food preparation and food safety are carefully followed. Vendors must provide copies of required licenses, permits, or certifications. Vendors must inform the market of any change in licensing status immediately.

#### **Produce:**

All produce must be of top quality as determined by UFM and its buyers.

#### **Organic:**

All vendors advertising and selling organic products must submit a copy of their current Organic Certification and renew each year. Only current 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. Raw meat must be frozen and stored in a cooler. 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.

Prepared foods containing meats must abide by local and state food selling requirements.

#### **Fish:**

All fish must meet state and local health regulations.

#### **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, or with milk from another farm via an accepted application of that specific farm. Cheese must be kept properly chilled on the market premises and must be pre-packaged for sale and properly labeled.

#### **Bakers:**

Complete NCDA & CS kitchen inspection program. At UFM, present baked items pre-wrapped, packaged and labeled according to the FDA guidelines in 21 CFR 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.

**Baked Goods:**

Baked goods sold in bulk and handed out directly to customers should have ingredients posted to inform consumers that have allergies.

**Jams, jellies, pickles, relishes and preserves:**

Must complete NCDA & CS kitchen inspection program. NCDA rules allow jams, jellies and preserves to be produced in a home kitchen. High acid or acidified foods (pickles, chow chow, relishes, tomato products, etc.) may be sold if the seller has passed the FDA certification course. A copy of the certification must be on file with Market Management. No "low acid" canned foods such as green beans, corn, peas, carrots, or tomatoes, etc. may be sold.

**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. Vendors must have a current copy of their inspection form on file with UFM. Fresh prepared foods such as salsas, pestos, dips, sauces, and chutneys must primarily be from ingredients grown by the seller or qualified producers. They must be packaged individually and kept appropriately chilled at the market. Container labeling must make it very clear that these fresh foods should be promptly refrigerated and have an expiration date. Food trucks must meet all state and local health regulations.

Labeling must list the ingredients, farm name and phone number, and the net weight. Refrigerated products must be produced in a non-home based inspected commercial facility. Frozen prepared foods must be prepared in an inspected commercial kitchen and the majority of the ingredients in these products should be products grown locally as much as possible.

**Juice:**

Lemonade and tea may be served (no herbs or fruit added). Non-pasteurized cider cannot be sold. Individually packed, prepared foods set out for self-service require a label on the package that contains the common or usual name of the product, including the weight in ounces or pounds or fluid ounces, along with a list of ingredients in descending order of predominance, name and complete address of the person responsible for the product.

**Food Trucks:**

UFM will designate a specific Food Truck area. We encourage a portion of food ingredients to be sourced from market vendors. At least one trash can must be provided for paper and

food waste and must be removed at the end of each market session. Vendors should be truck or cart owners if possible. Food trucks may not stay on site after market hours.

**Samples (Check with Management regarding COVID 19 restrictions):**

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 requiring refrigeration must be put in 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 reach of customers. Please provide toothpicks, use tongs or sample cups to serve individual samples. Bare hands should not touch samples. Any sampling process must be pre-approved by market management.

**Hand Washing:**

All people working at a vendor booth should wash hands before the market begins and after every visit to the restroom to prevent the spread of bacteria. Restrooms are available at the gym on the corner of the parking lot. Three hand washing stations are also on the market site.

**Safe temperatures:**

Cold items should be kept below 40 degrees and hot items should be kept at 140 degrees or higher.

**MARKET DAY REQUIREMENTS:**

- Vendors must be set up at least 15 minutes before the opening bell. Producer or approved representative must be at the Market.
- Volunteers will be available to help set up and take down the vendor-provided tent/s and tables. Vendors may arrive as early as 6:00am.
- Do not drive to your site 15 minutes before the Market opening.
- Vendors are required to stay until the Market closes at 12:30pm, regardless of whether the vendor still has product available to sell. No furniture, displays, supplies, or product can be removed before the closing bell.
- Do not drive your vehicle in the Market space until after the Market closes. Please plan to be off site no later than 1:30pm.
- Vendors will be directed to a special parking area after they unload. Market Management may approve vehicle to stay at site for inventory under special circumstances.
- Clean space prior to departing, including sweeping up any debris and removing all trash. No dumping; ice, liquids, or food waste.
- Radical price cutting of top quality produce is prohibited. Be fair to other vendors when setting prices. No loud soliciting; be a good neighbor.
- If you are unable to come to the Market, communicate with Market Management as far in advance as possible. No refunds are given for absences.
- No selling is allowed until the opening market bell rings at 8:00am or after the closing bell at 12:30pm.
- Vendors may not smoke or use any tobacco product at their booths during set-up, during the Market hours, or during takedown.

- Vendors are expected to remain free of alcohol and illegal drugs during set-up, during the Market, and during takedown.
- No concealed or open carry firearms are allowed on Market site.
- Remain kind and courteous with all fellow vendors. Market Management will strive to create an atmosphere where seasoned farmers and producers can mentor new growers.
- The Uptown Farmers Market Management is always open to vendor feedback, comments, and suggestions. As a new urban market in a high-density area, we welcome your input and innovative ideas.
- The Market's goal is that only biodegradable bags are used for purchases. Shoppers are encouraged to bring their own reusable bags.
- UFM reserves the right to photograph and/or videotape the UFM and use said images for promotional, sponsorship, and/or fundraising purposes.

### **Signs:**

Vendors must display attractive signs within their canopy space that are easy to read for guests and that show the farm name and location. If secondary producers/farmers are represented at the market, their information must also be included. Vendors must display prices for all items. Please have business cards on hand with contact information.

### **Pets:**

Because the Market is in the center of uptown residential neighborhoods and desires to be pedestrian friendly, there are specific rules related to pets. We ask that all vendors be familiar with the rules in the event that a customer brings a pet. The pet policy will ensure everyone's safety and enjoyment:

- Pets must be kept on a short manageable leash (approx. 2') and by the owner's side at all times
- Pets must be kept away from produce, plants and other food products
- Pet owners must "curb" their dog in an appropriate location and clean up after their pet(s). Accidental waste bags are located at designated locations at the Market.
- If you observe any problem with a dog, please report it to the Market Welcome Tent.
- Market Management reserves the right to change this policy at any time.

### **RESOURCES**

It is the vendor's responsibility to locate the appropriate inspection or certification resource for their particular product.

- **Market Management Team:** Jan Johnson, Gloria Medlock, Marvette Monroe, [info@uptownfarmersmarket.com](mailto:info@uptownfarmersmarket.com), 704-369-2143
- **NC Cooperative Extension Agent:** Sam Humphrey-Horticulture and Urban Agriculture, Mecklenburg Co., 704-336-2082, [sahumph3@ncsu.edu](mailto:sahumph3@ncsu.edu)
- **Dairy and Kitchen Inspections:** Daniel Gaines, Food Administrator, NCDA, 919-733-7366
- **Meat and Poultry:** Dr. Karen Beck, Director of the Meat and Poultry Inspection Div, NCDA, 919-707-3180
- **Shellfish:** Jeffrey Dobbs, NC Dept. of Environmental Quality Inspections, Shellfish Sanitation Branch, 252-808-8193



- **USDA Food Safety and Inspection Service:** Todd Furey, 919-326-5281, [todd.Furey2@usda.gov](mailto:todd.Furey2@usda.gov)