



**2024 APPLICATION PACKET**

*for the*

**AIKEN COUNTY FARMERS MARKET**



# 2024 APPLICATION FOR THE AIKEN COUNTY FARMERS MARKET

Operated by the City of Aiken Parks, Recreation and Tourism (PRT) Department

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## CONTACT INFORMATION & MEDIA

### *City Staff*

1. Jane Jones – Facilities Assistant  
(803) 507-8372; [farmersmarket@cityofaikensc.gov](mailto:farmersmarket@cityofaikensc.gov)  
[Tuesday & Thursday: 7:30 am – 11:30 am]  
[Saturdays: 7:30 am – 11:30 am]

### *Social Media*

Aiken County Farmers Market on Facebook: There is a privately operated Facebook page called "[Aiken Farmers Market](#)" that (although not operated by the City of Aiken) is utilized by City staff, as well as the market's many patrons. We encourage our vendors and patrons to utilize this page to promote and interact with the Farmers Market community.

Parks, Recreation, & Tourism (PRT) on Facebook: The City of Aiken operates a Facebook page that promotes events/programs within our Parks, Recreation, & Tourism Department, which includes the Aiken County Farmers Market. Follow us on social media: [aikenparksrec](#).

## MISSION

The purpose of the Aiken County Farmers Market is to provide Aiken residents and its visitors with local produce, plants, herbs, dairy products, honey, eggs, meats, alternative farming and/or sustainable agricultural products, etc. from the Central Savannah River Area (CSRA) or (with permission) elsewhere in the State of South Carolina. CSRA Local artisans, crafters, and bakers are also welcome at the Market.

## LOCATION

The Aiken County Farmers Market is located at 115 Williamsburg St. SE (between Richland and Park Avenues, a half mile from downtown Aiken).

## HOURS AND DAYS OF OPERATION

### *Hours of Operation*

Peak Season (May – Oct.): 7:30 am – 11:30 am, Tuesdays, Thursdays, and Saturdays (Saturdays are TBD)

Off-Peak Season (Nov. – April): 7:30 am – 11:30 am, Tuesdays, Thursdays, and Saturdays



## TYPES OF MERCHANDISE

Vendors from all over the Central Savannah River Area (CSRA) may set up at the Aiken Co. Farmers Market if they fit the following categories:

- 100% Farmer/Grower/Producer
- Farm/Produce Reseller of Goods (a Reseller is someone who sells produce or other items that they did not grow/make)
- Non-Profit Groups promoting Farming/Growing/Producing
- Bakers/Edibles Makers
- Artisans/Crafters

## MAKING RESERVATIONS

Approval for new vendors can take up to 10 business days. Please plan accordingly. All vendors must be approved (see pages 7-9 for more details) before they can set up at the Aiken County Farmers Market.

### *Tuesday and Thursday Reservations*

No reservations are required for approved vendors who wish to set up on Tuesdays and/or Thursdays.

Vendors who pay monthly or greater fees may establish specific table or tent spots. Should a vendor revert to daily rates, their regular spot will not be guaranteed.

### *Saturday Reservations*

Approved vendors must contact the Facilities Assistant by 5:00 pm on the Wednesday before their first Saturday in order to reserve a table or tent space.

During peak season (May – Oct.), vendors who want an inside table must pay a monthly or longer rate (vendors who wish to pay daily will be given tent spaces if available). Please note that spaces often sell out quickly.

Paid Peak season vendors who have a reserved space but who cannot attend on a specific day should notify the Facilities Assistant of their pending absence so that someone else may use the space on that day. Vendors should also notify the Facilities Assistant of their return so that they can receive their previous table. Vendors who fail to do so may not be able to occupy their previous table or be given a table at all.

During off-peak season (Nov. – April), daily table rates are possible. The Facilities Assistant determines the number of tables available for rent to vendors.



City staff assigns tables to vendors on a first come, first serve basis and has full authority over space assignments. Once a vendor establishes a space, they may remain there as long as they continue to pay a monthly or longer rate.

New vendors must pay for their assigned table at least three days before their first Saturday. Payment can be made at the City of Aiken Visitors Center & Train Museum (406 Park Ave, SE), Wednesday through Saturday (10 am – 3 pm), or at the Farmers Market during regular business hours. Cash, credit card and checks are accepted.

Paid vendors who miss a day(s) at the Market while it is open will not receive refunds for missed days.

### *Yearly Reservations*

Vendors wishing to pay for an entire year must do so by January 31<sup>st</sup>. No exceptions.

## **COST (TABLE/TENT FEES)**

All table/tent rents are non-refundable and cannot be transferred to fellow vendors either in part or in whole. The rates for peak and off-peak seasons are as follows:

### *Peak Season Rates (May – Oct.)*

<b>Tuesdays &amp;/or Thursdays</b>		
Daily	\$5.00/space	(\$5.00/day)
Monthly, One Weekday (Your Pick!)	\$15.00/space	(\$3.75/day)
Monthly, Both Weekdays	\$25.00/space	(\$3.13/day)
<b>Saturdays Only</b>		
Daily (Tents Space Only)	\$15.00/Tent	(\$15.00/day)
Monthly	\$50.00/space	(\$12.50/day)
Quarterly (May – July; Aug. – Oct.)	\$130.00/space	(\$10.00/day)
Yearly	\$360.00/space	(\$7.06/day)
<b>Saturdays &amp; One Weekday (Your Pick!)</b>		
Monthly	\$65.00/space	(\$8.13/day)
Quarterly (May – July; Aug. – Oct.)	\$175.00/space	(\$6.73/day)
Yearly	\$540.00/space	(\$5.29/day)
<b>Saturdays &amp; Both Weekdays</b>		
Monthly	\$75.00/space	(\$6.25/day)
Quarterly (May – July; Aug. – Oct.)	\$205.00/space	(\$5.26/day)
Yearly	\$660.00/space	(\$4.31/day)



**Off-peak Season (Nov. – April)**

Tuesdays &/or Thursdays		
Daily	\$5.00/space	(\$5.00/day)
Monthly, One Weekday (Your Pick!)	\$15.00/space	(\$3.75/day)
Monthly, Both Weekdays	\$25.00/space	(\$3.13/day)
Saturdays Only		
Daily	\$15.00/space	(\$15.00/day)
Monthly	\$40.00/space	(\$10.00/day)
Quarterly (Nov. – January; Feb. – April)	\$100.00/space	(\$7.69/day)
Yearly	\$360.00/space	(\$7.06/day)
Saturdays & One Weekday (Your Pick!)		
Monthly	\$55.00/space	(\$6.88/day)
Quarterly (Nov. – January; Feb. – April)	\$145.00/space	(\$5.58/day)
Yearly	\$540.00/space	(\$5.29/day)
Saturdays & Both Weekdays		
Monthly	\$65.00/space	(\$5.42/day)
Quarterly (Nov. – January; Feb. – April)	\$175.00/space	(\$4.48/day)
Yearly	\$660.00/space	(\$4.31/day)

**VENDOR APPROVAL PROCESS**

**General Requirements**

Vendor merchandise must adhere to the Aiken County Farmers Market mission statement and follow all Federal, State and City guidelines for the sale of all grower/producer merchandise, as enforced by the Facilities Assistant.

All vendors (new and returning) must provide the following items to the Market's Facilities Assistant each year before he/she can reserve a table(s) at the Aiken County Farmers Market:

- Completed VENDOR APPLICATION (attached below)
- Signed PARTICIPATION AGREEMENT (attached below)
- Other requirements as listed in the Market's regulations/application

**Requirements for Dairy, Meat, Honey, and Egg Vendors**

Dairy, meat, honey, and egg vendors must obtain a license from the SC Department of Agriculture prior to selling at the Aiken County Farmers Market and provide a copy of the license to the Facilities Assistant. Food safety compliance must be practiced at all times.



If a dairy vendor, please call DHEC Dairy at 803-896-0644 to obtain a license. If a meats vendor, please call Meat Inspection Service at 803-788-8747 to obtain a license. If a honey or egg vendor, please click [here](#) for information on state regulations and how to obtain a license.

Preparation and packaging of dairy, meat, honey, and eggs must comply with South Carolina Department of Agriculture Food Safety Compliance Division rules. Please contact them at (803) 734-7321 or click [here](#) for more information. <https://agriculture.sc.gov/divisions/consumer-protection/food-safety-compliance/>

### ***Requirements for Produce Resellers and Bakers/Edibles Makers***

Produce sold by resellers must originate in the Central Savannah River Area (CSRA) or (with permission) elsewhere in the State of South Carolina. Bakers/edibles makers must originate 100% of baked goods/edibles they offer at the Aiken County Farmers Market.

A copy of your most recent City of Aiken business license is required at the time of application or prior to first setting up at the Aiken County Farmers Market. You must also provide a new City of Aiken business license within the first two weeks of each new year (between April 1 – April 14). The City of Aiken business license application can be accessed [here](#), or by contacting the City of Aiken licensing administrator at (803) 642-7642 or [licenses@cityofaikensc.gov](mailto:licenses@cityofaikensc.gov) for more information.

<https://www.cityofaikensc.gov/business-licensing/>

Per City ordinance, all vendors selling prepared food and beverages must pay into Hospitality Tax. If you have any questions, please contact the City of Aiken Business License Administrator at (803) 642-7642. Hospitality Tax is defined as follows:

A uniform tax equal to one percent (1%) is hereby imposed on the gross proceeds derived from the sale of prepared meals and beverages sold in establishments, or sales of prepared meals and beverages sold in establishments licensed for on-premises consumption of alcoholic beverages, beer, or wine, and is imposed on every person engaged in the business of furnishing food and beverage services, whether dine in or take out, within the City of Aiken. In addition, the local hospitality tax shall be imposed on all food and beverages prepared or modified by convenience stores, fast food service outlets, or grocery stores within the City of Aiken. Please also note that this fee is collected by the City of Aiken and not the South Carolina Department of Revenue.

Preparation and packaging of baked goods/edibles must comply with the South Carolina Home-Based Food Production Law (Cottage Food Law). Please call (803) 896-0640 or click [here](#) for more information.

<https://hgic.clemson.edu/factsheet/south-carolinas-home-based-food-production-law-cottage-food-law/>





### ***Requirements for Artisans/Crafters***

100% of all crafts sold at the Aiken County Farmers Market must be hand crafted, designed or fabricated by the vendor in the Central Savannah River Area (CSRA) or (with permission) elsewhere in the State of South Carolina. To be considered hand crafted, such items must show evidence of manual skills obtainable only through a significant period of experience and dedication.

Approval is required for each crafter's individual crafts.

Multiple crafters may only apply under the same business name if they are immediate family members or business partners. The names of all individual crafters selling under a single application must be on file.

A copy of your most recent City of Aiken business license is required at the time of application or prior to first setting up at the Aiken County Farmers Market. You must also provide a new City of Aiken business license within the first two weeks of each new year (between April 1 – April 14). The City of Aiken business license application can be accessed [here](#), or by contacting the City of Aiken licensing administrator at (803) 642-7642 or [licenses@cityofaikensc.gov](mailto:licenses@cityofaikensc.gov) for more information.

<https://www.cityofaikensc.gov/business-licensing/>

Along with the application, crafters must also send photographs of their products to the Facilities Assistant for approval. City staff have the final determination as to whether or not an item can be displayed and/or sold, and may remove any item from a crafter's table that he/she considers objectionable. Crafts will not be approved during operating hours of the Market.

Vendors who sell soap and body care products must follow Federal requirements for labeling. More information can be accessed at the links below:

<https://www.fda.gov/cosmetics/cosmetics-labeling-regulations/summary-cosmetics-labeling-requirements>

<https://www.mariegale.com/quick-labeling-faq/>

### ***Requirements for Non-Profit Organizations***

The stated goals of non-profit groups interested in setting up at the Market must relate to the purpose of the Market and agricultural concerns in general.

Acceptable non-profit groups must provide a copy of their 501(c)(3) or other tax exempt status with their application (found in the final portion of this packet) before they may set up at the Market. The reservation process for non-profit organizations is similar to other vendors. Please refer to the section on reservations for general information.



Indoor tables when available are offered to non-profits at no cost. In instances where no table is available, a tent space is usually available—although in such instances non-profits must bring their own tent, tables, and chairs.

Non-profits may sell merchandise except in cases where their merchandise competes with for-profit vendors present on the same day. The Facilities Assistant can make a judgment call on this issue and ask non-profits to remove items deemed as competition for paying vendors. In instances where a non-profits merchandise is deemed as competitive with that of paying vendors, the non-profit organization may sell that merchandise if they are willing to pay the daily rate of \$5 for Tuesdays and Thursdays, or \$15 for Saturdays.

Small animal adoption groups are welcome to set up in the tent area with approval from City staff. Small animals are defined as those under approximately 20 lbs.

### *Produce Scale Certification*

By April 1<sup>st</sup> of each calendar year, produce vendors must have their produce scales certified by the appropriate South Carolina agency. City staff will inform vendors of the date/time the certifier will be available at the Market. Vendors must attend on this date. Vendors who do not attend or who started after the certification date may request the contact information of the certifier from the Facilities Assistant. A copy of the scale certification must be provided to the Facilities Assistant.

### **SET-UP/TAKE DOWN**

Setup within the Market pavilion begins at 6:30 am (or as soon as the pavilion has been cleaned, with permission of the Facilities Assistant).

NO SALES ARE ALLOWED WITHIN THE PAVILION PRIOR TO THE OPENING TIME—NO EXCEPTIONS. Pavilion vendors may provide customers with pre-packaged, pre-orders kept in the vendor's vehicle prior to opening times.

Indoor table vendors are provided with a 6' wooden table under the shelter. Vendors must bring their own chairs. Tables are the property of the City of Aiken. Vendors are responsible for maintaining and cleaning their assigned table(s). The area surrounding a vendor's table must be free of barriers. Displays, products, chairs, coolers, baskets, crates and other similar items must be kept behind tables.

Tent vendors must provide and set up their own tents, tables, and chairs. Tents should be no larger than 10' x 10' and must be secured by weights. Vendors are allowed as many tables and chairs as they wish, as long as they fit within the perimeter of their tent. The Facilities Assistant will direct tent vendors to their set-up location. Setup may begin at 6 am.



Vendors may not modify or affix anything to either the Farmers Market pavilion or tables. Waterproof tablecloths should be used to protect the tables and to aid in safe food handling.

All vendors should arrive no later than 7 am. If a vendor has not arrived by that time, the Facilities Assistant may refuse service for that day.

Vendors must move their vehicles after unloading to ensure there is ample parking for customers. Should you have any questions or need assistance, please contact the Facilities Assistant. The City of Aiken PRT Department invites people of all ability levels to enjoy programs, parks, and facilities.

Food vendors must display appropriate signage/certifications from State and Federal entities. Government program signs (Certified SC Grown, WIC, etc.) should be displayed for customer convenience. Vendor business signage may be placed at table/tent with permission from the Facilities Assistant.

Vendors are not allowed to park trailers at the Market, nor sell from vehicles parked at the Market. Vendors are also expected to remain at their tables until either all of their items are sold or the Market closes.

Take Down begins at 11:30 am, when the Market officially closes. Vendors must leave the pavilion and parkways by 12:30 pm. TBD for peak season.

## RENT COLLECTION

Each Tuesday, Thursday, and Saturday, the Facilities Assistant collects table rents as required. Vendors can only pay rent to the facility assistant while facility assistant is in the farmer's market office unless the facilities assistant approaches the vendor. Funds will not be accepted by the facilities assistant if they are performing other duties outside the office. Rent must be paid before leaving the premises if table rent has not yet been collected. Failure to do so may result in disciplinary action.

Rents may be prepaid at the City of Aiken Visitors Center & Train Museum (406 Park Ave, SE) Wednesday – Saturday, 10 am – 3 pm or at the Farmers Market during normal business hours.

## ELECTRICITY & HEAT

A limited number of tables within the pavilion are located near outlets. Should a vendor need electricity, please notify the Facilities Assistant upon making a table reservation and we will do our best to assist you. electricity is not guaranteed.



Vendors are responsible for providing their own extension cords. When in use, tape should be utilized to minimize tripping and other hazards to vendors and customers. Any cord deemed unsafe by city staff will be removed.

Propane heaters are permitted if needed. Electric heaters are NOT permitted.

## SPECIAL EVENTS

When special events are scheduled at the Market on regular Market days, ALL VENDORS (including prepaid/regular vendors) must advise the facilities assistant in writing (email or letter) that they will be attending.

Rental payments must be made at the time of application. Special events rates are the same as normal Market rents, and those vendors who already have table/tent reservations are not required to pay extra.

Vendors may receive refunds due to cancelations or rejection of application if refund request is made in a timely manner as defined by the terms of the special events application.

Prepaid/Regular vendors who apply for admittance to the special event may keep their regularly assigned table(s) if they apply in a timely manner, as defined by the application. All other vendors, will receive table assignments on a first come, first serve basis.

The number of tables available to vendors will be defined in the special events application and that number may differ from regular Market days.

Unlike regular market days, resellers, artisans/crafters, and bakers are not required to have business licenses during special events held at the Market.

## GOLD SELLER PROGRAM





The Gold Seller Program is an Aiken County Farmers Market program designed to highlight our 100% Farmers/Growers/Producers. Only vendors who have been deemed a 100% Farmer/Grower Producer through an onsite inspection of their farm/facility by the Facilities Assistant are awarded a Gold Seller sign (pictured above) for display on their table.

Should any Gold Seller vendor become a reseller of any amount of product at any time during the season they must either immediately surrender their Gold Seller sign to the Facilities Assistant or, have operate two different tables: one dedicated to their own produce, and another for produce they are reselling. In the latter situation, a gold seller sign can only be placed on the table with the vendors own grown produce.

For more information, please contact the Facilities Assistant.

### **CERTIFIED ORGANIC & CERTIFIED SOUTH CAROLINA GROWN PROGRAMS**

The State of South Carolina offers vendors both organic and certified South Carolina designations. If you are interested in becoming certified organic, please call (864) 646-2140. If you would like to become certified SC grown, please call (803) 734-2210. <https://agriculture.sc.gov/>

Please note that the word "organic" is a USDA proprietary term. Only vendors who are part of the USDA's program and certified by their inspection process may use the term to advertise their products at the Aiken Co. Farmers Market. <https://www.usda.gov/topics/organic>

### **WIC AND SENIOR VOUCHERS**

The WIC Farmers' Market Nutrition Program (FMNP) and Senior Farmers' Market Nutrition Program (SFMNP) are State-run programs that provide fresh, nutritious, unprepared, locally grown fruits, vegetables, and herbs to WIC participants and low-income seniors through farmers' markets and roadside stands.

Vendors who are interested in accepting FMNP and SFMNP must be trained and registered by the State of South Carolina to do so. The City of Aiken DOES NOT reimburse vendors for these two programs (reimbursements are made by the State of South Carolina), but welcomes vendors who participate in these programs. For more information please contact:

FMNP: Berry Kelly, WIC Director. [KellyBB@dhec.sc.gov](mailto:KellyBB@dhec.sc.gov) or 803-898-0743.

SFMNP: Chris Doyle, Program Coor SCDA. [cdoyle@scda.sc.gov](mailto:cdoyle@scda.sc.gov) or 803-734-0328

Willie Nixon, Program Coor SCDSS. [Willie.j.nixon@dss.sc.gov](mailto:Willie.j.nixon@dss.sc.gov) or 803-898-1760

### **SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AND HEALTHY BUCKS**

SNAP (formerly known as food stamps) offers nutrition assistance to millions of eligible, low-income individuals and families. Recipients are given an EBT card that is used as a debit card for food purchases.



SNAP is a year-round program; however, some farmers and farmers' markets are seasonal. Eligible food items include:

- Fruits and vegetables
- Meat, poultry, and fish
- Dairy products
- Breads
- Snack foods
- Seeds and plants

The Healthy Bucks program allows SNAP recipients to obtain additional fresh fruits and vegetables when they use their SNAP benefits to purchase fresh produce at participating farmers markets. SNAP recipients who purchase at least \$5 with their SNAP (EBT) card often receive bonus Healthy Bucks tokens (the amount is determined by the SNAP program) for the purchase of additional fresh fruits and vegetable, as sponsored by the program. Participants can only receive these bonus tokens once daily.

If a customer would like to use their SNAP card, please direct them to the Facilities Assistant who will charge their card in exchange for wooden tokens. "Healthy Bucks" (yellow plastic tokens) can only be used for fresh fruits and vegetables. SNAP recipients cannot receive cash back. The sale must be for the exact amount or the customer must pay the difference in cash. Vendors will then submit the tokens to the Facilities Assistant the day they were received and will be reimbursed in cash.

For more information on the SNAP or Healthy Bucks program, please contact the Facilities Assistant.

## **VENDOR GRIEVANCE FORMS AND DISCIPLINARY ACTION**

City of Aiken staff is authorized to enforce the Market's and other pertinent regulations/policies, remove poor quality items from vendor tables, and handle disputes. Any violation of the Market's regulations, requirements to sell, City or County codes, state/federal laws or regulations may result in disciplinary action.

Vendor complaints pertaining to the Aiken County Farmers Market and/or its community members should be submitted in writing via a VENDOR GRIEVANCE FORM or INCIDENT REPORT (depending on the situation). These forms are available in the Farmers Market office.

Completed forms should be returned to the Tourism Supervisor in a timely manner. The Tourism Supervisor will decide if disciplinary action such as verbal warnings, written warnings, or (in severe cases) suspensions are warranted. The Tourism Supervisor may or may not notify the filing individual(s) of the ruling on their case.



### Aiken County Farmers Market Grievance Form

Name of person filing grievance: \_\_\_\_\_

Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Issue: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Evidence: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Staff Findings:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action(s) Taken:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Staff Signature(s):

\_\_\_\_\_  
Tourism Staff & Date

\_\_\_\_\_  
Supervisor & Date



## MARKET RULES

1. Each participant is responsible for keeping their table, tent and area clean and free of debris
2. Vendors are encouraged to sell only the freshest product
3. Defaming, slanderous, abusive, profane, threatening or harassing language or actions, including social and print media, toward City officials and staff, other vendors or their products, customers or the Market itself is not tolerated and may result in disciplinary action (see below). All Market vendors will be responsible for the actions of their employees or other individuals associated with their business.
4. Fraudulent or dishonest practices, deceptive merchandising or deceptive statements about a product are not allowed.
5. Individuals with knowledge of vendor merchandise must work vendor tables. Children (17 yrs. or younger) are allowed to sell if an adult (18 yrs. or older), who is knowledgeable of the items, supervises them at all times. Vendors must be at least 18 years of age.
6. The children of vendors are not allowed to roam the Market shelter. They must remain at the table/tent with which they are associated.
7. Vendors must keep their hands clean by using hand wipes or waterless hand sanitizer and to practice proper hand washing techniques and safe food handling, as set forth in [SCDHEC regulations](https://scdhec.gov/food-safety/retail-food).  
<https://scdhec.gov/food-safety/retail-food>
8. No fruit that is cut or peeled is allowed to be sold at the Market. Product samples, however, may be given away.
9. Sitting or lying on tables is not permitted.
10. Leashed pets are allowed per [City ordinance](https://www.cityofaikensc.gov/animals-pets/laws-ordinances-regarding-animals-pets/). If an animal is disruptive, the animal's owner/handler may be asked to leave. A copy of this ordinance is available in the Farmers Market office.  
<https://www.cityofaikensc.gov/animals-pets/laws-ordinances-regarding-animals-pets/>
11. The selling/adoption of live animals is prohibited inside the pavilion. Adoptions of small mammals under 20 lbs. handled by non-profit organizations is possible in the tent spaces with approval from City staff.
12. Solicitation for products, services, or charitable contributions other than approved market merchandise is not permitted. Peddlers/panhandlers are not allowed. Food trucks or certified sellers outside of the shelter must have prior approval from City staff.





13. There will be no use of any tobacco products (including electronic cigarettes and other analogs) under the Market shelter or surrounding areas.
14. Possessing firearms or fireworks, gambling, using alcohol or illegal drugs, or engaging in disorderly conduct by Market vendors, their employees, family members, friends, or customers is prohibited.
15. Participants should be as efficient as possible when unloading, preferably not taking more than 15 minutes. Once unloaded their vehicle should be moved to the rear parking area (closer to Park Ave), so shoppers can utilize the closer spots

**The City of Aiken reserves the right to amend, delete, or add to the Aiken County Farmers Market Application Packet and market rules as necessary to carry out the operation of the Aiken County Farmers Market. Vendors will be notified of any additions, deletions or amendments.**



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## 2024 VENDOR APPLICATION

**Please Fill Out this Application and the Corresponding Category Page(s) Below. Please also Provide the Following:**

- Completed Vendor Application
- Signed Participation Agreement
- Prepaid Rents (if you want to reserve a table)
- Other Required Items as Listed in the Corresponding Category Page(s) Below

**Please return all checklist items to the Facilities Assistant via:**

**eMail:** [farmersmarket@cityofaikensc.gov](mailto:farmersmarket@cityofaikensc.gov)

**Post:** City of Aiken, ATTN: Farmers Market, PO Box 1177, Aiken, SC 29802;

**In Person (during normal business hours):** Aiken County Farmers Market, 115 Williamsburg St. Aiken, SC 29801; Or, the City of Aiken Visitors Center & Train Museum, 406 Park Ave SE Aiken, SC 29801.

**Once received, please allow approximately 10 business days to process the application**

Participant Name: \_\_\_\_\_

Name of Farm or Business: \_\_\_\_\_

Name for Listing: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Other #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Expected Start Date: \_\_\_\_\_

### Emergency Contact Information

NAME (Contact 1): \_\_\_\_\_

Relationship: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_

Mobile Number \_\_\_\_\_



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## DAIRY, MEATS, HONEY, AND EGGS VENDORS

### Requirements for Selling Dairy/Meats/Honey/Eggs:

- A. Vendor must live or produce in the Central Savannah River Area (CSRA)/State of South Carolina
- B. Vendor agrees to a site inspection(s) as deemed necessary
- C. All items must be produced in the Central Savannah River Area (CSRA)/State of South Carolina (a Gold Seller sign may be displayed at a vendor's table once a site inspection by the Facilities Assistant has verified that all items are grown on site)
- D. Preparation and packaging of goods must comply with the South Carolina Department of Agriculture Food Safety Compliance Division rules. Please contact them at (803) 734-7321 or click [here](#) for more information. Please provide samples of all labels.
- E. If a dairy vendor, a license from the SC Department of Agriculture (DHEC Dairy; 803-896-0644)
- F. If a meats vendor, a license from the SC Department of Agriculture (Meat Inspection Service; 803-788-874)
- G. If an eggs vendor, a license from the SC Department of Agriculture (click [here](#) for information on state regulations)

<https://agriculture.sc.gov/divisions/consumer-protection/food-safety-compliance/>

**Please list the items that you plan to sell here (continue on the back of this page if necessary):**

<u>Item</u>	<u>Location animals/bees are raised</u>	<u>Type of animal/bee</u>	<u>Number of animals/colonies in production</u>



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## BAKERS/EDIBLES MAKERS

### Requirements for Bakers/Edibles:

- A. Vendor must live or produce in the Central Savannah River Area (CSRA)/State of South Carolina
- B. Vendor agrees to a site inspection(s) as deemed necessary
- C. All items must be produced/made in the Central Savannah River Area (CSRA)/State of South Carolina
- D. Preparation and packaging of baked goods/edibles must comply with the South Carolina Home-Based Food Production Law (Cottage Food Law). Please call (803) 896-0640 or click [here](#) for more information. Please provide samples of all labels.
- E. City of Aiken Business License

<https://hgic.clemson.edu/factsheet/south-carolinas-home-based-food-production-law-cottage-food-law/>

**Please list the items that you plan to sell here (continue on the back of this page if necessary):**

<u>Item</u>	<u>Location of home-based food operation</u>	<u>Ingredients used</u>



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## ARTISANS/CRAFTERS

### **Requirements for Artisans/Crafters:**

- A. Vendor must live or produce in the Central Savannah River Area (CSRA)/State of South Carolina
- B. All items must be produced/made in in the Central Savannah River Area (CSRA)/State of South Carolina
- C. 100% of all crafts sold at the Market must be hand crafted, designed or fabricated by the vendor
- D. Vendors much provide photographs of their works to the Facilities Assistant for jurying (please send photos to: [farmersmarket@cityofaikensc.gov](mailto:farmersmarket@cityofaikensc.gov)).
- E. City of Aiken Business License
- F. Vendors who sell soap and body care products must follow Federal requirements for labeling. Please provide samples of all labels. More information can be accessed at the links below:

<https://www.fda.gov/cosmetics/cosmetics-labeling-regulations/summary-cosmetics-labeling-requirements>

<https://www.mariegale.com/quick-labeling-faq/>

**List the items that you plan to sell (continue on the back of this page if necessary):**

<u>Item</u>	<u>Location of Manufacture</u>	<u>Materials Used</u>



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## **Participant Waiver, Release, Indemnification of All Claims & Covenant Not to Sue**

**NOTICE: THIS IS A LEGALLY BINDING AGREEMENT. Read this document carefully and in entirety. By signing this agreement, you give up your right to bring a court action to recover compensation or obtain any other remedy for any personal injury or property damage however caused arising out of myself, my spouse, and my child's participation in City of Aiken Parks, Recreation and Tourism (PRT) Programs, now or at any time in the future.**

### **Acknowledgment of Risk**

I hereby acknowledge and agree that myself, my spouse, and my child's participation in PRT activities comes with inherent risks. I have full knowledge and understanding of the inherent risks associated with PRT participation, including but in no way limited to: (1) slips, trips, and falls, (2) aquatic injuries, (3) athletic injuries, and (4) illness, including exposure to and infection with viruses or bacteria. I further acknowledge that the preceding list is not inclusive of all possible risks associated with PRT participation and that said list in no way limits the operation of this Agreement.

### **Coronavirus / COVID-19 Warning & Disclaimer**

Coronavirus, COVID-19 is an **extremely contagious** virus that spreads easily through person-to-person contact. Federal and state authorities recommend social distancing as a mean to prevent the spread of the virus. **COVID-19 can lead to severe illness, personal injury, permanent disability, and death. Participating in PRT programs or accessing PRT facilities could increase the risk of contracting COVID-19.** PRT in no way warrants that COVID-19 infection will not occur through participation in PRT programs or accessing PRT facilities.

### **Photo – Video Release**

The participant is allowed to participate in any way in this program, related events and activities: therefore, I agree that participant's likeness may be photographed or videotaped and that such image may be published in an outlet used to promote or publicize the program/activity.

### **Waiver, Release, Indemnification & Covenant Not to Sue**

In consideration of myself, my spouse, and my child's participation in PRT programs, myself, my spouse, and my child, the undersigned participant, agree to release and on behalf of myself, my heirs, representatives, executors, administrators, and assigns, **HEREBY DO RELEASE** PRT, its officers, directors, employees, volunteers, agents, representatives and insurers ("Releasees") from any causes of action, claims, or demands of any nature whatsoever including, but in no way limited to, claims of negligence, which myself, my spouse, and my child, my heirs, representatives, executors, administrators and assigns may have, now or in the future, against PRT on account of personal injury, property damage, death or accident of any kind, arising out of or in any way related to the use of PRT facilities/equipment

or participation in PRT programs whether that participation is supervised or unsupervised, however the injury or damage occurs, including, but not limited to the negligence of Releasees.

In consideration of myself, my spouse, and my child's participation in PRT, myself, my spouse, and my child, the undersigned participant, agree to INDEMNIFY AND HOLD HARMLESS Releasees from any and all causes of action, claims, demands, losses, or costs of any nature whatsoever arising out of or in any way related to my PRT participation.

I hereby certify that myself, my spouse, and my child have full knowledge of the nature and extent of the risks inherent in PRT participation and that myself, my spouse and my child are voluntarily assuming said risks. I understand that myself, my spouse and my child will be solely responsible for any loss or damage, including personal injury, property damage, or death, myself, my spouse, and my child sustain while participating in PRT and that by signing this agreement myself, my spouse, and my child HEREBY RELEASE Releasees from all liability for such loss, damage, or death. I further certify that myself, my spouse and my child are in good health and that I have no conditions or impairments which would preclude my safe participation in PRT.

I further certify that I am of lawful age and otherwise legally competent to sign this agreement and that I have legal capacity to act as the parent/guardian of my child. I further understand that the terms of this agreement are legally binding and certify that I am signing this agreement, after having carefully read it, of my own free will.

_____	_____	_____
Participant Name (Print Clearly)	Participant Signature (or Parent/Guardian if participant is under 18)	Date