



HISTORIC MARION REVITALIZATION ASSOCIATION: POP-UP MARKET VENDOR RULES AND RESPONSIBILITIES

HISTORIC MARION REVITALIZATION ASSOCIATION (HMRA) MISSION STATEMENT: To preserve, promote, and stimulate the historical appearance and the economic vitality of Historic Downtown Marion, South Carolina.

OBJECTIVE: To create an opportunity for local entrepreneurs to sell their goods to the public, with the hopes that the vendors may eventually grow into brick and mortar Main Street business owners. Ultimately, HMRA seeks to create an atmosphere that adds energy and vitality to the downtown district and encourages residents and visitors to patronize downtown businesses and stimulate the economic vitality of Historic Downtown Marion, South Carolina.

SCHEDULE: Historic Marion Revitalization Association will hold pop-up markets every First Thursday and during other holiday-related Late Night Shopping events.

MARKET MANAGER: The HMRA Market Liaison will serve as the market manager with regards to interpreting and enforcing the Vendor Rules and Responsibilities in consultation with the HMRA Board of Directors.

ALLOWED VENDOR PRODUCTS:

- **Farmer/Grower** (produce only): category accommodates a grower of raw, unprocessed produce, plants and flora raised within 100 miles of Marion, South Carolina. No reselling is allowed. Products must be raised on the applicant's farm or leased land.
- **Mixed-product** (produce and processed food or craft): category accommodates vendors who sell products AND processed foods or craft. Select this category for meat, honey, dairy, jams and other products if the base ingredients of the product(s) come from items raised on the applicant's farm/land.
- **Food** (either packaged or prepared for immediate consumption): Packaged food products must be prepared and packaged in an inspected and approved commercial kitchen. Prepared food vendors cook and serve on site for immediate consumption
- **Baked goods:** products prepared and packaged in a kitchen in compliance with South Carolina or North Carolina cottage food requirements
- **Art and Craft:** Craft items include original, unique work or design. Photography is included in this category.
- **Other:** Unlike our farmers market, the Late Night Shopping Pop-Up Market WILL ALLOW goods that are not homemade or homegrown, including multi-level

marketing products, as long as the merchandise is of good quality, appropriate, and in good taste.

- Vendors may not sell any items not approved or declared in their Market application. Market staff reserves the right to ask vendors to remove unapproved products. Approval from the Market Manager is required before any products may be added during the course of the season.

NON-PROFIT ORGANIZATIONS: : Local non-profit organizations defined as non-profit organizations located within Marion County will be charged at half the rate of a normal vendor fee if paying the daily rate. Yearly rates apply as normal.

PRODUCT OVERLAP: Priority is given to local vendors defined as vendors operating within Marion County. Vendors from outside the local area are encouraged to participate in the market as long as their products complement the market. They may be refused or asked to limit the products they sell at a given market if they directly compete with local businesses located on Main Street.

APPLICATION FEE: All vendors are encouraged to be currently registered members of HMRA. Applications fees are waived for vendors that are currently registered HMRA members. For non-members, a \$10 application fee per market is required.

FOOD SAFETY: Each vendor selling fresh produce, prepared foods or food products must have appropriate certification per local and state requirements. Documentation must be submitted with applications and will remain on file with the market.

TAXES: Vendors are responsible for their own taxation obligations.

INSURANCE AND LIABILITY: HMRA recommends that all vendors carry their own liability insurance. HMRA is not responsible for any loss, theft or damage to vendor, vendor merchandise, displays or products, at any time while in attendance at the market.

PARKING: All vendors are asked to park in the parking lot behind the Main Street Commons and reserve Main Street parking for shoppers.

CANCELLATIONS: The market manager must receive notification of cancellation seven days in advance to allow for a refund of fees. Two missed markets with no notice and the vendor may not be allowed to return.

MARKET OPENING AND CLOSING TIMES: All vendors must be prepared 30 minutes prior to market open time. Vendors are allowed 40 minutes from closing time to pack and clean. Selling areas should be left as you found it, free of trash, debris, etc.

VENDOR CONDUCT: Vendors must conduct themselves in a professional and courteous manner. Please direct concerns about fellow vendors and patrons to the market manager and/or Board of Directors.

VENDOR RESPONSIBILITIES:

- Vendors are responsible for providing their own equipment. All canopies are required to be properly secured.
- Price, terms of sale, etc. are between buyer and seller only. Prices must be posted for all items sold at vendor booths. Vendors will determine the prices for products sold, but the DTFM requests that vendors maintain fair retail market pricing.
- Stall Appearance: Vendors are responsible for the safety and appearance of their market stall. Quality signage, creative displays and an orderly presentation is requested.
- Garbage: All vendors must remove their own garbage at the end of the day. On site garbage receptacles have limited space so vendors should not depend on these for trash clean-up.
- Electricity is limited and priority will be given to vendors requiring electricity of food storage or serving.
- All pets must remain on a leash and distant from all food vendors.
- While plastic is not prohibited, paper is the HMRA preferred choice of bagging for vendors.

VIOLATIONS: Violations will be noted by the market manager. Offenses are recorded on Notice of Violation Non Compliance Forms as follows:

- 1st offense: Written warning
- 2nd offense: Second written warning
- 3rd offense: Vendor may lose right to sell at HMRA Markets