

## 2020/2021 Apex Farmers Market Vendor Information



The Bowerbird Agency provides all  
*Operations Management for AFM.*

You can contact them directly with any market related needs,  
[info@bowerbirdagency.com](mailto:info@bowerbirdagency.com) or by phone 919.389.2687. If you need  
to speak with a member of our board of directors, please email  
[manager@apexfarmersmarket.com](mailto:manager@apexfarmersmarket.com) and one of our board members  
will respond.

Vendor Types:

**Year Round/Full Time Vendor: \$210**

**Summer Full Time: \$150**

**Winter Market Full Time: \$60**

**Part Time Summer/Winter: \$115 up to 15 markets**

**Guest Vendor: \$25 Each Market Visit-Up to Less than 14 Summer Season. Less than 6 Winter Season.**

**\*Double Booth: Additional \$75 Fee**

**\*Electricity: \$25 fee for season**

1. Booths must be set up no later than 8:15 and must remain set up and open from 8:30-12:30. Booths may not be dismantled or packed up until 12:30, even if all products have been sold out. Cars and trucks may be on the premises for loading and unloading only, and then must be removed from the Chamber of Commerce parking lot no later than 8:15 for set up and by 1:30 for clean up.

**ARRIVAL:** Upon arrival, enter lot moving clockwise. Unload your tent and awesome products quickly at your mapped location then move out of the parking lot with your vehicle to park.

**DO NOT SET UP YOUR TENT WITH YOUR CAR IN THE LOT**

**DEPARTURE:** Break down the contents of your tent in its entirety. Pull your car into the lot moving counter clockwise. Park briefly to load up your belongings

**DO NOT PARK IN PARKING SPOTS TO LOAD UP YOUR CAR**

2. Your booth must be covered by an 8x8 or 10x10 tent. Vendors must bring and use tent weights. *Tent weights do not need to be the official purchased "tent weight" type. They can be concrete blocks, filled water jugs that are tied to your tent, sand bags, cement weights, etc.*
3. If a vendor must open his/her booth late or close the booth before closing time, or needs to be absent from their space on a specific day, permission must be granted in advance from the Management agency, except in the case of an emergency situation. **No more than 3 approved in advance absences will be allowed per season for full time vendors.** Please provide a week's notice on absences, if possible. More than the allotted number of approved in advance absences, late cancellations (cancellations after Wednesday for the upcoming Saturday), and/or any other disruptions to the market may be cause for dismissal from the Apex Farmers Market for the remainder of the season, based on the discretion of the board. The Apex Farmers Market operates in rain or shine. In the event of severe

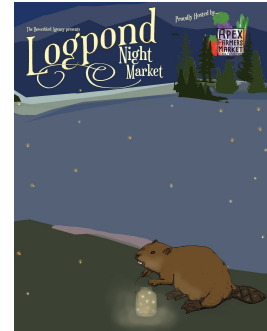
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adverse weather situations, market vendors will be notified of any changes to the schedule by the Management agency. If you must be absent from the market at the last minute due to an emergency or illness, you need to contact our management agency, they can be reached at 919.389.2687.

4. CHANGING SCHEDULED DATES? If you need to adjust your scheduled dates, please write to management agency at [manager@apexfarmersmarket.com](mailto:manager@apexfarmersmarket.com)
5. Vendors are responsible for setting up their booth space, and providing booth items such as tables, chairs, displays and tent. Each vendor is provided with up to approximately a 10'x10' space, unless a double booth was provided. Vendors should also display a banner or sign with the business name, clear and labeled pricing, and NC DOR tax ID certificate or number (some farmers may be exempt from sales tax). Farmers selling by weight must be using an inspected scale.
6. Each vendor is responsible for cleaning up area during the market and upon closing. If you are providing samples, provide a trash receptacle as well.
7. Audio and music may not be played inside or outside of your booth, without prior consent.
8. Vendors must work inside of their own booths and may not distribute materials or samples to customers outside of booths without prior consent.
9. Vendors may not bring pets to their booths without consent.
10. We know that many businesses are family endeavors. Vendors' children are welcome in booths during market hours but must be supervised.
11. Vendors must operate in a professional and courteous manner at all times.
12. There will be **NO SMOKING OR VAPING** by vendors in any booth space or within the Apex Farmers Market area.
13. In the event of customer dissatisfaction, the dispute must be resolved to the satisfaction and approval of the Executive Director and in a timely manner. Failure to do so may result in removal of the vendor from the market. If you need assistance with a customer dispute from the Director or the market board please just ask, we are here to help!
14. The Apex Farmers Market and Local Food Alliance reserves the right to refuse vendor participation in the Apex Farmers Market and/or to remove any vendor from the market who does not comply with all rules, regulations and requests. Please make sure that any employee of your business is fully aware of and complies with all Market rules.
15. We encourage all vendors to accept credit cards because it WILL increase your sales.
16. We have a restroom we can offer booth vendors inside the Chamber of Commerce. Customers should be directed to the Halle Center after 9:00.
17. Vendor Parking is available behind the fire station on Seaboard, next to the market or across the street in the public parking area behind the Tobacco Mule Exchange. Downtown business owners have asked that we do not park along N. Salem St.
18. All vendors are expected to use safe food practices. If touching food samples, they must be prepared with food/latex gloves on. Please take gloves off to handle money. Vendors must keep sanitizer in their booths. Optionally, a hand washing station may be created. (See Alexis if you'd like suggestions). Full hand washing is available in the Chamber of Commerce building.

## SPECIAL EVENTS

The Apex Farmers Market will be hosting a series of large scale community festivals in the heart of historic downtown Apex. The Log Pond Food Truck Rally in April, Log Pond Night Market in August and the Log Pond Makers Market in November. These festivals are designed to celebrate and promote our vendors and showcase the best of North Carolina in a fun, engaging and celebratory way. Each event will have 1-2 music tents, local food, local beer & wine, kids activities, community booths and more!



**Apex Eats** is our fundraising program. Chef Ana Tapioca of Global Comfy will be procuring ingredients from our vendors to create incredible community meals once a month. These meals showcase the beautiful products that our vendors have to offer our community.

This event gives people a taste of what you can offer them, and that will build some brand ambassadors for you all! I highly encourage you to participate and spread the word!



Share the Apex Eats posts on FB, Invite your fans to the events via Facebook and include these events in your newsletters! Talk about the events with your customers at the market. We will have fliers available in the Welcome tent!

