



2024 - 4th Annual Ravenel Depot Farmers Market Vendor Information

The Town of Ravenel is pleased to announce the schedule for the 2024 – 4th Annual Ravenel Depot Farmers Market.

The Market is located at 5775 Highway 165, Ravenel, SC 29470 at the Ravenel Train Depot. The Depot grounds include a playground, restrooms, Wi-Fi, and parking. All are open to the public.

We will continue the same schedule as 2023. Markets will be held the 1st and 3rd Saturdays of the month from May to November. Dates are listed on page 3. Normal hours are 9:30 am to 1:00 pm.

There will be 2 additional Markets: Fall Festival in Oct from 4:00 pm to 8:00 pm and a Holiday Market, December 14th from 9:30 am to 3:00 pm.

There may be an occasional market with extended hours to 3:00 pm.

The Ravenel Depot Farmers Market is seeking Food trucks, food vendors, bakers, local artists, hand-made businesses, growers and farmers to take part in the 2024 – 4th Annual market season. Preference will be given to local vendors who make and sell their own goods. Commercial goods, religious, political, or community activist groups are not considered Artisans or Growers, and are therefore ineligible for Vendor participation. We will announce our list of vendors ASAP and keep our calendar flexible to include newcomers and rotating vendors. The market guidelines are detailed within the Vendor Application / Agreement.

Please review the Ravenel Depot Farmers Market Application / Agreement. If you meet and agree to the Market guidelines, we encourage you to complete the Vendor Application / Agreement. Submission of the application materials does not guarantee acceptance into the Market. Upon review, the Application status will be emailed to the applicants.

Vendor inquires may be emailed to: Raveneldfm@gmail.com or clerk@townofravenel.com or by contacting one of the Market Managers: Pat Day (843) 830-0564 or Janell Nettles (843) 513-2070

Thank you for your interest in joining the 2024 - 4th Annual Ravenel Depot Farmers Market.

We look forward to working with you!

Market Mangers,
Pat Day and Janell Nettles



2024 - 4th Annual Ravenel Depot Farmers Market *Application / Agreement*

Vendor Information

Business Name _____

Contact Person(s) _____

Mailing Address _____

City _____ State _____ Zip _____

Work/Cell Phone _____

Email _____

Emergency Contact: Name _____

Phone _____ Relationship _____

Business Information

Website URL _____

Facebook _____

Instagram _____

Please indicate (*) your social media preference for marketing you on our Facebook page.

Description of business and items to be sold and any special requirements.

Please check the market(s) dates that you would like to attend.

May	_____ 4th	_____ 18th
June	_____ 1st	_____ 15th
July	_____ 6th	_____ 20th
August	_____ 3rd	_____ 17th
September	_____ 7th	_____ 21st
October	_____ 5th	_____ 19th
November	_____ 2nd	_____ 16th
December	_____ 14 th (9:30 to 3:00)	

Fall Festival in Oct. 4:00 pm to 8:00 pm _____ Date to be announced

Food Truck Vendors: Please supply the following additional information.

Truck dimensions _____ Serving side of the truck _____

Generator type _____

Yes _____ No _____ Are you available on short notice for a Waitlist space.

Your signature on the Vendor Application / Agreement Form indicates your commitment to participate in the 2024 – 4th Annual Ravenel Depot Farmers Market.

By signing this form, you are agreeing to comply with the ALL of the guidelines outlined.

Thank you for your interest in joining the 2024 - 4th Annual Ravenel Depot Farmers Market.

Business Name _____

Vendor Signature _____ Date _____



2024 - 4th Annual Ravenel Depot Farmers Market *Vendor Guidelines*

1. **General Rules:**

We strive to have a wide range of Vendors each market and not have directly competing products so that our Vendors can maximize their sales.

The Market schedule will be configured to match the sign up dates from page 3.

By Tuesday before each market date, you will receive an email to confirm your attendance. Based on the **prompt** Vendor responses, we will create a Flyer for advertising that markets' vendor lineup. The Flyer is typically available by Wednesday and will be used on our social media, printed for local distribution, and available for you to post.

The Friday before each market, we will email the vendor space assignments.

Market setup can begin as early as 7:30 am. Market hours are 9:30 am to 1:00 pm.

Vendors should be in place 15 minutes prior to market opening.

Due to the limited space, it is essential that all vendors are courteous and do not block the drive or street while waiting to unload/load. You **must** unload your items, park your vehicle, and then return to setup. Breakdown time must be completed in one hour following market close.

For the safety of our customers, vendors may not breakdown before the end of the market. Booths must remain open for the entire market.

The regular market Vendor fee is \$10.00 per Market Day. The Fall Festival and Holiday Market Vendor fee is \$20.00. Vendor fees may be paid via cash or check. Checks should be made payable to either: Pat Day or Janell Nettles. You will be provided a payment envelope which will be collected before the end of the market day.

Vendors will be provided a 10' x 10' space. At this time, no electricity will be available. Vendors must provide their own tents, tables, chairs and anything else needed for their designated space. Vendors are responsible for securing tents and stands to the ground in case of inclement weather. Weights of 25lb+ are recommended per tent leg.

Vendors are responsible for cleaning up their designated space and removing their trash.

No alcohol, illegal drugs, or firearms are allowed on the premises.

2. **Cancellation Policy:** If you have an emergency and must cancel your space, we request notification as soon as possible and /or no later than noon on the Friday before market. This will allow us to adjust the Flyer and potentially reassign your space to a Vendor on the Wait list.
Cancellations **must be phoned** to Market Management:
Pat (843) 830-0564 or Janell (843) 513-2070.
Vendors who repeatedly cancel may be removed from the Vendor schedule.
Vendor no shows without proper cancellation may result in being removed from the market.

3. **Weather Policy:** We would like the market to continue rain or shine, but realize too much rain risks damaging vendor's goods and will take that into consideration when deciding if market should be cancelled or closed early. In the event of inclement weather, the Market Management will decide on cancellation by 3:00 pm on the Friday before Market day. Cancellation notices will be communicated to the Vendor by phone or email and will be posted on our Facebook page.

4. **Licensing and Permits Policy:** All vendors are required to research and comply with all federal, state, and local regulations governing the sale of their items. Food Vendors must be certified by SC DHEC and any other required regulatory agencies. Farmers are encouraged to register with the SC Department of Agriculture and/or any other required regulatory agencies.

Upon Application approval, all vendors are required to have a business license issued by the Town of Ravenel. The Town will allow you to attend one market before committing to the market and Business license purchase. Annual cost is typically \$30.00.
Business licenses are valid May 1st to April 30th
Business license information is available online at: www.TownofRavenel.com or call the Clerk at (843) 889-8732.

All food concessionaires and processors must have a general liability insurance policy totaling at least \$1,000,000 and covering both claims arising from injuries and property damage. The insurance policy must list the Town of Ravenel, 5962 Hwy 165, Ravenel, SC 29470 as an additional insured on their policy.

Potential Licensing / Certification Entities:

Retail sales license if applicable (SC Dept of Rev).

Dept of Agriculture and/or Dept. of Health certification, as required by your business, please see Clemson's **Food2Market** site

SC Meat Producer License/Handler's Permit (SC Dept of Ag)

Egg Producer License (SC Dept of Ag)

Dairy Manufacturer's License (DHEC)

Items sold onsite by weight must be weighed on an NTEP compliant scale and have current State Permit Sticker (SC Dept of Ag).

Cottage Law Participants should have the proper Product Labeling and Ingredient lists.

Food items that are not permitted under Cottage Law must be produced in a SCDHEC Certified Kitchen.

Vendors agree to hold harmless the Ravenel Depot Farmers Market, the Town of Ravenel and the Market Managers and accept responsibility for their person(s) as well as goods and products sold, and any damages or loss caused by the vendor during the market.

Please submit your:

- Completed and Signed Vendor Application / Agreement form
- Images of your work (may be used for our marketing initiatives)
- A graphic of your business logo (may be used for our marketing initiatives)
- Proof of insurance (if required)
- Copy of any applicable licenses or certifications

By email to: Raveneldfm@gmail.com or Clerk@townofravenel.com

OR

By mail or in person delivery to:

Town of Ravenel
Attn: Ravenel Depot Farmers Market
5962 Hwy 165, Suite 100
Ravenel, SC 29470

You will receive an email notifying you of your application status as soon as the review is completed.

***Thank you for your interest in joining the
2024 – 4th Annual Ravenel Depot Farmers Market.***