

State Farmers Market Vendor Check-List

*** This is to help you prepare for your meeting. All items may not apply to you, depending on your product. You may check off items as you complete them and if something doesn't apply to you please list N/A next to the item, if you are not sure, please contact us prior to your meeting. To prevent a delay in approval, it is important to bring all necessary items to your meeting!!**

- _____ ● **Schedule a Meeting with Management and provide required documentation (this must be done prior to selling in your assigned space)**
- _____ ● **Complete your "Returning Vendor Application" and bring with you to meeting**
- _____ ● **Written Production Plan of what you will be growing and/or selling on the market. Please be as detailed as possible.**
- _____ ● **All produce growers--FSA 578 Forms for any produce that you are growing and/or selling-- Forms must be submitted prior to product being sold on market throughout the year.**
- _____ ● **For "B" Produce Growers--a list of your 3 growers for the year along with all of their contact information.**
- _____ ● **For "C" Produce Growers --the name and contact information for the person that is designated to sell for the grower.**
- _____ ● **For produce and plant growers – Invoices for seed, fertilizer, plugs, soil, pots, etc.**
- _____ ● **Plans of any signage to be used (must display name of farm and location)**
- _____ ● **Organic Certification**
- _____ ● **Pesticide Free Verification**
- _____ ● **Nursery License**
- _____ ● **PACA License**
- _____ ● **Kitchen Inspection**
- _____ ● **Acidified Food License**
- _____ ● **Application to Sell Sourwood or NC Honey**
- _____ ● **Commercial Fisherman's Name and License Number**
- _____ ● **Fish Dealers Name and License Number**
- _____ ● **Poultry and Meat Handlers License**
- _____ ● **Do you have Liability Insurance to cover your selling area and/or product?**
- _____ ● **Forklift Requirements: Operator's Certification and Proof of Liability Insurance**
- _____ ● **Proof of being a Goodness Grows in NC member (approval letter, etc.)**
- _____ ● **Any other information that you may provide—ex: if you are GAP certified, or have obtained any other certifications or licenses for your farm or product being sold.**