

## **Leroy James Farmers Market Policy Committee – Fourth Quarter Meeting**

The Leroy James Farmers Market Policy Committee Fourth Quarter meeting will be held at 6:00 pm on Tuesday October 11, 2022. The meeting will be conducted in person at the Pitt County Community Schools and Recreation Arts and Crafts Room, 4561 County Home Road, Greenville, NC.

1. Call to Order/Roll Call
2. Approval of July 12, 2022 minutes (Attachment 1)
3. Public Comment

### **ADMINISTRATIVE MATTERS**

4. Board Membership (Attachment 2)
  - Reappointment of Jean Spong
  - Appointment of Wilbert Futrell
5. Restructuring of Constitution and Bylaws (Attachment 3)
  - Rules of Procedure
  - Policies & Standard Operating Procedures
6. Improvements to Farmers' Market Facilities
  - Tree Removal
  - Drainage
  - Storage Room
  - Parking/Traffic Circulation
  - Water Service
  - Interior Improvements
7. Advertising/Marketing for Market Activities
  - Facebook
  - Website
8. Manager's Report
  - Market Calendar/Vendor Attendance and Customer Visits (Attachment 4)
  - Vendor payments/compliance
  - Sampling Program
  - Great Pumpkin Decorating Competition (Attachment 5)

- Seed Library
- Thanksgiving Card Decorating
- Holiday Card Decorating
- The Farm's Holiday Magic Craft Fair

#### INFORMATIONAL ITEMS

9. Next Meeting Date – Tuesday, January 10, 2023 at 6:00pm at the Community Schools  
and Recreation Building

10. Adjourn

DRAFT – July 12, 2022  
Farmer’s Market Policy Committee

**1. Call to Order/Roll Call**

Policy Committee Members in Attendance: Andy McLawhorn, Chair; Jean Spong, Vice-Chair; Mary Hardy; Patty Shegas.

Staff in Attendance: LaRita Johnson; James Rhodes; Janis Gallagher; Jordan Smith; PJ Andrews; Kristen Nichols; Andy Burlingham; Caitlin Cummins

Public in Attendance: Wilbert Futrell; Wendy Stallings; Scott Johnson

**2. Annual Vendor Meeting (March 14, 2022), and Policy Committee Meeting First Quarter (February 23, 2022) are available online or at meeting**

Second Quarter Policy Committee minutes – Mary Hardy made a motion to approve; Jean Spong seconded. Mclawhorn; Spong; Hardy; Shegas – all in favor. James Rhodes noted that Patty Shegas had a name change and staff will make the necessary corrections.

**3. Public Comment**

Chair opened the floor for public comment. There being no comments, Chair closed the public comment session.

ADMINISTRATIVE MATTERS

**4. FY 22-23 Budget**

Committee reviewed the FY22-23 Budget for the Farmers Market. James Rhodes noted that funding for a storage building was not approved in this budget, however, staff is continuing to look for alternative solutions.

**5. Restructuring of Constitution and Bylaws**

Committee reviewed the staff recommended modifications to the original Constitution and Bylaws which reflects the transition to the standard County Rules and Procedures for all boards. Patty Shegas requested to have Pitt County Policies included or attached for reference. Mr. Rhodes stated that the referenced County policies can be added as addendums to the new Constitution and Bylaws, however, every time the Board of Commissioners makes changes, the Constitution and Bylaws will have to be amended as well. Patty Shegas asked what the term limits of the committee members were. Mr. Rhodes advised the Committee that all positions may serve two (2) consecutive three (3) year terms. Mr. Rhodes anticipates having the operating procedures completed by the 4<sup>th</sup> Quarter Meeting. The Chairman noted that the Policy Committee is moving down the right path and directed staff with the Committee’s consensus to continue work the policies and the standard operating procedures.

**6. Resignation and Replacement of Committee Member**

Chairman McLawhorn stated that Nita Haddock submitted her resignation on June 28, 2022 Ms. Haddock held a 1 of the 3 designed seats for farmers. Chair opened the

floor for nominations. After discussion, Patty Shegas nominated Wendy Stallings; Mary Hardy nominated Wilbert Futrell. With no further nominations the Chair closed the floor for nominations. Per the County Attorney's advice, the committee voted in reverse order of the nominations, as this is standard per Roberts Rules of Order. Chair acknowledged Mary Hardy's motion to recommend Wilbert Futrell for nomination- McLawhorn – Yes; Spong – Yes; Hardy – Yes; Shegas – No. Motion passed. Mr. Futrell will be recommended for appointment to the committee.

**7. USDA Redesigned plans for Farmers' Market building and parking area**

Committee reviewed and discussed the recommended redesign of plans from the USDA for the parking lot and the interior layout of the Farmers Market. Chairman McLawhorn inquired if the proposed parking lot layout was only feasible if paved? James Rhodes explained that the traffic flow changes could be completed prior to paving, however, the designated handicap spots would need to be paved. Patty Shegas had concerns regarding the additional parking spaces and how they would affect the accessibility to the Village of Yesteryear.

**8. Advertising/Marketing for Market Activities**

Chairman McLawhorn noted that the County has allotted a healthy budget to advertising and marketing this year. James Rhodes announced that the Pitt County Public Information Office (PIO) has been assisting with an updated Facebook page. He announced that unfortunately staff was unable to transfer the old account to the new account so it is important to spread the word about the new Facebook site. Vice-Chairwoman Spong stated that there were multiple Facebook accounts with the name "LeRoy James Farmers Market". Mr. Rhodes replied that PIO is still in the process of cleaning up the social media accounts. Chairman McLawhorn stated that he would like to have a rough outline of a marketing plan presented to the Board by January. He also requested that LaRita deliver financial reports on how the advertising/marketing money is spent.

**9. Manager's Report**

Storage Concerns: LaRita stated that the Farmers Market was still having storage issues. James Rhodes stated that they are currently in the process of collaborating with Pitt County Building and Grounds to find a solution.

Vendor Compliance: There were additional questions on whether multiple vendors sharing a booth should each be required to pay the \$50 vendor fee. It was stated that these details can be clarified in the procedures.

Vendor Attendance and Customer Visits: It was reported that attendance is very low for vendors and customers on Thursdays and Fridays. Patty Shegas asked if LaRita could fill spaces with some of the new craft vendors with the understanding that they could only be allowed to have a booth on Thursdays and Fridays. Mr. Rhodes reminded that they must keep the 70-30% ratio to comply with their rules and procedures. Mr. Rhodes asked what the current ratio is. LaRita was unsure and

needed to reassess. Mary Hardy stated that customers who come in are disappointed that the local farmers are not there.

Vendor Relocation: LaRita mentioned moving all of the craft vendors to the middle of the market. Chairman McLawhorn requested clarification. LaRita readdressed the farmer and craft vendor ratio requesting to approve additional craft vendors for Thursday and Fridays. It was decided that LaRita needed to assess what the current ratio was and, in the meantime, follow the stated policy.

National Farmers Market Appreciation Week: National Farmers Market Week is August 7-13<sup>th</sup>. Building and Grounds has already placed the poles for the banners to be displayed.

Pumpkin Decorating Contest: LaRita would like to coordinate a Pumpkin Decorating Contest to take place this October. The committee approved her request with a budget of \$125 to expend. Andy Burlingham offered to ask farmers who come by the Cooperative Extension office to see if anyone would be willing to donate pumpkins for this event.

PATS Transportation: LaRita followed up with Cam Coburn regarding renting a PATS van to bring people to the Farmers Market. She was referred to Access East, however, after further evaluation she realized that wasn't the information that she needed. This is still a work in progress; LaRita anticipates having another update for the 4<sup>th</sup> Quarter Meeting.

Survey: Patty Shegas handed out a Vendor Survey to everyone who was present. She requested to discuss this at the 4<sup>th</sup> Quarter Meeting.

## INFORMATIONAL ITEMS

### **10. Next Meeting Date**

The next regularly scheduled committee meeting will be held Tuesday, October 11, 2022, at 6:00 pm in the Arts and Crafts Room at the Pitt County Community Schools and Recreation.

### **11. Adjourn**

Meeting adjourned at 7:38 pm.

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## *Board Members*

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<i>Seat</i>	<i>Name</i>	<i>Applicant District</i>	<i>First Appt.</i>	<i>Appt Date</i>	<i>Exp Date</i>	<i>Yrs Served (To Date)</i>	<i>Yrs Served (At Term End)</i>
<b>Farmer's Market Policy Committee</b>							
1	Futrell, James W	2	8/8/2022	8/8/2022	4/8/2025	0.16	2.67
4	Hardy, Mary	6	5/3/2021	5/3/2021	5/3/2024	1.42	3.00
5	McLawhorn, Andy	4	5/21/2018	5/21/2021	5/21/2024	4.38	6.01
2	Shegas-Roseman, Patricia	6	4/8/2022	4/8/2022	4/8/2025	0.49	3.00
3	Spong, Jean	5	4/8/2019	4/8/2022	4/8/2025	3.50	6.01



**PITT COUNTY  
PLANNING DEPARTMENT  
DEVELOPMENT SERVICES BUILDING**  
1717 W. 5<sup>th</sup> STREET  
GREENVILLE, NORTH CAROLINA 27834-1696  
TELEPHONE: (252) 902-3250  
FAX: (252) 830-2576

**JAMES F. RHODES, AICP**  
Assistant County Manager for  
Planning and Environment

## ***MEMORANDUM***

**TO:** Farmers' Market Policy Committee

**FROM:** James, Rhodes, Assistant County Manager Planning & Environment

**DATE:** October 6, 2022

**RE:** Rewrite of Farmers' Market Constitution and Bylaws

As directed by the Policy Committee at the April meeting and discussed at the July meeting, staff has begun the process of reviewing and redrafting the Market's Constitution and Bylaws. With the consent of the County Manager, staff has proceeded with drafting Rules of Procedure (ROP) for the Policy Committee and Policies/Standard Operating Procedures (SOP) for the Market. The advantages for restructuring these documents include:

- The proposed structure is aligned with other County appointed boards/committees (e.g., Planning Board, Board of Adjustment, Farm & Food Council, etc.);
- The proposed structure delineates the roles of the Policy Committee in one document (ROP) and the operation and management of the Market in another (SOP), whereas the current configuration is a mixed bag; and
- The SOP would also serve as the policies and guidelines for the Market Manager to enforce/follow.

Along with the draft Rules of Procedure that were discussed at the July meeting, attached is the draft document for the Market's Policies and Standard Operating Procedures. County staff will continue to observe the operations and activities at the Market before finalizing the draft document for review at the January Committee meeting.

**PITT COUNTY FARMERS' MARKET POLICY COMMITTEE**  
**RULES OF PROCEDURE**

**SECTION 1.0**                      **PURPOSE**

The Pitt County Farmers' Market Policy Committee is responsible for advising on the operation of the Leroy James Farmers' Market, hereinafter referred to as "Market." Specific duties of the Policy Committee, as delegated by the Pitt County Board of Commissioners, include: recommending to the Board the operating procedures for the Market; establishing administrative procedures and policies for carrying out the operating procedures; recommending to the Board an annual budget to support Market operations; adopting the annual calendar for Market dates; receiving, considering and regularly acting upon reports from the public, vendors and the Market Manager; determining vendor eligibility and ruling on revocation of privileges based on Market policies; and monitoring products offered for sale at the Market to ensure product quality is acceptable for consumer demand and/or consumption.

The purpose of these guidelines is to establish rules of procedure for conducting the business of the Pitt County Farmers Market Policy Committee, hereinafter referred to as the "Policy Committee."

**SECTION 2.0**                      **MEMBERSHIP**

The Policy Committee shall consist of five members who are Market vendors, three being active farmers and two at-large members. Vacancies shall be filled by the Board of County Commissioners. The Policy Committee is subject to Pitt County's General Policy for Appointments to Boards, Commissions and Committees.

**SECTION 3.0**                      **OFFICERS AND DUTIES**

**3.1**    **Election of Officers**

The Policy Committee shall annually elect a Chairman and Vice Chairman from its membership at the first meeting of the calendar year. The Vice Chairman shall succeed the Chairman, unless the Policy Committee chooses to elect another member as Chairman. Officers shall serve for no more than two (2) consecutive years.

**3.2**    **Chairman**

The Chairman shall preside at all meetings and public hearings; shall decide on all matters of order and procedure; shall vote on matters before the Policy Committee (except as prohibited by Sec. 4.7 Conflict of Interest); and shall appoint any subcommittees deemed necessary to investigate matters before the Policy Committee.



### **3.3 Vice Chairman**

The Vice Chairman shall assume the duties of the Chairman in the Chairman's absence. The Vice Chairman shall also assist the Chairman with tasks, as needed.

### **3.4 Acting Chairman**

In the absence of both the Chairman and the Vice Chairman, the longest serving member in attendance shall serve as Acting Chairman.

### **3.5 Executive Secretary**

The Assistant County Manager for Planning and Environment, or designee, shall serve as Executive Secretary to assist with the administrative functions of the Policy Committee. The Executive Secretary shall prepare meeting agendas in cooperation with the Chairman, supervise the recording and maintenance of the minutes; carry on routine correspondence; maintain files and records; prepare staff reports and recommendations for the Policy Committee; and shall represent the Policy Committee at meetings of the Board of County Commissioners, when needed.

## **SECTION 4.0 MEETINGS**

### **4.1 Regular Meetings**

Regular meetings of the Policy Committee shall be held on the second Tuesday of January, April, July and October. The meetings shall be held at the Community Schools and Recreation Building in Greenville, North Carolina and shall begin at 6:00pm. Meetings may be held at alternate locations as approved by the Chairman, provided the alternate meeting location is properly noticed as required by North Carolina Open Meeting Laws.

### **4.2 Special Meetings**

Provided written notice of the time and place is given at least 48 hours in advance, special meetings of the Policy Committee may be called at any time by the Chairman.

### **4.3 Quorum**

A quorum shall consist of a majority of members. Vacant seats shall not count towards calculating a quorum. Where a quorum does not exist, the meeting may be held, but no vote shall be taken. Official action shall occur at the next meeting where a quorum is present.

### **4.4 Attendance**

Members shall faithfully attend all meetings. Any member not meeting the standards set forth in the policy of the Pitt County Board of County Commissioners in General Policy for Appointment to Boards, Commissions and Committees Board may be replaced. Members shall notify the Executive Secretary if attendance at a meeting will not be possible.

#### **4.5 Conduct of Meetings**

All meetings shall be open to the public and shall be conducted following Robert's Rules of Order Newly Revised, "Informal Procedure for Small Boards" except that all motions must be seconded, and except when such rules conflict with these rules of procedure.

#### **4.6 Vote**

Except as otherwise specified, a majority vote shall be sufficient to decide matters before the Policy Committee. A majority vote is one which receives the vote of more than half of the members present. In the event of a tie vote, a motion before the Policy Committee fails for lack of a majority vote. All members of the Policy Committee have voting rights and responsibilities, including the Chairman and Vice Chairman. A member who fails to vote, excluding absent members or members with a conflict of interest, shall be counted as voting in the affirmative.

#### **4.7 Conflict of Interest**

No member of the Policy Committee shall vote on or preside over any issue involving his/her own financial interest or official conduct.

#### **4.8 Cancellation of Meeting**

In the event that there is no business to conduct, the Executive Secretary may, with 24 hours' notice and with approval of the Chairman, cancel a regular meeting.

#### **4.9 Initiation of Matters**

Matters initiated by the Board of County Commissioners, the Executive Secretary, and the Policy Committee shall be scheduled for the next meeting when received at least 14 days prior to meeting. Agenda items proposed by Policy Committee members are subject to the consent of the Chairman.

#### **4.10 Public Addresses to the Policy Committee**

The Policy Committee welcomes public input pertinent to the operation of the Leroy James Farmers' Market. Prior to the start of the meeting, each citizen or group that wishes to speak at the Policy Committee meeting must sign up on a sign up sheet, giving their name, the organization they represent (if any), mailing address and the subject matter they wish to discuss. Only the persons listed on the sign up sheet may speak,

unless otherwise permitted by the Chairman. The Chairman may recognize any citizen to speak to the Policy Committee during the course of any meeting if deemed appropriate. Each citizen shall be allowed three (3) minutes for his presentation unless the Policy Committee, by consensus, grants a greater amount of time. All citizens are expected to follow proper decorum and shall not use profanity or defamatory speech. The public is expected to remain seated except when leaving the room, or unless specifically requested by the Chairman of the Policy Committee to approach the podium.

## **SECTION 5.0                    RECORDS**

### **5.1    Public Records**

All records of the Policy Committee, including correspondence between Policy Committee members about Policy Committee business are public records and subject to disclosure under Chapter 132 of the North Carolina General Statutes, unless otherwise exempted by some provision of law.

### **5.2    Files**

The Executive Secretary shall maintain a file of all studies, plans, reports, recommendations, minutes, and other materials generated by the Policy Committee in the conduct of its activities.

## **SECTION 6.0                    STAFF**

### **6.1    County Staff and Cooperative Extension Office**

Pitt County staff, in cooperation with the Cooperative Extension Office, shall serve as the technical staff of the Policy Committee.

### **6.2    Other Departments**

The County Attorney, Public Health Director, Planning Department and other County officials and staff shall also be available for technical information and advice.

## **SECTION 7.0                    CHANGES TO RULES OF PROCEDURE**

### **7.1    Initiation**

All proposed amendments to these rules of procedure shall be presented in writing at a regular meeting before the meeting at which the vote is taken.

### **7.2    Vote**

No changes shall be made without the affirmative vote of a majority of members of the Policy Committee.

**SECTION 8.0 REPEAL AND EFFECTIVE DATE**

These Rules of Procedure take effect on \_\_\_\_\_.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Executive Secretary

# **LEROY JAMES FARMERS' MARKET** **POLICIES AND STANDARD OPERATING PROCEDURES**

## **SECTION 1.0 NAME AND PURPOSE**

As established by the Pitt County Board of County Commissioners, the Pitt County Farmers' Market is named the Leroy James Farmers' Market. The purpose of this Market is to provide a central location for area vendors of fresh produce, meats, bakery items, plants, seafood and local crafts to sell directly to the general public.

## **SECTION 2.0 MANAGEMENT**

Pitt County Government is responsible for the management of the Market and will employ appropriate staff to fulfil this responsibility.

## **SECTION 3.0 VENDOR MEMBERSHIP AND MEETINGS**

At least one annual meeting of the vendors who have paid the current year's dues shall be held. Special or emergency meetings for vendors may be held provided required notice is given.

## **SECTION 4.0 POLICY CONFLICTS**

If at any time the policies of the Market conflict with those of Pitt County, the policies of the County shall prevail.

## **SECTION 5.0 VENDOR RESPONSIBILITIES**

To ensure the purpose of the Market is fulfilled and to provide a safe, pleasant, and responsible Market for customers, vendors shall:

1. Adhere to the policies and code of ethics of the market.
2. Produce a majority of products within eastern North Carolina.
3. Be responsible for keeping his or her vendor booth area clean and neat.
4. Not misrepresent any products as to quality, price, origin, variety or amount. Vendors are expected to stand behind the sale of their product.
5. Empty booths at the end of each market week. Market tables and limited shelving or racks may remain.
6. Be present at the market by 8:00 a.m. for the daily sale. If not, the vendor shall notify the Manager prior to 8:00 a.m. Failure to do so will result in the loss of

booth space and constitute a violation of these policies. If a vendor elects not to sell during the week but intends to sell on Saturdays, he/she should contact the Manager. The Manager should be called prior to the close of the Thursday sales day.

7. Not approach customers while they are at the location of another vendor. No loud calling out of prices or hawking is permitted.
8. Be responsible for any and all taxes, insurance, adherence to all local, state and federal laws, rules and regulations, including all laws, rules and regulations regarding food safety. A certificate of liability insurance and workers' compensation coverage, if required by law, shall be provided by the vendor to the Market Manager upon request.
9. Serve as an independent contractor, and is responsible for his or her own actions. and that Pitt County, its agents, and/or employees are in no way responsible for his or her acts or omissions. Further, each vendor agrees to sign a release and waiver releasing Pitt County employees and agents, from any liability, whatsoever, arising from the use of the Farmers' Market space. This release, includes but is not limited to, adulterated food, damage to food or property, stolen items, and any third-party claims.

## **SECTION 6.0 POLICIES**

To ensure Market's long-term viability and sustainability, the following management and operational policies are established.

1. No alcoholic beverages will be permitted on the Market premises, except that vendors may sell sealed containers of wine made from local fruits.
2. No profanity, abusive language, disruptive or loud noise (tape units, radios), is permitted.
3. No flea market items will be allowed within the facility or grounds while it is in operation. Use of the Market for other functions shall be based upon the discretion of the Pitt County Board of Commissioners.
4. Booths are assigned by the Market Manager. Each vendor may rent one booth. A second booth may be rented if space is available and the required fee is paid.
5. A space of fifteen inches shall be left on each side of each booth (inside of the market area), to allow customers to walk between each booth for better viewing of products.
6. No dogs or animals will be allowed in the market building, *except for service dogs*.
7. Washing of vegetables will not be allowed in the building.

8. Thermostats will be controlled by the Market Manager. Other electrical devices will be permitted only upon consent of the Market Manager.
9. Children are welcomed but must be supervised and not allowed to interfere with customers and/or vendors within the Market.
10. No vendor shall deface or alter the Market building or grounds (inside or outside). Any additions must be approved by the Market Manager.
11. A vendor can have up to 3 signs (6 feet square each) - one for name and two for prices. Other signs can be used as long as they face the front or the back of the vendor booth, and they do not get in the view of products. All existing signs as of March 15, 2016 are grandfathered. Displays in booths cannot be higher than 6 feet on each side.
12. No persons or corporations shall sell any goods at the Farmers' Market, including on its parking area or grounds, without an approved application.
13. The Leroy James Farmers' Market defines arts/crafts as products of a home or cottage type industry. The item must show evidence of manual skills obtainable only through a significant period of experience and dedication. Ninety percent (90%) of each item must be designed by and handmade by the vendor. Examples of unacceptable items include, but are not limited to, tracings of paint by number, ceramics or pottery from commercial molds, wood carvings using duplicating machines, kits in any form, and any other items that do not reflect originality of design.
14. Criteria for accepting new art/craft are:
  - i. Whether the art/craft is a product of a home or cottage type industry;
  - ii. Whether the art/craft is the product of manual skills;
  - iii. The level of experience and dedication necessary to create the art/craft;
  - iv. Whether the art/craft is designed and hand made by the vendor;
  - v. Originality of design;
  - vi. Whether the art/craft is created from a kit, commercial mold, or duplicating machine;
  - vii. Quality and workmanship; and
  - viii. Materials used.
15. To join the Market, potential arts/crafts vendor shall send an application along with pictures of the art/craft and of the vendor creating the art/craft to the Market Manager for review and approval.
16. The balance of art/craft vendors to farmers and food will be:

During the spring/summer, crafters/artisans will be limited to 30% of vendors. During the Fall/Winter, the ratio will be relaxed to accommodate more

crafters/artisans. However, priority will be given to farmers and vendors with local food.

17. Market Members classified as farmers may sell crafts. These art/crafts must meet all guidelines contained herein. If more than 50% of a vendor's average booth sales or product display over the course of the season is of crafts/art items, the vendor is considered a craft vendor.

## **SECTION 7.0 AMENDMENTS**

Modification of these policies must be approved by the Board of Commissioners, upon recommendation of the Policy Committee. These policies shall be published and a copy made available to each vendor in good standing of the market.

The Policies and Standard Operating Procedures were approved by the Board of Commissioners on \_\_\_\_\_ and amended on the \_\_\_\_\_ day of \_\_\_\_\_.



**2022 Market Hours:**

**May-November: Thursday-Saturday 8:00am - 1:00pm**

**Veterans Day: Friday, November 11 OPEN regular hours**

**Thanksgiving: Wednesday, November 23 OPEN 8:00am - 12:00pm**

**Thursday, November 24 -Saturday, November 26 CLOSED**

**December: Friday-Saturday 8:00am - 1:00pm**

**Christmas: Friday, December 23 OPEN 8:00am - 12:00pm**

**Saturday, December 24 CLOSED**

**New Years: Friday, December 30 CLOSED**

**Saturday, December 31 OPEN 8:00am - 12:00pm**

**January 2023: Saturdays ONLY 8:00am - 1:00pm**



# 5TH ANNUAL

## THE GREAT PUMPKIN DECORATING CONTEST!



Pre-order your **free** pumpkin October 1 - 20, 2022 (supplies are limited)

### RULES

1. Pumpkins must be pre-ordered via e-mail at [larita.johnson@pittcountync.gov](mailto:larita.johnson@pittcountync.gov) or in person at the Farmers Market, located at 4560 County Home Road in Greenville, NC, during normal business hours.
2. Orders must be received by October 20, 2022.
3. Participants can pick up their pumpkin up at the Farmers Market during business hours.
4. Photos of decorated pumpkins must be emailed to [larita.johnson@pittcountync.gov](mailto:larita.johnson@pittcountync.gov) by October 27, 2022.
5. All entries must include name, age and phone number and the pumpkin title.
6. Send photos of decorated pumpkins only, showing off the decorating detail.
7. Decorated pumpkins can be carved, glued, dressed up or painted.
8. One entry per person.



### PRIZES

Winners will be announced October 28, 2022 at 1:00 p.m. at the Farmers Market and notified by email.

First Place	\$20.00 gift card	Simply Natural Creamery
Second Place	\$10.00 gift card	Simply Natural Creamery
Third Place	\$ 5.00 gift card	Simply Natural Creamery

Prizes will be available for pick up on October 29, 2022.

### JUDGING CRITERIA

Originality  
 Quality of work  
 Quality of work, based on participant's age  
 Ingenious use of inexpensive materials  
 Suitability of the title

### DECORATING TIPS

Wash pumpkin under cool water before decorating.  
 Dry well.  
 Store pumpkin in a cool, dry and well-ventilated place.  
 Use acrylic paint if you wish to paint your pumpkin.  
 Add sparkles, feathers or sequins.

### CRAFT STATION

A free **craft station** will be available for kids to decorate their pumpkins at the Farmers Market on **October 22, 2022 from 9:00 a.m. -12:00 p.m.**

[www.PittCountyNC.gov/need redirect](http://www.PittCountyNC.gov/needredirect)

Pumpkins and craft station are donated by the Leroy James Farmers Market

