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## Clarkston Farmers Market Policies and Procedures

Amended March 2014

Thank you for your interest in being a vendor at the Clarkston Farmers Market for the 2014 season. Our market runs for 28 weeks, from April 27<sup>th</sup> through November 2<sup>nd</sup>. The Clarkston Farmers Market is a producer only market. All items sold at market must be grown, raised, or made by the participants. Reselling is not allowed. Priority will be given to vendors that use locally sources ingredients, in-season produce, and other local materials.

### Application:

You will need to fill this out before you are approved to sell at the market. These are available via email and on the Clarkston Farmers Market website. Paper copies are available at the Clarkston Community Center.

You will be contacted by a staff member of the Clarkston Farmers

Market to confirm approval. All state, federal, or county licenses must be submitted before being approved for market. Only items listed on the market application and approved for sale may be sold at market. *Example:*

*You have been approved to sell fresh fruits and vegetables; you may not bring baked goods or handmade crafts to sell without prior approval from the management staff.*

Applications are accepted on a rolling basis, but priority consideration will be given to vendors who submit completed applications by March 31<sup>st</sup>.

### 2014 Vendor Fees:

Product Type	Vendor Fee Per Market	Price for Upfront Payment for the Month	Price for Upfront Payment for the Season	Total Savings if Paying Upfront for the Season
Produce Vendors	\$15	\$50	\$330	\$50
Prepared Foods and Value-added Vendors	\$20	\$70	\$440	\$120
Craft Vendors	\$25	\$85	\$560	\$120

The above fees will be collected at every market by the market manager. The fee is based on a 10 x 10 booth space.

A booth space for partial seasons (for example, pecans, blueberries, apples, iced or hot beverages) may be eligible for a discount if arranged in advance and at the market manager's discretion.

### **Supplies:**

The Clarkston Farmers Market will be able to provide a limited number of tents and tables to farmers and growers. Priority will be given to growers who have reserved a booth space prior to the market. If there are any tables and tents available on market day they will be lent out to growers on a first- come, first- served basis. You will be responsible for the set-up of your own tent and tables, as well as break down. Please leave all tents, tables and other items that were provided by the Clarkston Farmers Market at the market.

Food (value-added/prepared) and non-food item producers will be responsible for their own tables, tents and materials. Please make sure that your tent has adequate weights on the legs and is staked down to keep it in place in the event of high winds.

### **Dates and Hours of Operation:**

The market will run every Sunday from April 27<sup>th</sup> thru November 2<sup>nd</sup>, from 10 AM to 3 PM.

Vendors may arrive 1 hour (but no later than 30 minutes) prior to the opening of market to set-up booths. The beginning of market will be signaled by the ringing of the bell. *Vendors may not sell items before the bell.*

All vendors will break down at the close of market which will be signaled by the ringing of the bell. Vendors may continue to sell if they like while they are breaking down their site. Vendors will be responsible for taking down tents, breaking down tables and removing all recyclables, trash and debris from site. Recycling of all appropriate items is mandatory and bins will be provided to collect these materials. All vendors should leave the site as soon as possible after the close of the market.

The market is open rain or shine. Market management may cancel or close the market early if it is determined that weather may pose a risk to the safety of the participants or customers.

### **Booth Space and Parking:**

Vendors may park in the parking lot at the top of the hill above the activities field or in the front of the Clarkston Community Center. You may unload at your designated spot. After unloading, please remove your car to the parking lot so we leave spaces for customers who are coming to shop with you.

Vendors must clean their space of any debris, trash and/or recyclables prior to leaving the market. Recycling of appropriate items is a requirement. Recycling bins will be available for use.

Vendors must post pricing for all items. Clear and visible signage can help customers navigate the market. Your booth design should be attractive and inviting. Your booth should be noticeable, but, in a sense, invisible. You want the customers to remember what you grow, make and sell – not how much work or money you put into your display. Your signage and décor should complement, not compete with your products.

All vendors selling by the pound must use a scale certified by the Georgia Department of Agriculture. Scale certification is available free of charge by the Department. When purchasing a scale, make sure that it says "legal for trade" on the box or packaging.

### **Attendance:**

If a vendor is unable to participate in the market and they have made a prior commitment to be there, you are required to notify the market manager no later than the **Thursday evening** before the Sunday market. If a vendor would like to send a representative to sell at the booth, the representative must have direct knowledge of the production of the product.

Too many absences, or an absence without notification of the market manager may result in lost booth space.

### **Certifications, Licenses and Permits:**

Vendors are required to provide copies of all licenses and certifications that apply to the market. These include but are not limited to live plant licenses, organic certification, certified naturally grown documentation, proof that you have been through the required courses and are approved to sell eggs, meat, dairy, prepared foods and those ready for immediate consumption. Vendors are responsible for their own income tracking and reporting.

Remember that you cannot use the word “organic” when referring to your products if your product/operation has not been “Certified Organic” by the USDA.

Several items are exempt from regulation by the GA Food Law as long as they are:

- Produced within the State of GA
- Has the common name of the food on the package label
- Has the name/address/phone number of the person who made the item
- Has a list of the common name of ALL ingredients used
- The items that fall under the exemption are: jams, jellies, cakes, cookies, breads, pies, & honey

For further information regarding this policy see,

[http://agr.georgia.gov/Data/Sites/1/ag\\_Consumer%20Protection/Administration/files/Food%20Products%20Sold%20at%20Events%20Sponsored%20by%20Non-Profits%20Guidelines.pdf](http://agr.georgia.gov/Data/Sites/1/ag_Consumer%20Protection/Administration/files/Food%20Products%20Sold%20at%20Events%20Sponsored%20by%20Non-Profits%20Guidelines.pdf)

Clarkston Farmers Market does not require that you hold your own insurance to sell food, and qualifies as a nonprofit event exempt from some of the requirements of other markets. However, ServSafe certification handling at minimum is required for processed and prepared foods.

Labeling is a state requirement, and is mandatory. If you bring a product that is not properly labeled and/or has not been approved for sale by Market Management you will not be allowed to sell it.

### **SNAP Program/EBT:**

The Clarkston farmers Market will be able to accept EBT cards. Customers will swipe their EBT cards at the welcome tent and receive wooden tokens to be spent on fresh foods at the market. Each wooden token will be worth \$1 and may NOT be spent on hot foods intended for immediate consumption or artists' goods. Vendors must accept the wooden tokens for the value displayed on the token and no change should be given back to customer.

Ex: If a person purchases \$4.50 of carrots from you and gives you five \$1 tokens, you cannot give them 50 cents back.

At the close of the market day, vendors will count all tokens received and market management will verify this amount. A check will be issued to the vendor at the next week's market or mailed to the vendor if desired.

### **WIC Farmers Market Nutrition Program and Senior Nutrition Program:**

The Clarkston Farmers Market is currently working with the Department of Health to get the market and vendors approved to participate in this program. We will keep you updated as this relationship develops.

### **Gleaning Program:**

Vendors are encouraged to contribute fresh, useable produce or other leftover foods to the Clarkston Community Center food co-op and food bank programs. This will help provide some of our local community members, who are unable to afford enough food to feed themselves and their families with healthy, nourishing foods. Donation boxes for this will be located at the Welcome Tent when you enter the market. Donation receipts for tax-deduction purposes will be available.

### **Amendment of Policies and Procedures:**

Market management reserves the right to amend or supplement the policies and procedure of the market as deemed necessary. Copies of the revisions and/or additions will be made available to market participants.

Management further reserves the right to sever contract with any vendor due to misrepresentation, misbehavior, or nonattendance with written warning given in advance.