



## Farmers Market

# Operating Guidelines

The Market on Maple Farmers' Market policies correspond with the Georgia Department of Agriculture *Guidelines for Food Products Sold at Events Sponsored by Nonprofit Organizations*

[http://agr.georgia.gov/Data/Sites/1/media/ag\\_consumerprotection/administration/files/Food%20Products%20Sold%20at%20Events%20Sponsored%20by%20NonProfits%20Guidelines.pdf](http://agr.georgia.gov/Data/Sites/1/media/ag_consumerprotection/administration/files/Food%20Products%20Sold%20at%20Events%20Sponsored%20by%20NonProfits%20Guidelines.pdf)

### **Products that can be sold**

- Products that may be sold without a license include those food items that are exempt from the Georgia Food Act, which are not governed by additional State or Federal laws and regulations but preference given to vendors holding a Cottage Food License;
- Fresh produce
- Breads, pies, cakes and cookies
- Jams and jellies
- Honey
- Cut flowers and Herbs

Products **requiring State licenses** may be sold when a copy of the current license issued by the proper authority accompanies the application.

- Foods not listed above requiring a Food Sales Establishment License
- Eggs: governed by the Georgia Egg Law
- Dairy products: governed by the Georgia Dairy Law
- Organic products: growers with organic certification
- Low acid/acidified foods (canned vegetables, pickles, salsa, etc.): State license from the Georgia Department of Agriculture and completion of Better Process Control School
- Meats: governed by Georgia Meat Compliance Law
- Live plants

### **Labeling Requirements**

All baked goods and processed products are to be labeled in compliance with all applicable federal and state regulations and must include:

- The common name of the food
- A list of all ingredients using the common name of each ingredient
- The name, address and phone number of the person who made the item
- Allergen information

### **Who can sell:**

- The Market on Maple management will give booth preference to those vendors selling fresh produce and food items.
- Vendors who can participate the entire season will be given preference.
- No items sold at the market may be bought commercially, rebranded and resold at the market.
- Only those items listed on a vendor's application may be sold. If a vendor wishes to add an item, e-mail approval must be received from the market manager or representative prior to offering that item for sale.
- The Market on Maple management reserves the right to inspect the premises where products are grown or processed at any time during the market season.
- Only vendors who have paid the required booth fee may sell. All vendors must have a current signed application on file, including a copy of any required license(s).

### **Location and Hours of Operation**

**Where:** The market will be held at The Market on Maple, 117 Maple Street, Sylvania, GA 30467.

**When:** Every Thursday May – September

**Hours of Operation:** Thursdays 3-6 p.m.

**Vendor set-up:** 2 p.m. – 3 p.m.

**Vendor breakdown:** 6 p.m. – 6:30 p.m.

Vendors are not to arrive prior to 2 p.m.. Vendors are expected to begin selling at 3 p.m. and stay open until the end of the market. All booths must be vacated by 6:30 p.m.

### **Market Booth Spaces and Fees**

- Farmers, growers and food businesses will be assigned a space at a fee. Assigned spaces are roughly 10" x 12" under a covered pavilion.

**Booth rental fees must be paid in advance.**

**No refunds will be given on paid fees.**

- There are a very limited number of booth spaces with access to electricity and /or that allow a vendor to leave a truck in the market area. These spaces will be assigned on a first-come, first-served basis with preference given to vendors who must have access to a refrigerator and/or freezer and to those vendors participating for the entire season. Vendors must provide their own extension cord.
- Once a vendor's application is submitted, participation dates will be confirmed. To ensure effective management of the market, vendors may only participate on confirmed dates. Any change of dates must be confirmed in advance in email to the market manager or representative.
- Vendors should prominently display their name and city on their tent or at the point of sale so customers can easily see with whom they are dealing. Vendors must

also display a copy of any license required for food items they sell as we do have occasional visits from regulatory agencies.

- A seller's area is to remain clean and barrier free. Littering of any type is prohibited. Spaces must be left completely clean of all trash. Unsold goods, trash, etc. are to be properly disposed of or hauled away by the vendor at the end of each market. Any vendor not adhering to this rule will be barred from future participation in the market.
- No vendor may display flyers, posters, etc. outside of the rented booth space.
- No soliciting or political activities shall be permitted in the market area.
- The market management shall be permitted to photograph, film and/or record any areas of the market, including the vendors and/or their representatives and booths.

All vendors must check-in with Market Staff at the Farmers Market tent by 2:45 pm. Vendors arriving after 3 pm may not be able to pull up and unload directly at their vendor spot due to safety reasons.

### **Absences**

Vendors are asked to give 24 hours notice by calling (912) 564-7411 or emailing [csylv@planters.net](mailto:csylv@planters.net) if they cannot attend the market for any reason. This is to allow for ease of vendor placement and also to answer customer inquiries knowledgeably. If a vendor reserves a space and misses a market twice during the season without prior notice, the vendor may lose their reserved space. No refund of fees will be given for missed markets.

### **Cancellation of Market Due to Inclement Weather**

The market will be held rain or shine, but in the event of severe, violent weather, the market will be cancelled. Vendors should check their email or The Market on Maple Facebook page for information regarding cancellation. In the event of violent weather during the market, the market manager, or designated representative, may determine that the market shall close early. In that case, all vendors must cease selling and leave the market area immediately. No refund of fees will be given for a market cancelled due to inclement weather since this is a condition beyond the control of the Farmers' Market management.

Tents, Umbrellas, Tables and Chairs Tents, umbrellas, tables and/or chairs are provided by the vendor. Tents, umbrellas and tables may not extend into another vendor's selling area. Vendors are responsible for their own site set up and breakdown. No tarps are permitted. Vendors will be responsible for any injury or damages caused by their tents, umbrellas, tables and/or chairs.

**Public Safety:** Shade structures must be secured to prevent wind damage or injury. Statistically, most accidents at farmers markets involve canopies. It is your job to minimize the risk.

### **Insurance**

Market vendors are required to be responsible for their own personal, general and liability insurance. This includes damages to the grounds, sidewalks, buildings, vehicles and any other property owned or provided by the City of Sylvania.

## **Vendor Conduct**

- Proper demeanor and high-quality customer service are expected on the part of the vendors at the Farmers Market. All sellers are encouraged to be friendly, courteous, knowledgeable and honest. Customer complaints will be investigated. Sellers who are the subject of consistent complaints may be asked to discontinue selling at the market with no refund of fees.
- If selling by weight, the seller is responsible for having Georgia Department of Agriculture approved scales for weighing of produce. All produce sold by volume must also conform to the weight standards for that volume as established by the Georgia Department of Agriculture for weights and measures.
- Vendors should furnish clean packaging or containers for customers, such as paper or plastic bags or boxes. All baked goods are to be wrapped or boxed.
- Vendors are expected to have adequate money for change. The market cannot provide change.
- A vendor or knowledgeable representative must be present at the booth at all times.
- Children under the age of 16 may not sell items unless an adult over the age of 21 is present who is knowledgeable regarding the product(s) being sold.
- Vendors who bring children to the market must supervise them at all times and not allow the children to run around the market area. Children are not allowed to touch items in other vendor's booths.
- Vendors are expected to dress appropriately for working with the public. Shirts and shoes are required.
- Vendors are not to use tobacco products in the sales area.
- Vendors are not to bring pets, leashed or otherwise, except service animals.
- Vendors are not to play music that is loud enough to disturb other market vendors or customers.
- Vendor complaints and disputes must be submitted to market management in writing and shall give adequate information setting forth in detail the allegation and shall be signed by the complainant.

The following will result in immediate and permanent expulsion of a vendor from the market and no refund of fees will be given:

- Fraudulent, dishonest or deceptive merchandising or packaging
- Use of profane, abusive, threatening or harassing language
- Threatening behavior, the threat of violence, vandalism
- Gambling
- Consumption of or being under the influence of alcohol
- Use of illegal drugs or possession of drug paraphernalia

## **Promotions of the Market**

The Farmers Market Committee will make efforts to promote the market by providing information to other websites that list local farmers' markets, sending news releases to local newspapers, maintaining the market Facebook page ([www.facebook.com/TheMarketonMaple](http://www.facebook.com/TheMarketonMaple)), distributing brochures to local businesses.