

Vendor Application & Rules 2024 Columbiana Farmers Market



Farm/Business Name: _____

Owner's name/s: _____

Authorized Agents (if any):

Mailing Address: _____

City: _____ State: _____ Zip code: _____

Primary phone # (_____) _____

Alternate phone # (_____) _____ Other _____

Email Address _____

Do you take:

Credit Cards: YES / NO

EBT Cards: YES / NO

Checks: YES / NO

Cash: YES / NO

Senior Farmers Market Nutrition Program vouchers: YES / NO

If a farmer, are you registered with the County Extension Agency for a Growers Permit: YES / NO

Production Address (if different from above):

City: _____ State: _____ Zip code: _____

Website and/or social media (if any): _____

I am applying as: (circle all that apply)

Farmer

Fisherman/Seafood

Home Processed Food Vendor

Artisan

Prepared Food Vendor

Self Contained Food Truck

Other

Dates I will attend and space requested:

We are asking you to commit to specific dates this year so that we can better manage and advertise the market. Last year we had lots of vendors who committed but did not show up. If you commit to a date and you have to cancel or you don't show up, then you will NOT be refunded. If you commit to a date and it rains out, we will refund your money for that date.

☐ **Friday, June 7, 2024**

- ☐ Single Space (10'x10') \$25
- ☐ Double Space (10'x20') \$50
- ☐ Food Truck Space- \$50

☐ **Friday, June 14, 2024**

- ☐ Single Space (10'x10') \$25
- ☐ Double Space (10'x20') \$50
- ☐ Food Truck Space- \$50

☐ **Friday, June 21, 2024**

- ☐ Single Space (10'x10') \$25
- ☐ Double Space (10'x20') \$50
- ☐ Food Truck Space- \$50

☐ **Friday, June 28, 2024** (This is Liberty Day weekend and the Market will be located on North Main Street this week)

- ☐ Single Space (10'x10') \$25
- ☐ Double Space (10'x20') \$50

☐ **Friday, July 12, 2024**

- ☐ Single Space (10'x10') \$25
- ☐ Double Space (10'x20') \$50
- ☐ Food Truck Space- \$50

☐ **Friday, July 19, 2024**

- ☐ Single Space (10'x10') \$25
- ☐ Double Space (10'x20') \$50
- ☐ Food Truck Space- \$50

☐ **Friday, July 26, 2024**

- ☐ Single Space (10'x10') \$25
- ☐ Double Space (10'x20') \$50
- ☐ Food Truck Space- \$50

Total Due: \$_____

Make checks to:
Columbiana Main Street
110 Mildred Street
Columbiana, AL 35051

List all products you intend to sell at the market:

I have read and understand all the rules and regulations as set forth by the governing body of the City of Columbiana and Columbiana Main Street Organization for participation in Columbiana Farmers Market and will abide by them and understand if I break these rules it will result in my termination from the market with no refund. I agree to obtain all applicable permits and licenses, and to sell only products produced by my employees or me. I further agree not to hold the Columbiana Farmers Market, Columbiana Main Street Organization, or the City of Columbiana responsible for any damages arising from the sale of any of my products. I am responsible for obtaining all necessary insurance related to my product.

Furthermore, vendor agrees to abide by Alabama Department of Agriculture Farmers Market Authority Administrative Code 80-7-1, which can be accessed at:

http://www.fma.alabama.gov/PDFs_NEW/Administrative_Code_80-7-1.pdf

I am aware that I am personally responsible for paying city, county, and state taxes which are incurred by selling my products at the market.

I understand that applying to become a vendor or farmer at Columbiana Farmers Market does not guarantee acceptance.

***Please attach all permits and applicable certificates to your completed application**

Signed Name _____

Printed Name _____

Date _____

**If mailing, return to: Columbiana Farmers Market
110 Mildred St.
Columbiana, AL 35051**

Email application to: mainstreet@cityofcolumbiana.com

Applications will be processed, and selections made with the consultation of the Steering Committee. After a decision is reached, the applicant will be notified via email or text of the decision. Vendors have TEN days after they are notified that they are accepted to pay for their vendor spots in full. No exceptions. Payments can be made by check to Columbiana Main Street or by credit card by calling 205-669-3969. Failure to pay for your spot within the ten days will result in the denial of your application.

RULES AND GUIDELINES

2024

KEEP FOR YOUR RECORDS

INTRODUCTION

Columbiana Farmers Market (which will be referred to as “Market”) was established to provide locally grown fresh produce, farm products, and handmade products to Columbiana and its surrounding areas. Our goal is to provide a venue for Alabama Farmers, Ranchers, and Artisans to sell their goods and a place for market patrons to purchase directly from them.

The Columbiana Farmers Market Steering Committee manages the regular business operations of the market and consists of 5 members, one of which being the Market Manager. The Market Steering Committee will conduct its day-to-day operations through a Market Manager designated by the committee. The Market is managed by Columbiana Main Street and can be reached at mainstreet35051@gmail.com

LOCATION

The Columbiana Farmers Market is on South Main Street in Columbiana (with the exception of June 28, 2024 Market to be held on North Main Street).

SELLING SEASON

The Market will be open on Friday evenings from June through July.

PERMITS

Farmers, ranchers, and beekeepers must obtain the proper State of Alabama Growers Certificate before selling at the market. These are available at no charge from the grower’s respective County Extension Office. The purpose of the Grower Certificate is to ensure that the products sold originate with the producer. This allows the producer and the customer to be exempt from state and local taxes for goods sold. All Farm vendors should keep a copy of their current certification/permit with them during each market day in case of on-site inspection and provide the Market Manager with a copy, as well.

If you are selling food products that do not allow you to be classified as a grower (i.e., baked goods), you are required to complete Cottage Food Law training and provide evidence of completion. You are also responsible for collecting and remitting related sales taxes. All vendors should maintain a copy of their permit with them provide the Market Manager with a copy, as well.

All items marketed to be USDA certified organic must meet the requirements of the National Organic Program. <http://www.ams.usda.gov/AMSV1.0/nop>. Organic growers must present a copy of their organic certification to the market manager prior to selling at the market and/or labeling food as organically produced.

APPLICATION AND FEES

Vendors can obtain an application on the City of Columbiana website. Vendors should complete the application and mail it to Columbiana Farmers Market: 110 Mildred Street, Columbiana, AL 35051.

Applications will be processed, and selections made with the consultation of the Steering Committee. After a decision is reached, the applicant will be notified via email or text of the decision. Vendors have TEN days after they are notified that they are accepted to pay for their vendor spots. No exceptions. Payments can be made by check to Columbiana Main Street or by credit card by calling 205-669-3969.

Permitted Vendor Types are discussed below:

1. Farmers (growers, ranchers, farmers, beekeepers) – Farmers may sell their own products grown and/or produced in Alabama. A farmer or his representative (family member or employee) must be present at the booth during sale hours.
2. Fishermen/Seafood - Any vendor wishing to sell fresh or frozen seafood, must have a valid Alabama Seafood Dealer's License and follow all rules, regulations, and requirements of the Shelby County Health Department associated with the selling of seafood. Seafood at the market must be local seafood, caught in the Gulf of Mexico.
3. Home Processed Food Vendor - Food items that are home processed and meet the Alabama Farmer's Market Authority definition of non-potentially hazardous goods may also be represented at the Market. Home processed products must satisfy all public health, labeling, permitting, and other requirements pertaining to processed products.
4. Artisans - are producers of unique, hand-crafted items that represent use of local talent, materials, ideas, etc. They can include crafters, jewelry makers, artists, photographers, seamstresses, lotions & soap makers, etc. Artisans may sell items approved during the application process. All items must be self-produced, not resale and/or mass produced. All artisan applications must include a photo sampling of items to be sold. The market manager and steering committee will approve only artisans who represent unique, high-quality products.
5. Food Vendors - (e.g., caterers, food trucks) sell products ready to consume onsite or packaged for consumption that do not meet the definition of Home Processed Food vendor. Preference for food vendors will go to locally created products (sauces, family recipes, etc), locally branded food sellers, and unique ready to consume foods. All food vendors must meet all local licensing and health department requirements and permits must be submitted upon application.

SPACE ASSIGNMENTS & VENDOR GUIDELINES

1. Farmers, home processed food vendors, artisans, and non-food truck food vendors may reserve a single (10'x10') booth space for a fee of \$25 per market, or a double booth space (20'x10') for a fee of \$40 per market.
2. Tent fees will be collected in advance. We will not accept payment the day of the market. You must pay for each market day at the time your application is approved.
3. Columbiana Main Street will provide a white 10'x10' tent or two 10'x10' tents for you. These will be set up for you before you arrive. You will be responsible for providing tables, chairs, and any displays.
5. Columbiana Main Street will provide weights for each tent.
6. Vendors are responsible for bringing appropriate cash and/or coins to make change for customers.
7. Vendors must have a sign displayed that lists the name of the farm or the business and where they are from.
8. Vendors must arrive for check in and set up at 4:30pm. The Market opens at 5:
9. To ensure a full and vibrant market, the Market Manager must know in advance when the vendor will not be able to attend. Manager must be notified no later than 6pm of the Friday before the market.
10. Failure to show without giving notice may result in forfeiture of your approved application and all fees.
12. Farmers and vendors will NOT be permitted to park behind their selling area/tent unless you have a special circumstance. If you have a special circumstance please note it in your application.
13. The Market will begin at 5:30 each Friday afternoon and run through 8:00pm. Vendors should arrive no later than 4:45pm and be set up no later than 5:15pm. **Anyone arriving after 4:45pm will not be permitted to setup and sell.**
14. Vendors will be expected to stay for the entire market, even if all has been sold. It is the farmers/vendors responsibility to bring enough product each market day.
15. In keeping with a rustic elegant theme, vendors are encouraged to make spaces attractive and appealing to buyers. Displays must be confined to the assigned space. Vendors should keep their space clean, clear of debris, and safe during market hours. After market hours, vendors should take booth trash and debris to the designated trash cans.
16. Vendors are not permitted to smoke, vape, or chew tobacco beneath their tent or in the Market area. Ask Market Manager for permitted smoking area.
17. For sanitary reasons, vendors are not permitted to have their pet(s) beneath their tent.
19. To create an inviting marketplace, vendor's behavior should be positive and upbeat.
20. The Market is held rain or shine during the market season. However, in the event of threatening weather that could harm vendors and/or shoppers, the Market Manager will cancel the market for the day. Vendors will be notified of cancellation via email no later than 10:00am the day of (Friday).

GENERAL MARKET GUIDELINES

1. **Only producers may sell at the market.** The market is a producer's only market. A producer is defined as the person that grows or makes the product and may also include the producer's immediate family, partners, employees, or local cooperatives upon prior review. A partnership, for the purpose of this document, is defined as two or more individuals engaged together in the joint production of agricultural products. Any complaints filed with the Market Manager concerning production regulations will be investigated by the Market Steering Committee and/or a representative of the State of Alabama Farmers Market Authority. Should a complaint be found valid, it may result in expulsion from the market for the remainder of the selling season, and no refund will be made for market fees paid to date.
2. **Arts and crafts will be limited to 30% of the booths represented at the Market. Farmers are not permitted to sell arts & crafts from their booth unless they have received prior approval by the Market Steering Committee.** If there is any question about whether the item may be sold at the market, a brief written proposal should be submitted to the Market Manager for review.

3. **The sale of live animals is not allowed at the market.**
4. The use of electrical generators must be cleared with the Market Manager and must be a no-noise generator.
5. Solicitation for political campaigns, products, services, or charitable contributions is NOT permitted.
6. Vendors must be sixteen years of age and older. Younger children are welcome to participate but must be accompanied by an adult responsible for the child's conduct and safety.
7. Fraudulent, dishonest, or deceptive merchandising, disruptive behavior, or collusion to set prices among vendors may be grounds for forfeiture of the right to do business of any kind in the market for a length of time to be determined by the Market Steering Committee. All profane, abusive, discourteous, and boisterous language and/or conduct at or around the market area is prohibited.