

Vendor Application & Rules for Columbiana Farmers Market

I am applying as a:

Farmer Fisherman/Seafood Home Processed Food Vendor
Artisan Prepared Food Vendor Other

Space Requested:

- Single Space (10'x10') - \$25 Per Market Day
 Double Space (20'x10') - \$40 Per Market Day
 Food Truck Space - \$50 Per Market Day

Frequency of Participation:

- Weekly
 Biweekly (Every Other Week)

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): _____

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.

If you are approved by the Steering Committee to sell at the farmers market, you will be officially notified by email and text message. Vendors and farmers that have not been officially approved by the Steering Committee will not be permitted to sell at the market.

Signed Name _____

Printed Name _____

Date _____

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

Email application to: mainstreet@cityofcolumbiana.com

RULES AND GUIDELINES

2022

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 Manager is Mark Brady and can be reached at (205) 410-9153 or farmersmarket@cityofcolumbiana.com.

LOCATION

The Columbiana Farmers Market is held in the Shelby County Courthouse overflow parking lot, which is located at 115 West College Street, Columbiana, AL 35051.

SELLING SEASON

The Market will be open on Saturdays from 9am to 1pm from the first Saturday in June through the last Saturday in August.

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 by messaging the Columbiana Farmers Market Facebook page, or by calling the Market Manager at (205) 410-9153 for a paper application. **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 of the decision.**

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 acceptance to the Market.

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 from the vendors by a member of the farmers market committee each selling day, generally at 11:30am of each market day.
3. It will be the responsibility of the vendor to supply his/her own 10'x10' tent. White tents are strongly encouraged, as to create a consistent appearance at the farmers market, but are not required at this time. It will also be the responsibility of the vendor to provide his/her own table and chairs, if desired.
4. It will be the responsibility of each vendor to set up their own tent, but Market volunteers will be available to assist, if needed.
5. Vendors are responsible for bringing their own tie-down weights for their tents.
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. At the beginning of each market day, vendors will check in at the entrance of the market to ensure that they know which location to set up. The Market Manager will create weekly booth assignments and will seek to keep farmers/vendors in a consistent spot from week to week.
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 more than one time may result in forfeiture of assigned booth location. Failure to show without giving notice two or more times may result vendor losing space for the season.
11. Maximum vehicle size is a 1-ton pickup or van unless prior arrangements have been made. If the vendor is using a trailer to display and sell goods, the towing vehicle may have to be disconnected and moved out of the area. If a vehicle or display is impeding pedestrian traffic, or is deemed to be a safety hazard, it must be moved.
12. Farmers and vendors will be permitted to park behind their selling area/tent, provided the vehicle fits within a single standard parking space. If the vehicle does not fit within the assigned space, it will need to be moved to an adjacent parking lot until the market day has ended.
13. The Market will begin at 9:00am each Saturday morning and will run through 1:00pm. Vendors should arrive no later than 8:00am and be set up no later than 8:30am. All drive up access to the market will be cut off by 8:30am. **Anyone arriving after 8:30am will not be permitted to setup and sell.**
14. Vendors will be expected to stay for the entire market, even if all product has been sold. It is the farmers/vendors responsibility to bring enough product each market day. Vendors are expected to stop selling at 1pm.
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. Ask Market Manager for permitted smoking area.
17. For sanitary reasons, vendors are not permitted to have their pet(s) beneath their tent.
18. Home produced food items are not permitted for sampling to customers.
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 8pm the night before (Friday). Vendors

are expected to be present at the market unless inclement weather causes cancellation and/or early close.

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.