

PAULDING FARM BUREAU FARMERS MARKET
2011 VENDOR APPLICATION

Vendor Name: _____

Business or Farm Name: _____

Street Address: _____

City _____ Zip Code _____

Email: _____ Website: _____ (Please print clearly)

Home phone: _____ Cell phone: _____

Alternate: _____

Which market(s) do you plan to attend?

_____ Dallas Highway (2515 Marietta Hwy. Dallas, GA 30157, at the intersection of Hwy. 92/Hwy. 120)

_____ Hiram (Ben Hill Strickland Park, located at 372 Oak Street, just off Hwy. 92 in Hiram)

Date you plan to begin selling _____/_____/_____ (Dallas Hwy. opening day Friday May 6th)

_____/_____/_____ (Hiram opening day Tuesday May 10th)

Products you intend to sell: _____

Are you able to provide produce into the Fall/Spring? _____ If so, what can you provide for a Fall/early Spring

2012 market?

Please include a brief bio about yourself, your farm and produce/products:

Please provide a photo of you and your farm or product(s) if you wish to have your info added to the market website. This can be sent to the market manager via email to: tufty68@gmail.com or sent by mail to Shannon Davidson at 655 Coach Bobby Dodd Rd., Dallas, GA 30132

Initial each line item.

MARKET RULES AND REGULATIONS

"Vendor" shall be defined as the producer of goods sold at the **Paulding Farm Bureau Farmers Market**, and shall include the spouse, siblings, children, parents and employees of the applicant who assist in the cultivation, production and/or sale of goods produced at the address listed on the application.

All products sold by vendors must be grown or otherwise produced by the vendor. **Resellers may not apply.** Vendors must produce their goods within the Northwest Georgia region, or within 100 miles of the market.

Vendors must provide a list of items they intend to sell to the Market Manager the week they plan to attend the market. This allows the market manager to notify wait list applicants of stall availability. *(This will be done via email.)*

Vendors intending to sell prepared and packaged food products for resale must provide a copy of current Georgia Department of Agriculture Food Sales Establishment Licensure.

Non-produce food vendors must attest to the fact that they produce at least one major ingredient in their product. Baked goods are exempt from this regulation.

Vendors who wish to sell eggs and/or dairy must provide a copy of their current Georgia Department of Agriculture certification, and have certification made presentable at the market each week.

Vendors intending to sell low acid/acidified foods (canned vegetables, pickles, salsa, etc) must provide proof of completion of **Better Process Control School**.

Health Regulations

All vendors participating in the **Paulding Farm Bureau Farmers Market** shall comply with the sanitary rules and regulations of County and State Health Departments. All food must be properly displayed, fresh and grown and/or prepared in accordance with all local, state and federal regulations.

All vendors shall be responsible for keeping the farmers market lot clean and clear of clutter and debris. No trash is to be thrown on the ground or in any receptacle except that provided by each vendor. All garbage must be removed at the close of each market day by the vendor. A clean up fee of \$25.00 will be charged to violators, followed by dismissal from the market for repeat offenders.

Hold-Harmless Clause and Insurance Requirements

Vendor and his/her representative(s) participating in the **Paulding Farm Bureau Farmers Market** shall be individually and severally responsible to the **PCFBFM** for any loss, personal injury, death, and/or other damages that may occur as a result of the vendors' negligence, or that of its agents and employees.

Vendor hereby agrees to indemnify and hold the **PCFBFM** and its representatives harmless from any loss, costs, damages and other expenses, including attorney's fees, suffered or incurred by the **PCFBFM** by reason of the vendors' negligence or that of its agents and employees: provided that the vendor shall not be responsible nor required to indemnify the **PCFBFM** for negligence, its agents and employees.

Vendor acknowledges that no insurance is provided to participants of the **PCFBFM**. It is recommended that each vendor carry his/her own product liability insurance while participating as a vendor at the **PCFBFM**.

Each vehicle must be covered by vehicle liability insurance to cover any vehicle related incidents. Proof of insurance should accompany your application to the **PCFBFM**.

Vendor Name: (Print) _____

Safety Measures

Strong weather patterns in our area during the afternoon in Summer are common. Vendors will be required to comply with the following safety precautions regarding storm preparedness. Initial by each line item:

Vendor **MUST** bring heavy weights/cement blocks to which tents must be secured.

Vendor **MUST** secure at least one side of his/her display tent to the vendor's vehicle with rope or bungee cords.

During strong weather conditions, particularly when lightning and thunder are present, vendor **MUST** take shelter in his/her vehicle, and not remain outside to protect assets.

Market Locations

The **Paulding County Farm Bureau Farmers Market** in Dallas is located at 2515 Dallas/Marietta Hwy. Dallas, GA 30157 at the intersection of Hwy. 92 /Hwy. 120 in Paulding County.

The **Paulding County Farm Bureau Farmers Market** in Dallas is located at Ben Hill Strickland Park, located at 372 Oak Street, just off Hwy. 92 in Hiram.

Market Schedule

The **PCFBFM** shall be in operation each Tuesday (Hiram) and Friday (Dallas) afternoon from 3:00pm – 7:00pm from May 6th, 2011 (Dallas) and May 10th, (Hiram) through Fall. Setup will begin no earlier than 2:00 pm. Selling will begin no later than 3:00pm, and ceases promptly at 7:00 pm. The **PCFBFM** shall be in operation rain or shine. Notice will be given to vendors and customers following market announcements, about any cessation or variation from established market hours.

Operations

The **PCFBFM** reserves the right to adjust hours of operation, location, vendor setup, market layout, and operating fees as necessary for the optimal functioning of the market.

Attendance

The strength of any farmers market is the presence of a number of vendors with a diversity of products. Vendors are expected to attend reliably. Lack of or irregular attendance, including premature departure will lead to market lots being made available to waitlist vendors.

Fees & Taxes

The 2011 annual fee for participation at the PCFBFM is \$25.00 to participate at **either/both** market(s). Vendors who wish to participate in both markets will not be charged twice. Guest vendors will pay \$10.00 per week for each market they attend. Vendor fees cannot be split or shared amongst vendors. Only one vendor may utilize a single lot. The **PCFBFM** does not collect sales tax. Each vendor is responsible for collecting and reporting any applicable sales tax on items sold.

Space Assignment

Space shall be generally defined as 10' x 10'. Vendors are responsible for setting up their space and keeping it clean. Canopies or umbrellas are allowed. Tables are suggested. Nothing shall be displayed on the ground. (With the exception of live plants). Nothing shall extend in to the space of another vendor unless agreed upon by both parties.

Pricing, Weights and Measures

Each vendor will operate as an individual entity and, as such, each vendor is responsible for setting his/her own prices. Weights and measures are expected to be in accordance with all applicable local, state and federal rules and regulations. All scales shall be approved by the Georgia Department of Agriculture and have current inspection stickers.

Labeling

All vendors are expected to clearly label all products as necessary in accordance with all applicable local, state and federal rules and regulations. **All labels must include:** the common name of the product, a complete list of ingredients, vendor's name, address, phone number, and contact information. Egg cartons must be labeled with appropriate collection and use dates as outlined under Georgia's egg law.

Method of Production and Product Quality Claims

Though vendors selling at the market are acting as individual business entities, claims made by individual vendors may be perceived by customers to be backed by the market as a whole. For this reason, claims of specific production practices, and claims that products have specific nutritive or other health benefits, must be supported by analyses or studies, or methods of analysis, which are recognized by state and/or federal governmental agencies for purposes of certification. For example, under existing state and federal law, only certified organic growers may claim to use organic growing methods

As there is no state or federal certification program for those making "pesticide-free" and related claims, vendors may not make such claims until such a program is established by an official state or federal agency. Edible food products must be made in a Health Department Licensed Commercial Kitchen.

Miscellaneous

No firearms. No alcoholic beverages. No Multi-Level Marketing Products.

Non-Profit Organizations

Non-profit organizations shall make application and pay the same rate as the other vendors on a per space basis.

Complaints

Complaints of any kind against any vendor shall be directed to the attention of the PCFBFM Market Manager. The Market Manager will seek to resolve the issue immediately and if the Manager is unable to do so, he/she will forward the complaint to the Farm Bureau's Market Advisory Committee for investigation and resolution.

The Market Manager shall have the right to warn and/or suspend a vendor based on the Market Manager's personal observation of a violation of the rules and regulations.

The Market Manager and Paulding County Farm Bureau reserve the right to revise the **PCFBFM** Rules and Regulations at any time.

I have read and agree to the Rules & Regulations established for the Paulding Farm Bureau Farmers Market.

I have received a copy of the guidelines for food products sold at events sponsored by non-profit organizations, and can provide all relative documentation, certification, and required licensure to the market manager.

I verify that I am the sole direct grower/producer, and agree to a farm inspection as notified by Market Organizers.

The following individual(s) are granted permission by me to represent myself and/or my farm at the market should I be unable to attend: _____

Vendor Name (Print): _____

Vendor Signature: _____ **Date:** _____

MAKE CHECKS PAYABLE TO: **PAULDING COUNTY FARM BUREAU FARMERS MARKET**

MAIL APPLICATIONS TO: **Shannon Davidson, PCFB Market Manager, 655 Coach Bobby Dodd Rd., Dallas, GA 30132**

GUIDELINES FOR FOOD PRODUCTS SOLD AT EVENTS SPONSORED BY NON-PROFIT ORGANIZATIONS

The Georgia Department of Agriculture has always strived for an inspection program that would both protect the consuming public and not be overly restrictive to food producers and small merchants. With to the increase in popularity of events such as Arts & Craft Shows, Local Farmers Markets, and Festivals where processed food is being sold; the Department of Agriculture has issued the following guidelines:

EXEMPTION FROM THE GA FOOD ACT

Food products will be considered exempt from the inspection and licensing required by the GA Food Act, unless the sales of such items are prohibited by other State Laws or by the FDA's Federal Code of Regulations (CFR's). To qualify for the exemption, the products must be sold directly to the consumer, and occurs at an event that:

1. Is sponsored by a political subdivision of this state or by an organization exempt from taxes under paragraph (1) of subsection (a) of Code Section 48-7-25 or under Section 501(d) or paragraphs (1) through (8) or paragraph (10) of Section 501(c) of the Internal Revenue Code, as that is defined in Code Section 48-1-2;
2. Lasts 120 hours or less; and
3. When sponsored by such an organization, is authorized to be conducted pursuant to a permit issued by the municipality or county in which it is conducted.

WHAT PRODUCTS CAN BE SOLD?

Products exempt from the Georgia Food Act, which are not governed by additional State or Federal laws and regulations. For example:

1. Jams
2. Jellies
3. Cakes
4. Cookies
5. Breads
6. Pies
7. Honey
8. Fresh Produce (If "Organic," there must be an Organic Certificate Available)

WHAT PRODUCTS CANNOT BE SOLD AS AN EXEMPT ITEM?

1. Products that are governed by specific State or Federal laws and regulations. For example:
2. Meat Products – Governed by Georgia Meat Compliance Laws
3. Eggs – Governed by the Georgia Egg Law (certification available)
4. Dairy Products – Governed by the Georgia Dairy Law (licensing available)
5. Organic Products –From Growers or Processors without an Organic Certification
6. Low Acid/Acidified Foods (Canned Vegetables, Pickles, Salsa, etc) – Unless the Processor is licensed (met all the requirements) and has completed Better Process Control School.

(This document is intended to be a "Guideline" which describes in simple terms a number of basic requirements which must be met before conducting food sales).