

# HERNANDO FARMERS MARKET OPERATING GUIDELINES

## 2009 MARKET SEASON

The Hernando Farmers' Market is sponsored by the Hernando Main Street Program/Chamber of Commerce to provide local agriculturalists with a retail outlet for their products, and to promote the City of Hernando. The market provides the citizens of the area with an opportunity to purchase fresh quality products from the people who produce them.

### I. Items permitted for Sale

**All items will be sold at the discretion of the Market Manager, or his/her agent, and the Farmers' Market Committee.**

Items permitted for sale at the market include all varieties of locally grown (or raised or caught) produce, plants, flowers, trees or seedlings, including but not limited to: raw vegetables, fruits, edible plants, eggs, honey, cheese, shelled peas and beans, nuts, herbs, spices, bedding plants, flavored vinegars, condiments, preserves, jellies, jams, pastries, baked items, spreads, fresh juices, dried/fresh flower arrangements, poultry, fowl, sausages, milk, seafood, meat, and cut firewood. Prepared items permitted for sale include flavored vinegars, condiments, preserves, jellies, jams, pastries, baked items, sausages, cheese, and spreads. Non-profit fund raising sales **may** be permitted by the Farmers' Market Committee. Plants clearly labeled as not being Mississippi grown may be sold as a convenience to market goers.

Crafts are incidental to the purpose of the market, which is primarily an agricultural operation. Not more than 20% of the gross proceeds of any vendor can be gained from marketing of crafts at the market. Vendors or members of the vendors' households must produce all the craft items sold at the market.

In addition, the Farmers' Market Committee shall have the discretion to fill any vacant spaces with those vendors who produce **only craft products**. Such assignments shall only be allowed after spaces have been filled with those vendors producing agriculture products. This number shall not exceed more than 10% of the total number of market vendors.

The following crafts are generally permitted at the market: wood carving, weaving, pottery, dollies, afghan, quilts, wreaths, baskets, candles and wood planters. Other items may be allowed at the discretion of the Market Manager and the Farmers' Market Committee.

Services incidental to the making of food may also be permitted at the discretion of the Farmers' Market Committee, including, but not limited to, knife sharpening and utensil sales.

All items must be hand crafted by a market participant. **No buy and bring items may be sold.**

## **II. Fee Structure**

Season length: June 6th through October 31<sup>st</sup>.

Weekly booth fee: \$10.

Time: 8:00 a.m. until noon.

## **III. Space Assignments**

First priority for booth space will be given to those who plan to sell each Saturday for the entire market and those who participated in the majority of the Saturdays of last year's market. Those who sign up for the entire market receive a 10% discount on booth fees.

If a vendor misses a Saturday, he/she will not lose his/her location as long as the Market Manager is notified by the **Wednesday** prior to the Saturday market, or the vendor's schedule has been pre-planned. Vendors who do not sign up for the entire market must notify the Market Manager of his/her intent to sell at the upcoming Saturday market, so that space can be accommodated and marketing of that vendor's services can be planned, by 5:00 p.m. on the Wednesday before the Saturday market.

If a vendor misses a Saturday without notifying the Market Manager, his/her spot may be reassigned at the Market Manager's discretion.

Spaces will be held until 8 am only.

## **IV. Set-up and Cleanup**

On Saturday, vendors may begin setting up as early as 6:30 am. Vendors must be prepared to sell by the opening of the market at 8:00 am. The Hernando Farmers' Market does not provide any tables or cover for vendors. Vendors are responsible for providing their own merchandise display. Pickup beds are acceptable.

Saturday morning selling will begin at 8:00 am and will cease at noon.

Vendors will not be allowed to set up their display after the opening bell unless prior arrangements are made with the Market Manager.

Vendors will be responsible for all clean up of the area they are assigned. The area should be clean and free of all debris, leftover product and trash.

Vendors will be loaded and off the market premises by 45 minutes after the close of the market.

On Saturday the market will provide trash receptacles for trash generated by the market's visitors. Vendors are welcome to use these receptacles for small items but they are not for

the use of vendors leaving bulky trash or leftover product behind.

## **V. Sales Taxes and Permits**

Vendors will be responsible for determining what items are taxable and for collecting their own sales taxes. All necessary permits must be displayed prominently. Vendors do not need to obtain a business permit for selling in the City of Hernando.

All vendors are responsible for being aware of and abiding by any and all Federal, State and Local laws regulating market activities. It is the responsibility of each vendor to investigate all governmental regulations applicable to their individual product lines and sales endeavors, and to abide by all such regulations.

Each vendor is required to provide the Market Manager with a copy of their Mississippi Sales Tax Certificate and Certificate of Liability Insurance, if required, as well as any other appropriate licensing and inspection information before participating in the market.

**It is the responsibility of each vendor to follow safe food handling procedures in order to assure the public's health, safety and welfare. Each vendor growing or raising food for sale or selling food that has been processed (canned) must have a Certificate of Attendance from a Food Safe class given by the DeSoto County Extension Service (662-429-1343) (or another County Extension Service). Those selling prepared foods must show the appropriate required Department of Health permits.**

It is the responsibility of each vendor to maintain any scales in use in the proper operating condition, and that they are accurate and used appropriately.

## **VI. Vendor Conduct**

Vendors shall conduct themselves in a courteous manner. Music, either live or recorded, may not be played at the vendor booths, although the Farmers' Market Committee will provide music, cooking demonstrations and other activities. Loud profanity, threats, violence, fighting or any other disturbance of the market's peace will not be permitted. Smoking or using tobacco products in the selling area is not permitted. Children and pets must be under control.

## **VII. Violations**

Any complaint against any vendors-- whether by a guest of the market or by another vendor-- will be addressed by both the Market Manager or his/her agent and the Farmers' Market Committee. Decisions made by the Committee are final.

If the Market Manager or his/her agent and the Committee determines that a vendor is in violation of any provision that may interfere with the smooth operation of the market penalties may be applied. Possible violations include the following:

- Not showing up
- Arriving late
- Leaving early (unless cleared in advance)
- Failure to clean up area
- Selling items not within the guidelines of the market
- Failure to pay fees
- Loud profanity, threats, violence, fighting or any other such disturbance of the market's peace
- Smoking or using tobacco products in the selling area
- Playing live or recorded music at a vendor's booth

### VIII. Disclaimer

The market reserves the right to modify these rules and regulations at any time. **The market reserves the right to refuse the application of any vendor at any time and for any reason.**

### IX. Agreement to Rules

The vendor is responsible for reading these rules and signing a statement accepting said rules.

*I have read these rules of the Hernando Farmers' Market and agree to abide by them or relinquish my right to participate in the Market.*

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Vendor

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Date