



Vendor Policies & Procedures

General Requirements for all Categories

- **Board of Directors:** The Board of Directors is the governing body of the Brookhaven Farmers Market (the "Market") and has final authority and say regarding all Market matters. The Board of Directors reserves the right to deny a vendor's application, to prohibit anyone from selling at the market, or to prohibit any product from being sold at the market.
- **Director of Operations:** The Director of Operations is a representative of the Board of Directors, vendor liaison, main point of contact and onsite manager for all vendors. The Director of Operations will collect weekly fees (unless paid in advance) and report directly to the Board all market related activities.
- **Application:** All vendors must complete and sign a Vendor application **yearly**.
- **Application Fee:** All vendors, returning or new, must submit a non-refundable \$50 application fee with their applications.
- **Weekly Fee:** All vendors must promptly pay all fees. Failure to pay vendor fees when due will result in dismissal from the Market. Weekly vendor fees are \$25.
- **Participation:** The Market season is March through November. It is expected that Vendors will participate on a consistent weekly, bi-weekly or monthly basis. Absences must be disclosed to the Director of Operations in advance, and any failure to so notify will result in a No Call/No Show fee of \$25. Repeated absences without proper notification may result in dismissal from the Market.
- **Product List/Additions:** Vendors are required to submit a complete list of all products they wish to sell with their applications and receive preapproval from Board of Directors before selling any product. If a vendor wishes to add product to their original list, they must submit additions to the board of directors **in writing** for approval a minimum of two weeks before they wish to sell the product. Products may be denied entry and are up to management discretion.
- **Relevant Documentation:** All vendors must provide the board of directors with copies of all relevant documents (liability insurance, organic certifications, Certified Naturally Grown, Candler's licenses, certified kitchen licenses, etc.) with their applications. Copies are to be available in vendor booths. Vendors must be aware of what licenses and certificates are required for their product.
- **Loss/Damage Incurred by Vendors** Brookhaven Farmers Market is not responsible for any loss or damage incurred by vendors.
- **Packaging:** Vendors are encouraged to **use environmentally responsible** and sustainable methods of production and packaging.
- **Product Sampling:**
 1. Samples must be in individual, sealed containers.
 2. Samples will not be packaged onsite at the market. They must be pre-packaged offsite at the pre-approved facility listed on your application.
 3. Samples will not be communally placed on the table. You may ask a customer if they want a sample and provide them one, but do not have samples on the table as a free for all.
 4. Samples may be taken to be consumed off site. However, if the customer wants to eat the sample onsite it **MUST** be consumed at your booth and the trash must be deposited of at your booth. Vendors must provide recycling and trash receptacles at their booths for samples and must inform their customers of how to dispose of waste properly.

- **Product and Practice Representation:** Customer inquiries regarding farming practices should be answered factually and knowledgeably. Vendors misrepresenting their product may be immediately terminated from the market if they knowingly misrepresent any farming or product practices and/or product liability.
- **Vendor Identification:** Each booth space must prominently display a sign clearly identifying the farm or business by name and the location of the farm or business. All descriptions of products must be accurate, truthful and not intended to mislead the public in any way.
- **Compliance with health, safety, and related laws:** Vendors and their employees are responsible for informing themselves about and complying with federal, state, and local health regulations and licensing requirements governing the production, display, distribution, sampling, and sale of their specific products. Vendors providing samples of their products must comply with the rules governing market sanitation and health issues.
- **On site sales personnel:** Family members or verifiable employees paid hourly, on commission, or by salary may sell vendor's products at the market. If employees are new, the Market may request contact information. Vendors are responsible for making sure that all persons working at their booths are familiar with and adhere to all market rules, regulations, and guidelines.
- **Electricity:** All electrical equipment must be pre-approved by Market management. Vendors requiring electrical power are responsible for providing their own outdoor extension cords and tape to insure safety requirements are met. The Market cannot guarantee electricity to its vendors.
- **Conduct and courtesy:** While at the Market, vendors are expected to behave courteously to customers, other vendors, market staff, and volunteers, and to conduct themselves professionally at all times. Vendors may not publicly disparage other vendors, products, or markets. If vendors have a complaint about other vendors they must submit their complaint in writing to the Director of Operations.
- **Booth equipment:** Vendors must supply their own booths and tables. Booths and tables must not be a hazard to the public or other vendors. Wind gusts are known to come on suddenly and without warning. As such, vendors must insure that their tents and canopies are sufficiently weighted to prevent tents and canopies from becoming unstable. Vendors consistently without weights are subject to a fine.
- **Clean and safe:** Vendors are responsible for keeping their space clean and attractive during market hours and must clean up their space after the market closes. Long tablecloths are recommended so that vendors can store any extra product under the tables.
- **Space assignment:** A weekly site-map will be sent to participating vendors. However, the Director of Operations reserves the right to assign booth spaces on market day to vendors as they arrive. Requests will be considered, but no guarantees are made.
- **Operations guidelines:** Vendors are responsible for informing themselves and their staff, and are expected to comply with market guidelines.
- **Approval of Selling Privileges:** The Market's approval of selling privileges for a vendor is always for a specified period and never exceeds one market season.
- **Overlap:** Vendors whose products or practices place them in more than one category are subject to all the requirement of both categories.
- **Exclusivity:** The market does not offer exclusive rights to any one vendor to sell any one product. The Board of Directors believes that customers generally benefit from having a choice. However if the Board of Directors believes the number of vendors offering the same or similar products is excessive, duplicate products may be denied entry.

Edible Product Requirements

- **Farm Visit:** All farms are subject to a farm visit by market management to verify their activity and farming practices.
- **Site Visit:** All vendors are subject to a site visit by market management to verify quality procedures.
- **Insurance:** Certificate of insurance evidencing general liability and property damage, including products coverage, in an amount of not less than \$500,000. A copy of the certificate of insurance must be provided upon notification of acceptance prior to attending the market.
- **Licensing:** Business License and all proper Department of Health or Department of Agriculture licenses is required for all Vendors and a copy must be presented with application yearly. Specific

license will depend on the vendor category. Some examples are organic certification, scales, meat seller licensees, and licensed kitchens for processed foods.

- **Canopies:** Vendors with on-site prepared foods and baked goods are required to have a full canopy covering their booth. An umbrella is satisfactory if it is sufficiently weighted and covers the entire table area.

Specific Product Rules

- **Meat, Dairy, and Egg Products.** All meat and dairy products must be labeled as processed food products in accordance with the FDA requirements for processed food products
- **Certified Organic and Certified Naturally Grown Vendors:** Vendors must provide Market Management with copies of their certification and should post their certification in their booths.

TERMS OF ACCEPTANCE

All authorized vendors participating in the Brookhaven Farmers Market are independent operators and not partners or joint ventures and shall be individually and severally liable for any loss, personal injury, deaths and/or any other damages that may occur as a result of the vendor's negligence or that of its employees, agents, and associates. By submitting and signing the Terms of Acceptance, all vendors agree to indemnify and hold harmless the Brookhaven Farmers Market and University Baptist Church for any loss, costs, damages and other expenses including attorney's fees, suffered or incurred by reason of vendor's negligence or intentional misconduct or that of its employees, agents, and associates, provided that the vendor shall not be liable for nor required to indemnify the Brookhaven Farmers Market and University Baptist Church (collectively, the "Indemnitees") for the sole negligence of any of the Indemnitees or of their servants, agents, employees or associates. Each vendor must carry his or her own personal and product liability insurance. Furthermore, vehicle liability insurance is required to cover any damage caused to persons or property by a vendor's vehicle.

Acknowledged and Agreed to by:

Name of Business/Vendor: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date _____

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