



Lilburn Farmers Market “A Tasty Way to Start your Weekend” 2015 Policies Handbook

The Lilburn Farmers Market was organized by group of volunteers in 2010 to provide local farmers, growers and food-related businesses with an opportunity to sell directly to local residents and provides residents with easy access to farm-fresh items. The Lilburn Farmers Market is a co-sponsored event with Good Shepherd Presbyterian Church.

The Lilburn Farmers’ Market policies correspond with the Georgia Department of Agriculture *Guidelines for Food Products Sold at Events Sponsored by Nonprofit Organizations*
http://agr.georgia.gov/Data/Sites/1/media/ag_consumerprotection/administration/files/Food%20Products%20Sold%20at%20Events%20Sponsored%20by%20Non-Profits%20Guidelines.pdf

Products that can be sold

- Products that may be sold **without a license** include those food items that are exempt from the Georgia Food Act, which are not governed by additional State or Federal laws and regulations but preference given to vendors holding a Cottage Food License;
- Fresh produce
- Breads, pies, cakes and cookies
- Jams and jellies
- Honey
- Cut flowers and Herbs

Products **requiring State licenses** may be sold when a copy of the current license issued by the proper authority accompanies the application.

- Foods not listed above requiring a Food Sales Establishment License
- Eggs: governed by the Georgia Egg Law
- Dairy products: governed by the Georgia Dairy Law
- Organic products: growers with organic certification
- Low acid/acidified foods (canned vegetables, pickles, salsa, etc.): State license from the Georgia Department of Agriculture and completion of Better Process Control School
- Meats: governed by Georgia Meat Compliance Law
- Live plants

Labeling Requirements

All baked goods and processed products are to be labeled in compliance with all applicable federal and state regulations and must include:

- The common name of the food
- Net weight
- A list of all ingredients using the common name of each ingredient
- The name, address and phone number of the person who made the item
- Allergen information

Who can sell:

- The Lilburn Farmers Market management will give booth preference to those vendors selling fresh produce and food items. **The market will maintain a 60 to 40 percent ratio of whole food/plant vendors to prepared food vendors.**
- **Produce re-sellers will not be permitted to sell at the market.**
- A limited number of craft vendors may be approved to participate in the market. Crafts must be handmade, sold by the product creator and have a clear food and/or garden relationship. To ensure the quality of the crafts offered, vendors will be asked to submit a photo of their craft with their application.
- Vendors who can participate the entire season will be given preference.
- No items sold at the market may be bought commercially, rebranded and resold at the market.
- At the discretion of the Committee, one local non-profit civic, church or school group per week may participate in the market at no cost as long as they are selling bottled water and/or products that do not compete with those sold by a paying vendor. If the group wants to sell products that compete with a paying vendor, the standard booth fee will apply.
- Only those items listed on a vendor's application may be sold. If a vendor wishes to add an item, e-mail approval must be received from the market manager or representative prior to offering that item for sale. The market manager, or representative, is the final arbiter on the suitability of an item offered for sale.
- To ensure a good diversity of products, the committee may find it necessary to limit participation of vendors who sell like items. However, no vendor is guaranteed of being the sole purveyor of an item.
- The Lilburn Farmers Market management reserves the right to inspect the premises where products are grown or processed at any time during the market season.
- Only vendors who have paid the required booth fee may sell. All vendors must have a current application on file, including a copy of any required license(s) and a signed hold harmless clause.
- The market focuses on food and food related items.
- Vendors sell at the invitation of the market committee. The committee reserves the right to revoke a vendor's approval at any time.

Location and Hours of Operation

Where: The market will be held at Good Shepherd Presbyterian Church, 1400 Killian Hill Road, Lilburn, GA 30047.

When: June 5 to August 29, 2015

Hours of Operation:

Every Friday	4 PM to 8 PM
Vendor set-up	3 PM to 4 PM
Vendor breakdown	8 PM to 8:30 PM

Vendors are not to arrive prior to 2 PM. Vendors are expected to begin selling at 4 PM and stay open until the end of the market. All booths must be vacated by 8:30 PM.

Market Booth Spaces and Fees

- Farmers, growers and food businesses will be assigned a space at a fee of \$15.00 per day or \$20.00 per day for a space with electricity. A **season pass** may be purchased for \$175 or \$240 for a space with electricity. Assigned spaces will be large enough to accommodate a 10' by 10' tent.
Half season passes: Select any 6 weeks on the application. \$80 for regular space and \$110 for space with electricity.
4-week booth rental: Select any 4 weeks on application. \$60 for regular space and \$80 for space with electricity.
We would prefer that booth rental fees be paid in advance. For the convenience of our vendors, we will accept the half season and full season pass fees in two payments.
No refunds will be given on paid fees.
- Seasonal booth rentals are to be paid by Friday, **May 22**. Arrangements can be made to pay the seasonal fee in two payments. All one-day booth rental fees must be paid **before** a vendor begins selling. Fees may be mailed to Lilburn Farmers Market, 4095 Graham Way, Lilburn, GA 30047. Checks should be made payable to Lilburn Farmers Market.
- There are a very limited number of booth spaces with access to electricity and /or that allow a vendor to leave a truck in the market area. These spaces will be assigned on a first-come, first-served basis with preference given to vendors who must have access to a refrigerator and/or freezer and to those vendors participating for the entire season. There is an additional charge for electricity. Vendors must provide their own extension cord.
- **All** vendors, including groups permitted to participate at no charge, must have an approved application and Hold Harmless Clause on file. The application must include a **current copy of any required license(s)**. Once a vendor's application is submitted, participation dates will be confirmed. To ensure effective management of the market, vendors may only participate on confirmed dates. Any change of dates must be confirmed in advance in email to the market manager or representative.
- One vehicle may be parked in the vendor parking area. Additional vehicles must be parked by the playground at the back of the parking lot. No vehicle may remain running during market hours other than for the purpose of refrigeration of food items.
- Vendors should prominently display their name and city on their tent or at the point of sale so customers can easily see with whom they are dealing. Vendors must also display a copy of any license required for food items they sell as we do have occasional visits from regulatory agencies.
- The LFM staff will assign all vendors a space upon arrival. Care will be taken to avoid having like product vendors side by side. The general policy of LFM will be to keep vendors in the same space for the entire season but we reserve the right to change vendor location under special circumstances.
- A seller's area is to remain clean and barrier free. Littering of any type is prohibited. Spaces must be left completely clean of all trash. Unsold goods, trash, etc. are to be properly disposed of or hauled away by the vendor at the end of each market. Vendors who have a large amount of trash or heavy trash to dispose of should take it to the dumpster or recycling container. Any vendor not adhering to this rule will be barred from future participation in the market.
- No vendor may display flyers, posters, etc. outside of the rented booth space.
- No soliciting or political activities shall be permitted in the market area.
- The market management shall be permitted to photograph, film and/or record any areas of the market, including the vendors and/or their representatives and booths.

All vendors must check-in with Market Staff at the LFM tent by 3:45 pm. Vendors arriving after 4 pm will be charged a \$20 fee that is payable on that same market day.

Absences

Vendors are asked to give 24 hours notice by calling 678-667-2592 or emailing lilburnfarmersmarket@hotmail.com if they cannot attend the market for any reason. This is to allow for ease of vendor placement and also to answer customer inquires knowledgeably. If a vendor reserves a space and misses a market twice during the season without prior notice, the vendor may lose their reserved space. No refund of fees will be given for missed markets.

Cancellation of Market Due to Inclement Weather

The market will be held **rain or shine**, but in the event of severe, violent weather, the market will be cancelled. A decision to cancel the market will be made by 12 PM (noon) on the day of the market. Vendors should check their email or Lilburn Farmers Market Facebook page or Twitter (#LilburnFarmMkt) for information regarding cancellation. In the event of violent weather during the market, the market manager, or designated representative, may determine that the market shall close early. In that case, all vendors must cease selling and leave the market area immediately. No refund of fees will be given for a market cancelled due to inclement weather since this is a condition beyond the control of the Lilburn Farmers' Market management.

Tents, Umbrellas, Tables and Chairs

Tents, umbrellas, tables and/or chairs are optional and if desired, are provided by the vendor. Tents, umbrellas and tables may not extend into another vendor's selling area. Vendors are responsible for their own site set up and breakdown. No tarps are permitted. Weights and/or sandbags are required for tents and umbrellas, and vendors are responsible for securing their tents and umbrellas with no damage to the surrounding area or another vendor's property. **Vendors will be responsible for any injury or damages caused by their tents, umbrellas, tables and/or chairs.**

Public Safety: Shade structures must be secured to prevent wind damage or injury. Statistically, most accidents at farmers markets involve canopies. It is your job to minimize the risk.

Insurance

Market vendors are required to be responsible for their own personal, general and liability insurance. Good Shepherd Presbyterian Church be reimbursed for any damage to church property by a market vendor. This includes damages to the grounds, sidewalks, buildings, vehicles and any other property owned or provided by the Good Shepherd Presbyterian Church.

Sales Tax

Market vendors are responsible for the collection and payment of sales tax.

Vendor Conduct

- Proper demeanor and high quality customer service are expected on the part of the vendors at the Lilburn Farmers Market. All sellers are encouraged to be friendly, courteous, knowledgeable and honest. Customer complaints will be investigated by the Lilburn Farmers Market management. Sellers

who are the subject of consistent complaints may be asked to discontinue selling at the market with no refund of fees.

- If selling by weight, the seller is responsible for having Georgia Department of Agriculture approved scales for weighing of produce. All produce sold by volume must also conform to the weight standards for that volume as established by the Georgia Department of Agriculture for weights and measures.
- Vendors should furnish clean packaging or containers for customers, such as paper or plastic bags or boxes. **All baked goods are to be wrapped or boxed.**
- Vendors are expected to have adequate money for change. The market cannot provide change.
- A vendor or knowledgeable representative must be present at the booth at all times.
- Children under the age of 16 may not sell items unless an adult over the age of 21 is present who is knowledgeable regarding the product(s) being sold.
- Vendors who bring children to the market must supervise them at all times and not allow the children to run around the market area. Children are not allowed to touch items in other vendor's booths.
- Vendors are expected to dress appropriately for working with the public. Shirts and shoes are required.
- Vendors are not to use tobacco products in the sales area.
- Vendors are not to bring pets, leashed or otherwise, except service animals.
- Vendors are not to play music that is loud enough to disturb other market vendors or customers.
- Vendor complaints and disputes must be submitted to market management in writing and shall give adequate information setting forth in detail the allegation and shall be signed by the complainant.

The following will result in immediate and permanent expulsion of a vendor from the market and no refund of fees will be given:

- Fraudulent, dishonest or deceptive merchandising or packaging
- Use of profane, abusive, threatening or harassing language
- Threatening behavior, the threat of violence, vandalism
- Possession of a firearm, weapon or fireworks
- Gambling
- Consumption of or being under the influence of alcohol
- Use of illegal drugs or possession of drug paraphernalia

Promotions of the Market

The Lilburn Farmers Market Committee will make efforts to promote the market by maintaining the market website (www.lilburnfarmersmarket.org), providing information to other websites that list local farmers' markets, sending news releases to local newspapers, maintaining the market Facebook page, distributing brochures to local businesses, and using Twitter (#LilburnFarmMkt).

Questions

Call these members of the Lilburn Farmers Market committee

- Mandy McManus (Market Manager) 678-667-2592
- Andrea Brannen (Asst Market Manager) 678-667-2593
- or email: lilburnfarmersmarket@hotmail.com

Lilburn Farmers Market: 2015 Application
at Good Shepherd Presbyterian Church @ 1400 Killian Hill Rd, Lilburn
Please type or print legibly

Name(s) _____

Farm or Business Name _____

Mailing Address _____

City, State, ZIP Code _____

Email _____

Phone number _____ Second number _____

Farm or business address (if different from above) _____

City, State, ZIP Code _____

List **ALL** items you would like to sell _____

The following are the only **items that may be sold without a license:**

- Fresh produce
- Breads, pies, cakes and cookies
- Jams and jellies
- Honey
- Cut flowers and herbs

Products requiring a license may be sold when a copy of the current license issued by the proper authority accompanies this application. **Attach a current copy of all required license(s) to this application for the following items:**

- Foods not listed above requiring a Food Sales Establishment License
- Eggs
- Dairy Products
- Organic Products
- Low acid/acidified foods (canned vegetables, pickles, salsa, etc.)
- Meats, poultry, fish, and seafood
- Live Plants

For questions regarding license requirements, call the GA Department of Agriculture Consumer Protection Division at 404-656-3621 or 770-535-5955.

Lilburn Farmers Market: 2015

Name _____

Farm or Business Name _____

Please indicate type of booth space

_____ Booth (\$15 per day)

_____ Booth with electricity (\$20 per day)

_____ 4-week pass (\$55) Pick 4 weeks

_____ 4-week pass with electricity (\$75) Pick 4 weeks

_____ Half Season Pass (\$80) Pick 6 weeks

_____ Half Season Pass with electricity (\$110) Pick 7 wks

_____ Season Pass (\$175)

_____ Season Pass with electricity (\$240)

_____ Check here if you MUST have a booth that allows you to leave a truck in the market during market hours. These spaces are very limited so please explain why you need one.

Please check the dates you wish to participate in the market.

_____ June 5

_____ July 3

_____ August 7

_____ June 12

_____ July 10

_____ August 14

_____ June 19

_____ July 17

_____ August 21

_____ June 26

_____ July 24

_____ August 28

_____ July 31

Market Employees

Please give us the names and contact information of employees who will usually attend the Lilburn Farmers Market.

Name:

Email address:

Phone number:

Market Spotlight

Lilburn Farmers Market may choose to spotlight your business on our Facebook page during the market season. Please provide a description of your business that we can use to promote you during this season. Please send us pictures of your operations to include too!

Hold Harmless Clause

All vendors agree to indemnify and hold harmless the Lilburn Farmers Market, Good Shepherd Presbyterian Church and their officers, employees and volunteers from and against all loss, liability, claims, demands, damages, costs and other expenses, including attorney's fees of enforcing this Hold Harmless Clause, on account of injury, loss or damage, including, without limitation, claims arising from bodily injury, personal injury, sickness, disease, death, property loss, or damage to the extent caused by the negligent or intentional act, omission or error of Vendor or any officer, employee, volunteer, representative or agent of vendor.

Initial below:

_____ I acknowledge that I have read and understand the above Hold Harmless Clause.

_____ I acknowledge that I have read and understand the Lilburn Farmers Market Policy Handbook and agree to abide by those policies.

_____ I acknowledge that I understand that the Lilburn Farmers Market is located at 1400 Killian Hill Road, Lilburn, GA.

Signature _____ Date _____

Return completed application to lilburnfarmersmarket@hotmail.com or mail to Lilburn Farmers Market, 4095 Graham Way, Lilburn, GA 30047

