



## **2016 Johns Creek Farmers Market** Managed by MI Distributors

# **Vendor Rules and Regulations**

Market Location:  
Newtown Park Amphitheater  
3150 Old Alabama Road  
Johns Creek, GA 30022

Dates: All Saturdays from 8:00 a.m. – 12:00p.m., May 7 – September 3, 2016

*Rain or Shine Market!*

### **General Requirements for all Vendors**

Registration – All vendors, returning or new, must be registered and approved by the Market Manager. No vendors may set up or sell without registering, nor may anyone set up or sell outside the physical limits or scheduled dates of the market. Market Management 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.

Licensing – All vendors must provide Market Management with copies of all relevant documents (liability insurance, organic certifications, Certified Naturally Grown, Candler's licenses, certified kitchen licenses, etc.) with their application. Copies are to be posted in vendor booths. Vendors must be aware of what licenses and certificates are required for their product.

Items to be Sold – Vendors are only permitted to sell the items that were approved at the time of registration. Vendors wishing to add or change their registered products must submit a written request for approval at least one week prior to when they wish to sell it. Products may be denied entry and are up to management discretion.

No Reselling – Buying products from another farmer, wholesaler, retail store, or other food operation, and then selling those products is not permitted at the market. Market Management will consider granting specific permission for a product that is not currently sold at the market by another vendor if the original producer applies separately.

Smoking/Alcohol/Attire – Smoking and alcohol is strictly prohibited at the Farmers Market. All Market vendors must dress appropriately. Shirts and shoes are required to be worn at all times.

Noise – Vendors may not have any music or other loud sounds at their space. The only music will be that which the MI Distributors - Farmers Markets Management provides as entertainment.

### **Specific Vendor Rules**

Compliance – 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 products. Vendors providing samples of their products must comply with the rules governing market sanitation and health issues.

No Exclusive - Vendors shall not be guaranteed an “exclusive” to any food or product category, though Market Management reserves the right in its sole discretion to manage the balance of offerings at the market, and to limit the number of FARMERS MARKET Vendors (which may be one) in some product categories.

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 and truthful.

Generators – No generators are to be used by any vendors.

Electricity – All electrical equipment must be pre-approved by Market Management. Vendor’s requiring electrical power will be responsible for providing their own outdoor extension cords. Market Management cannot guarantee electricity to its vendors.

Product Pricing/Labeling/Weights & Measures – All items for sale must be clearly marketed with their retail price. Prices may be posted on the product with an individual sign or posted as a list of prices on a large sign or board. All vendors shall clearly label products in accordance with all applicable local, state and federal rules and regulations. Weights and measures shall be in accordance with all applicable local, state and federal rules and regulations. Scales must be approved by Georgia Department of Agriculture (or subsequent authority governing scales) and shall bear current inspection stickers.

Children – Vendor’s children are welcome at the Market, but may not be left unattended to walk around the Market or to wander around other vendor’s spaces. Children under the age of 16 may not accept cash unless supervised by an adult.

Garbage – All vendors will carry out their own garbage and keep their spaces garbage free during market hours. Do not use the City of Johns Creek on-site trash receptacles to offload large boxes, unused produce, etc.

Pets/Live Animals – No animals (other than service animals) shall be permitted in vendor stalls without prior permission from Market Management.

## Vendor Operations and Guidelines

Arrival – Vendors shall arrive at the market between **6:00 a.m. and 7:30 a.m.** Saturday, or have informed the Market Manager by the **Wednesday** before that they will not attend. Vendors arriving after 7:30 a.m. will not be allowed vehicle access to unload booth contents. (This is due to traffic safety concerns, and there will be no exceptions). Late arrivals may choose to carry tents, tables and produce into the market by hand. Late arrivals that choose not to set up their booth will be considered in violation of their agreement to sell and may be denied future access to the market.

Departure – Vendors must stay at the market until 12:00pm, even if they have sold out of their products. Vehicles, tents and displays may not be broken down until after 12:00pm. Consolidation is permitted, in preparation for leaving, but tents/booths must remain up.

Vehicles – For the safety of customers and vendors, vendor vehicles must be removed from the market area by 7:30am and are not allowed in the market for take-down before 12:00pm. Because of limited parking, vendor vehicles must be moved to a designated parking area immediately after unloading. Set up may occur only **after** the vehicle is removed from the market site.

Space Assignment – The Market Management assigns day stall spaces to vendors as they arrive at the market. **Vendors with guaranteed stall reservations may occupy their space upon arrival.** Reserved spaces not occupied 30 minutes prior to opening of the market may be reassigned to another vendor. No vendor shall sublease, sell or permit anyone to use his or her space. Space assignment is the sole responsibility of the Market Manager.

Walk-ins – Walk-in vendors are permitted only at the discretion of the Market Manager. A fee of \$30 will be collected by the Market Manager for a one day permit. Prior to being considered by the Market Manager, a walk-in vendor must provide all required vendor documentation, application & proof of liability insurance.

## Fees and Booth Requirements

Fees/No Shows – The daily vendor fee for the 2016 Season is \$25 per market per space and must be paid at by the conclusion of each market event. All vendors are expected to be at every market. If you cannot participate on a scheduled date, please notify MI Distributors before that date. Excessive no-shows at market can cause termination of your participation in the market.

Fees may be paid in cash, by check, or credit card. When paying by check, please make check payable to MI Distributors.

There are no spaces that vendors “own” and although every attempt will be made to keep you in a particular space weekly, the Market Manager has the sole responsibility of vendor placement.

### Monthly Fee Schedule for full season Vendors –

May (4 Saturdays)     \$100

June (4 Saturdays)     \$100

July (5 Saturdays)     \$125

August (4 Saturdays) \$100

September (1 Saturday) \$30

(Additional payment is due if additional space is needed. Please contact the Market Manager ahead of time to discuss availability and fees.)

**Fees may be paid in cash, by check, or credit card. When paying by check, please make check payable to MI Distributors.**

There are no spaces that vendors “own” and although every attempt will be made to keep you in a particular space weekly, the Market Manager has the sole responsibility of vendor placement.

Booth Requirements – Each space will be a standard car parking space and will accommodate a 10’x10’ tent (if needed). No additional space will be available and all produce and products must be contained in that space and not encroach another vendor’s space or in walking areas.

Covering/protection from rain/sun is required by all vendors. Canopies are permitted, and umbrellas may be permitted with Market Management approval. All canopy/covering must be secured with 40 pounds per leg for canopies and at least 50 pounds for an umbrella. Weights should be tethered with lines that do not cause a safety hazard. Vendors are responsible for keeping their space clean and presentable for all customers.

Violations – If a Farmers Market vendor violates the market rules and regulations with respect to licensing, labeling, production practices, insurance, etc., or has not paid applicable fees as agreed upon, Market Management will either warn or suspend the vendor pending resolution of the violation or permanently eject the vendor from the market. Space violation, failure to be punctual or failure to show, or deviations from the agreed products, will generally result in a warning to take corrective action. It is the sole discretion of Market Management after multiple warnings, to suspend or permanently eject the vendor from the market.

Health Regulations – Farmers Market Vendors shall comply with the sanitary procedures as outlined by the jurisdiction in which the product is grown or produced as well as the City of Johns Creek, Fulton County, and the State of Georgia. Any Farmers Market Vendor found selling contaminated food or produce, or violating applicable laws, rules or regulations, or otherwise selling in the City of Johns Creek Farmers Market without proper health precautions, shall be in violation of the City of Johns Creek Farmers Market.

Inspections – Farmers Market Vendors shall fully cooperate with local or state government inspections requested during the market. Farmers Market Vendors further agree to assist and cooperate with market management for requested inspections at farms or other productions facilities. Failure to comply may result in suspension or ejection from the City of Johns Creek Farmers Market.

Independent Business Entities - Hold Harmless: All Farmers Market Vendors shall operate as independent business entities and legal requirements for business licenses, sales tax, etc. shall be the sole obligation of each individual Farmers Market Vendor. All Farmers Market Vendors participating with MI Distributors shall be individually and severally responsible to Licensee and the City for any loss, personal injury, death, and/or other damages (including property damage) that may

occur as a result of the Farmers Market Vendor's negligence or that of its agents and employees, and all Farmers Market Vendors hereby agree to indemnify and save the City of Johns Creek, Georgia and Licensee and its representatives harmless from any loss, costs, damages and other expenses, including attorney's fees, suffered or incurred by MI Distributors by reason of the Farmers Market Vendor's negligence or that of its agents and employees; provided that the Vendors shall not be responsible nor required to indemnify MI Distributors for negligence of Licensee's agents and employees.

Insurance - No insurance is provided by MI Distributors or the City of Johns Creek to vendors in the market. Each Farmers Market Vendor must carry his/her/its own general liability in an amount not less than the amounts listed below:

1. Comprehensive General Liability Insurance
  - (a) \$1,000,000 limit of liability per occurrence for bodily injury and property damage.

MI Distributors Farmers Markets shall be named on the Certificates of Insurance as additional insured and endorsed onto the policy for Comprehensive General Liability

**Certificate Holder should read:** MI Distributors  
4702 Bentley Place  
Duluth, GA 30096

Each Farmers Market Vendor must provide proof of insurance to MI Distributors prior to any participation in the Farmers Market.

**I have carefully read and understand the Johns Creek Farmers Markets Rules and Regulations, and will comply and provide all necessary documentation prior to my participation in the Johns Creek Farmers Market.**

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Vendor Name (Print)	Signature	Date
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**Return all documents by mail to:**

**Mike Moller**  
**MI Distributors**  
4702 Bentley Place  
Duluth, GA 30096

Or email scanned documents to **Mike Moller** at [mmoller123@aol.com](mailto:mmoller123@aol.com)  
or FAX to 770-447-0914