



# Market Rules and Regulations

## 2022 Board Members and Officers:

Alicia Holloway  
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John Hemphill  
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## Mission

The purpose of the Barrow County Farmers Market is to create a vibrant community event that:

- Enhances economic opportunities for local farmers and artisans
- Provides access to fresh local food
- Fosters a sense of community
- Cultivates educational opportunities related to food and agriculture

## Product and producer eligibility and requirements

### 1. Geographic origin

Growers within a 50-mile radius from Barrow County are encouraged to apply to this market. Exceptions may be made at the discretion of the market board.

### 2. Product types

All products must be of good quality and produced by the vendor for categories 1-3 below. For all other vendors categories, preference will be given to vendors who utilize locally sourced goods. The market manager will enforce quality standards and has full authority in this regard.

Documentation of appropriate licenses will be required. If you are unsure what documentation is required, please check with the Georgia Department of Agriculture or Barrow County Environmental Health.

Vendors will be selected based on the target market mix. Target mix is 50% fresh produce, 25% meat, dairy, eggs, and value-added products, 25% Prepared foods, arts and crafts, fresh flowers/potted plants.

1. Raw agricultural products (fruits, vegetables, grains, herbs, honey, etc.)
2. Meat, eggs, or dairy products
3. Fresh flowers or potted plants
4. Value-added products made from local agriculture products
5. Prepared foods
6. Arts and crafts (local, high-quality, involve agriculture products)

## **Operations & Procedures**

### **1. Location**

The Barrow County Farmers Market will be held in the parking lot at the Barrow County Health Department. The address is 15 Porter St, Winder, GA 30680. **Schedule**

The 2023 Market Season is April 8<sup>th</sup> through November 18<sup>th</sup> 8:30AM-12:00PM.

### **2. Vendor Booth Information and expectations**

Vendors will have access to setup beginning at 6:45AM. Vendor setup must be completed, and vehicles cleared of pedestrian space no later than 8:20AM. Spaces will be reserved for vendor parking during the market hours in the parking lots behind the courthouse. Booth spaces are 10 x 10.

Vendors booths must be broken down with booth locations cleaned and vacated by 1:00PM. Vendors are responsible for ensuring their booth locations are clear of debris. All trash & containers being discarded must be taken from the market at the end of the day and NOT placed in the public trash container on site. Cleanup includes produce remains, flower petals, & debris. Vendor booths left without being cleaned will be issued a warning with the first offense. A \$10 fee will be assessed for each additional infraction. **Vendors may not pack up prior to 12:00PM.**

Market manager will assign spaces; effort will be made to assign a regular space. Layouts will be provided to vendors by email on Friday before market day.

Vendors are required to provide items below for each booth:

- Visible signage stating Farm/Business name and location.
- Pricing for each item with name of item. Pricing should be set by individual vendors, but home-gardeners, non-profits, and other vendors should price items in consideration of other vendors. Any grievances should be directed to the market manager.
- Certifications and/or required licenses must be available at your booth. As a reminder, items cannot be labeled "organic" unless they have USDA Organic Certification. ALL licenses are vendor's responsibility and if not provided, may result in the forfeiture of your booth.
- Providing free samples is allowed but must meet requirements set forth by Ga Dept of Agriculture for food safety.

- Food and beverages sold must be sold “to-go” and in “to-go” containers.
- All scales used must be certified.
- A minimum of #20lb weights on each tent leg
- All booths are to be clean, tidy, and presented in an attractive manner. Vendor personal food and beverage items must be out of view from the items for sale at booths.

Vendors should provide any/all of the following if needed for the booth space:

- 10 x 10 (or smaller) tents, tent siding. Tent leg weights are required- see information above.
- Table(s)
- Tablecloth or covering for the table(s)
- Trash can/can liner
- Chairs
- Rope, zip ties, or tools needed during market day
- Props, decorations, ice, tubs, coolers, boxes, bags, insect repellent, sunscreen
- Register or point of sale system for selling items
- Cash for change during purchases exchanges

Electrical power outlets are not available for vendors due to limited exterior outlets at the market. If power is needed at a booth, the vendor is responsible for providing a whisper style generator and extension cords. ALL power usage must be approved in advance by the market manager.

### **3. Safety procedures**

Injuries to vendors, staff, shoppers or volunteers should be reported to the market manager. Emergency services will be contacted if needed, and an incident report will be completed. For very minor injuries, there is a first aid kit at the Information booth for your convenience. Hand sanitizer is recommended at each booth for the use of vendors and shoppers.

### **4. Pets**

Customers may bring dogs (on leashes) to the market. In the warmer months, we will have a bowl of water for dogs at the Information Booth. Customers who are unable to control their dogs will be asked to leave the market.

### **5. Weather**

The market is a rain or shine event. If for any reason the market must be closed unexpectedly, vendors will be notified 24 hours in advance if possible. For the safety of vendors and shoppers, the market will close if lightning is imminent.

### **6. Restrooms/Vending Machines for vendors**

Restrooms will be provided for vendors ONLY. There is no public restroom available for the customers at the market. Restrooms and vending machines are available for vendors.

### **Data Collection**

It is your responsibility to assist with Data Collection from your booth on certain market dates during the market season. Data collected may include total sales, total purchasing customers,

and information on your agricultural practices and income value to our community. This information will be gathered anonymously and provided to USDA and county government as part of our grant requirements.