



## Market Rules for Vendors

### Attendance

The Market will be open for approximately 30 Market Saturdays each Market Season (May - November)

- Weekly Vendors must attend a minimum of 25 Market Saturdays each Market Season in order to guarantee their booth space for the following Market Season.  
If attendance minimum is not met, the booth space may be given to another Vendor Applicant the following Market Season.
- Vendors must notify the Market Manager of an expected Market Saturday absence no later than 5:00PM on Wednesday (via email or phone).

### Set-up/Break-down

The Market will be open every Saturday during Market Season from 9:00AM-2:00PM (Operating Hours)

- Vendor vehicles must be removed from the Market/booth area by 8:15AM and must be parked in the designated Vendor parking lot.
- All attending Vendors must have their booths fully set up by 8:45AM on Market Days.
- All attending Vendors must remain fully set up until 2:00PM on Market Days.
- Vendor vehicles will not be permitted to re-enter the market area until after Operating Hours have ended at 2:00PM.

### Booth Space

- Vendors must provide and use a canopy tent no larger than 10x10 ft. that is weighted down on all four corners.
- All items remaining at the booth after set-up (tables/chairs/products/etc.) must fit within the allotted 10x10 booth space.
- Booth spaces must be kept clean and free from trash/clutter during Market Operating Hours.
- Vendors who utilize disposable packaging or serveware for single-serve food items must provide a trash bin at their booth for customer use. (i.e. paper/plastic plates for hot foods or paper/plastic baggies for individual danishes)
- Vendors must remove and dispose of all trash from their booth space upon break-down.
- Booth spaces must be completely cleared of all items before the Vendor leaves following break-down.

### Professionalism at the Market

All Vendors must maintain professionalism in their interactions with customers, other market Vendors, and market staff. Yelling, arguing, and aggressive behavior/language will not be permitted at the market.

Vendors who do not comply may be asked to leave the market permanently.

## **Food Safety**

Vendors must abide by all state and federal food safety standards and certification requirements.

## **Market Tokens**

Vendors must be willing to accept "Market Tokens" as payment. "Market Tokens" are provided to shoppers at the Market Info Booth and may represent SNAP/EBT credit, specialty Market credit provided by sponsors, or any other funding programs utilized by The Market. (please see *How SNAP/EBT Works at The Market* for full program details).

- "Market Tokens" can only be used to purchase products from Vendors at the Macon County Farmers Market during Market Operating Hours.
- "Market Tokens" are worth exactly \$1.00 each.
- The value of all "Market Tokens" that are turned in to the Market Manager by a Vendor at the end of a Market Saturday will be reimbursed to the Vendor in full by The Market.
- Vendors do not provide any change to customers on purchases made using "Market Tokens" or provide any sort of cash exchange to customers for "Market Tokens".

## **Food Items for Sale**

- All food items sold at The Market must be grown or produced by the Vendor.  
*\*Vendors may request special permission to purchase and sell varieties of fresh produce items from other regions that are NOT in season in our region at that time. All requests must be submitted to the Market Manager in writing and must specify the produce items. All special permission must be given to the Vendor in writing and will be limited to specific produce items and a specified timeframe during a single Market Season.*
- All food items sold at The Market must meet health and food safety standards.

## **Craft/Art/Handmade Items for Sale**

- All Craft/Art/Handmade items sold at The Market must be created/assembled/made by the Vendor.

## **Annual Vendor Fees**

The Macon County Farmers Market offers two season payment options for Vendors.

- Single Payment Option
  - \$350 (30 weeks = <\$12 per week)
  - Due Date: April 1
- Installment Payments Option
  - Three (3) payments of \$135 (30 weeks = <\$14 per week)
  - Due Dates: April 1, July 1, September 1

The following rules and standards regarding Vendor Fees apply to all Vendors:

- Vendors who join The Market during a Market Season will receive a prorated Vendor Fee based on how many weeks remain in the current Market Season.
- If available, Vendors may reserve and add the cost of an additional adjoining 10x10 ft. booth space to their chosen payment option.
- If Vendor Fees are not paid by the Due Date(s) listed above, the Vendor will not be permitted to continue selling at The Market following the missed payment, and their booth space may be assigned to another Vendor by the next Market Saturday.

- A Vendor who wishes to stop selling at The Market during a Market Season will not be required to pay any remaining installment payments and may remain at The Market only until the next installment payment would have been due.
- No refunds will be given for Annual Vendor Fees paid.
- Annual Vendor Fees may be reassessed by the Board of Directors before each Market Season.

### **Part Time/Rotating Vendor Fees**

A Part Time/Rotating Vendor is any vendor who does not reserve and pay for a booth space for the entire Market Season.

- Booth fees are \$20 per Saturday and are due to the Market Manager before the close of the market day.
- Booth spaces are based on availability and must be confirmed with the Market Manager prior to each market Saturday.
- Unannounced drop-in vendors are not accepted.