

Andalusia Farmers Market

VENDOR HANDBOOK



Updated February 2020

Table of Contents

- **Market Description and Location**
- **Market Dates**
- **Space Assignments, Attendance, and Sales**
- **Payment Policy**
- **Andalusia Farmers Market Policies**
 - All Vendors
 - Farmers/Ranchers
 - Food: Processed & Ready to eat
 - Artisans/Makers
- **Licenses and Permits**
 - All Vendors
 - Farmers/Ranchers
 - Food: Processed
 - Food: Ready-to-eat
 - Artisans/Makers
- **Alabama Certified Farmers Market Policies**

Market Description and Location

Mission: Andalusia Farmers Market strives to create a space for farmers, crafters, and artisans to provide the freshest produce and goods to the Andalusia community. It is our goal to create a space that fosters downtown revitalization and support of local commerce.

Locations: Andalusia Farmers Market has one covered market and one outdoor market each week.

Covered Market

Wednesdays 7am-noon

Andalusia Farmers Market Building

256 Historic Central Street

Andalusia, Al 36420

Outdoor Market

Saturdays 7am-noon

Court Square

Andalusia, Al 36420

Market Dates and Selling Season

- The Market season and hours of operation are determined by the board of directors
- The 2020 season begins April 25th and runs through August 1st.
- Hours of retail sales are 7am-noon.
- Market Manager(s) may use their discretion when deciding to close in the case of severe or threatening weather.

Space Assignments, Attendance, and Sales

- Spaces for the Market are limited, but they are not assigned or reserved. Spaces are first come first served.
- Vendors must provide their own tables, chairs, 10'x10' tents, shopping bags, change, or any other materials needed for their displays and sales. (A limited number of tents are available from The City of Andalusia, and can be purchased with a one-time \$100 deposit. Vendors can be reimbursed this fee at the end of the season by returning the tent in reasonable shape.)
- Attendance of the market is not mandatory, but it is strongly encouraged that vendors have consistent attendance each week. We advise vendors stay for the duration of the market even if they sell out.
- Vendors must arrive, set up, and be ready to sell before 7am.
- Please be courteous and let the Market Manager(s) know in advance if you will not be able to attend the Market.

Andalusia Farmers Market Policies

- Only Producers may sell at the market
 - A “producer” is defined as the person who grows or makes the product.
 - This may include the producer’s immediate family, partners, and employees, a neighboring farmer or local cooperatives.
- Farm or business name must be clearly posted while selling at the Market.
- If selling a neighbor’s produce, that producers name must also be displayed clearly (no more than 20% of a neighbor’s items may be sold by a producer on each market day.)

- Andalusia Farmers Market Management has the right to inspect the production facilities of any producer.
- No franchise businesses can sell at Andalusia Farmers Market
- If electricity is needed, vendors must include so in their application and receive confirmation from the market manager.
 - Vendors must provide their own extension cords
 - Electrical cords must be secured and not pose a safety hazard
- Vendors should supply their own water
- Vendors are responsible for the cleanliness of their area during retail hours and when they leave.
- Smoking is not permitted at the Market. All smokers are required to leave the vending areas and smoke in designated areas across or down the street from the market.
- Vendors must be 16 years or older. Children are welcome and encouraged to participate, but must be accompanied by an adult responsible for the child's conduct and safety.
- All complaints should be reported to the Market Manager at Allison.vuyovich@cityofandalusia.com.
 - Complaints and reports are kept strictly confidential.
 - Anonymous complaints will not be addressed.

Licenses and Permits

- All Vendors
 - All vendors are solely responsible for obtaining the necessary licenses/permits required for them to legally sell goods at Andalusia Farmers Market. Vendors should report Market sales tax to the State of Alabama, Covington County, and the City of Andalusia.
 - Andalusia Farmers Market is not responsible for any vendor's sales tax reporting. It is the sole responsibility of the vendor to obtain full understanding of the licenses they are required to have to sell at the Andalusia Farmers Market. The vendor should contact Andalusia City Hall, the Covington County Revenue

Department, and the State of Alabama Department of Revenue with any questions or concerns

- Approved vendors must submit a current copy of all licenses and permits to the Manager before they sell at the Market.
- All vendors must bring a copy of their current licenses/permits with them to each market in case of on-site inspection.

- **Farmers/Ranchers**

- All farmers/ranchers are required to have a current grower's permit from their farm's County Extension Office before selling at the Market.
- Farmers who are pre-approved by the Market Manager to sell meat, poultry, and/or value-added products must report sales taxes on those items. Taxes are to be reported to the city, county, and state in which the farmer or vendor sells those goods.

- **Processed Food**

- If you prepare food that is covered under the FMA's Home Processed Rule Change, then you do not need a Health Department permit. However, Andalusia Farmers Market does require you still obtain a Cottage Food Certificate from the County Extension office before selling at the market.
- If you prepare food that is not covered under the FMA's Home Processed Rule Change, then a Health Department permit is required from the county where your product is made. These items must be prepared in a commercial or processing kitchen.
- All approved processed food vendors must obtain licenses for the city, county, and state in which goods are sold.
- All processed food items must be appropriately labeled as outlined by Cottage Food Law.

- **Ready-to-Eat Food**

- All ready to eat food must be prepared in an approved commercial or processing kitchen. All pre-approved ready-to-eat vendors must provide the Market with a copy of their Health

Department Permit. This permit should be from the county in which your product is made.

- All approved ready-to-eat vendors must obtain licenses for the city, county, and state in which goods are sold.
- All approved ready-to-eat vendors must obtain licenses for the city, county, and state in which goods are sold.

- **Artisans/Makers**

- All approved artisans/makers and food vendors must obtain licenses for the city, county, and state in which goods are sold.

Alabama Certified Farmers Market Policies

- Andalusia Farmers Market is an Alabama Certified Farmers Market and complies with Alabama Certified Farmers Market Policies.
 - Every vendor must display a sign identifying the NAME and LOCATION of the farm or business.
 - Certified Agricultural Products include fresh fruits, nuts, vegetables, mushrooms, shell eggs, honey, flowers, nursery stock, and livestock products.
 - It is prohibited in Alabama to sell live animals at a farmers market.
 - Only raw meats that are processed, packaged, and labeled at a USDA inspection facility or are exempted from inspection may be sold at a farmers market (Andalusia Farmers Market does not allow the sale of exempted meats).
 - Meat products must be frozen and kept frozen until sold.
 - All dairy products, including cheese, must be processed, packaged, and labeled at a facility permitted and inspected by the Alabama Department of Public Health's Milk and Food Processing Branch.
 - The sale of raw milk for human consumption is not legal in Alabama.
 - If selling by weight, vendors must use a certified scale bearing a current Alabama state inspection sticker.

- All vendors are required to be weather aware and bring tent weights if winds are forecasted to be above 10 mph.

*** For more information on the Farmers Market Authority Rules and Guidelines visit www.fma.alabama.gov ***

The Market Manager(s) will have the full power to enforce all rules and regulations within the Market Area, Failure by any vendor to comply with any of these regulations can result in the forfeiture of the right to do business in the Market for a length of time determined by the Market Manager and Board of Directors. The Market Manager and the Board of Directors reserve the right to terminate a vendor for any reason at any time without refund of fees.

2020 Andalusia Farmers Market Board Members

Whit Carroll (Moderator)

Michele Gerlach (Clerk)

Debbie Beverly

Renee Henderson

John Reycraft

2020 Andalusia Farmers Market Manager

Allison Vuyovich