

CITY OF SCOTT FARMERS MARKET AND MORE

2013 RULES AND REGULATIONS

The City of Scott Farmers Market And More (hereinafter referred to as the "Scott Market") is a collaborative effort of the City of Scott, Local Growers, Gardeners, Food Artisans, Craftsmen and Fishers. The Scott Market is a **producer-only** Farmers Market.

Mission

The Scott Market serves as a venue for seasonal, farm-based products, and artisanal creations, offered by local producers, artists and vendors in a celebratory atmosphere of community enrichment and entrepreneurship.

I. Scott Market Rules and Regulations:

The Scott Market has established rules and regulations for operation. The City of Scott has designated an individual to serve as the Manager of the Scott Market (who shall be hereinafter referred to as the "Market Manager"), whose duties shall include reviewing and approving new vendor applications, reviewing new product appeals by existing vendors if necessary, resolving customer or vendor complaints, and enforcing these rules and regulations.

A. Vendor Eligibility Requirements:

I. Definitions:

i. Definition of Vendor and farm/production facility:

Vendor shall be defined as the producer of goods sold and who vends at the Scott Market on a regular, sporadic or seasonal basis throughout the year. Vendor shall include the spouse, siblings, children, parents, and employees of the applicant who assist in the cultivation of the same property listed in the application under "name of the farm/production facility." Only Vendors listed in the approved application are eligible to sell from the booth at the Market. Consistent weekly Vendors will be given first priority and space assignment and retaining their assigned space, understanding that the Market Manager will approve all space assignments and make adjustments as necessary. No spots are guaranteed.

ii. Market Guests - Guests may request entry into the Scott Market or may be invited to the Scott Market by the Market Manager (see vendor application). Examples include:

- a. Food Truck Vendor
- b. Musical Guest
- c. Guest Chef
- d. Guest Speakers & Educators

2. **Producer-Only Market:** Scott Market is a producer-only Market. All products sold must be grown or otherwise produced by the vendor. Produce grown or products produced at a location not listed in the application are not eligible to be sold. With the exception of prepared food producers, a vendor may not sell products grown or produced by others. Vendors warrant the quality of all his/her products when they are offered to the public.
3. **Product Verification:** All Vendors shall, if requested, allow the Market Manager to inspect their farms, boats, and production facilities prior to Vendor acceptance to the Scott Market at any time, with or without notice, so as to maintain the integrity of a producer-only Market.

B. What May And May Not Be Sold At The Scott Market:

1. **Consideration of Product Mix and Variety:** In order for the Scott Market to ensure an appropriate product mix, Vendors are permitted to sell **only the items that are listed on their vendor application**. Vendors who want to introduce new products must contact the Market Manager to make an amendment to their vendor application. The Market Manager is responsible for developing a system to maintain the ideal balance of product mix and variety. In order to maintain the balance of product mix and variety, Vendors with similar products may be scheduled by the Market Manager to participate in the Scott Market on a rotating basis.
2. **Products permitted for sale in Category 1: Fresh Produce, Plants, Flowers:** Includes foods that historically have NOT been identified as sources of food-borne illness: items such as, but not limited to, raw vegetables and fruits; edible plants; eggs; honey; shelled peas and beans; cut, washed and unwashed, bagged vegetables; nuts; garlic; spices; grains; herbs; bedding plants.
3. **Products permitted for sale in Category 2: Prepared Food:**
 - i. **Category 2A: Non-edible Products -** Includes homemade soaps, candles, lotions, body oils, lip balms, and other prepared items not suitable for consumption.
 - ii. **Category 2B: Edible Products-** Includes foods that have been identified as the source of few outbreaks of foodborne illness. They are usually packaged in plastic bags or glass/plastic bottles or in jars/bottles and include items such as, but not limited to, native wines, herbal vinegars, pastries, cookies, cakes, cheesecakes, chocolates, fruit syrups, jellies, jams, herbal and vegetable spreads, vegetarian focaccias, sandwiches, pies, stuffed breads, fresh pasta, fresh juice, and cider.
4. **Products permitted for sale in Category 3: Fish, Meat & Dairy:** Include the most common sources of food-borne illnesses, some of which are life threatening. Cleaning process, transportation, and storage

environments are required. These include raw and frozen meats (beef, lamb, mutton, pork, goat); raw and frozen small poultry; raw and frozen game bird and rabbit; raw and frozen fin fish and seafood (crustaceans, fish, turtle, alligator); live seafood (shellfish, crustaceans, oysters); fluid milk and fresh dairy products; cheese; canned and pickled products; cured sausage and cured meat.

5. **Products permitted for sale in Category 4: Artisans.**
6. **Promotional Items:** In order to maintain the spirit of a producer-only Market, the sale of promotional merchandise with the approved Vendors' farm/logo/business name is only permitted for sale after approval is gained from the Market Manager through the application/application amendment process. Examples of promotional items include t-shirts, pens, bags, hats, magnets, etc.
7. **Products Not Permitted For Sale:**
 - i. Produce grown or produced at a location not listed on the application.
 - ii. Items not approved in advance by the Market Manager.
 - iii. Items purchased by the vendor for resale.

C. Vendor Application, Fees and Membership

1. **Application:** All persons, businesses, or organizations wishing to become a Vendor at the Scott Market must file a vendor application verifying that they are the actual grower or producer of the specific items that they wish to sell at the Market. Potential Vendors are required to fully read these rules and regulations to ensure that they are eligible for the Scott Market before applying.
2. **Application Fee:** Applicants must pay a \$25.00 vendor application fee in order to be considered. The Market Manager will review and approve the application. The application fee is non-refundable.
3. **Annual Membership Dues:** Vendors are required to pay Annual Membership Dues of \$50.00, annually, beginning March 1, 2014. Dues will not be pro-rated for Vendors entering the market midyear. After March 1 of each year, only Vendors who have paid their Annual Membership Dues will be permitted to sell at the Market. Vendors who have not paid their Annual Membership by March 1 will be notified by email that their participation in the market will be suspended until their Annual Membership Dues have been paid in full.
4. **Entry Into the Market as a Vendor:** Depending on booth space availability, the applicant may begin selling at the Scott Market no sooner than the second Scott Market day after the application has been approved. The purpose of this delay is to maintain continuity and order in the Scott Market for both customers and existing Vendors. This delay may be waived at the discretion of the Market Manager.

II. Health and Safety:

- A. All Vendors participating in the Scott Market must comply with the sanitary rules and regulations of the Parish and State Health Departments.
- B. All seafood, fish, meat, meat products, poultry and dairy products must be raised, harvested, prepared for sale, packaged and displayed in accordance with current local, state, and federal regulations.
- C. All produce must be fresh (not last week's produce on sale today) and displayed elevated off the ground by at least 6 inches. (live plants are excluded from this requirement). Farmers must follow state and federal pesticide control laws.
- D. Edible products must be produced in accordance with state health regulations, which in some cases may require preparation in state-approved commercial kitchens.
- E. Food samples, if offered, must be provided to the public in appropriate containers, maintained at an appropriate temperature, and handled in accordance with health regulations.
- F. The Market Manager can deny a vendor permission to offer food samples for reasons such as extremely hot weather and/or if a potential health issue is raised.
- G. **The use or possession of alcohol or tobacco products shall not be allowed on the premises of the Scott Market.**

III. General Operations

- A. **Hours of Operation** are Saturdays, 7:00 a.m. - 1:00 p.m., at the Pavilion at 916 Cayre Street in Scott, Louisiana.
- B. **Space Assignment:** The Market Manager will assign spaces prior to Market day. Designated spaces are not guaranteed, and during peak season every effort will be made to keep Vendors in general areas, but this is not guaranteed. Spaces are assigned based on seniority and regularity of attendance.
- C. **Tent/Display**
 - 1. Vendors shall display produce/ product on tables facing the public.
 - 2. Only **white tents** are allowed. A 25lb weight is required on each tent leg.
 - 3. Tents, tables and merchandise are not to extend into the space of another Vendor unless otherwise agreed upon by both parties and the Market Manager. The Market Manager has the right to require Vendors to change their display if it is deemed to present a safety risk.
 - 4. A space is generally defined as a space measuring 10 feet wide by 10 feet deep. If the sale of a certain item absolutely requires the presence of a truck, trailer, or vehicle at a near distance from the tent (not in designated Vendor parking areas), the Vendor may request the use of additional space to meet these requirements.

- D. **Set up:** The setting up of the Scott Market may begin at 5:30 a.m. Vendor entry to the Scott Market will close at 6:30 a.m. Vendors arriving after 6:30 a.m. will be excluded from participating in the Scott Market for that day.
- E. **Bagging & Selling:** Neither selling nor bagging shall begin before 7:00 a.m. Selling shall cease at 1:00 p.m.
- F. **Take Down:** Take down shall not begin before 1:00 p.m. If a Vendor sells out of product, the farm or business signage and tables/coverings must remain set up at the booth, along with a sign indicating that the Vendor is out of product. A vendor should only sign up for Markets that he or she can remain present for the entirety of the Market's operating hours.
- G. **Clean up:** All Vendors will be responsible for the cleanliness of their selling areas during Scott Market hours. Vendors will clean up their areas at the end of each Scott Market day. The Market Manager will approve clean up.
- H. **Booth Sharing:** Vendors selling the products of two or more completely independent producers/businesses are not permitted to share booth space. Each booth should represent only one producer/business.
- I. **Soliciting:** Soliciting for events that are not directly related to the Scott Market is prohibited. All flyers, pamphlets, handouts, and sign-up sheets present at the Scott Market must be approved by the Market Manager a week in advance of the Market at which they are to be distributed.
- J. **Pricing, Weights, and Measures:** Each Vendor will operate as an individual entity and, as such, each Vendor is responsible for setting his/her own prices. However, intentional undercutting and price wars are not allowed. Weights and measures are expected to be in accordance with all applicable local, state and federal rules and regulations, approved by the Louisiana Department of Agriculture and Forestry, and have current inspection stickers.
- K. **Signage:** All Vendors must display their farm or business name at their booth. Vendors may also be required to display other licenses or permits by state or local regulatory agencies. All signage is subject to approval of the Market Manager. Only signage promoting items approved for sale at the Scott Market is permitted for display.
- L. **Labeling:** All Vendors are expected to clearly label all products as necessary and in accordance with all applicable local, state and federal rules and regulations.
- M. **Method of Production and Product Quality Claims:** No products sold at the Scott Market shall be labeled with uncertified health claims. Disparagement of other Vendors' products is strictly forbidden.
- N. **Sales Tax:** Each Vendor will operate as an individual business entity and as such, each Vendor is responsible for collecting his/her own sales taxes, where applicable.
- O. **Violations and Complaints:** Violations of the Scott Market Rules and Regulations will be handled as follows:
 1. 1st offense: Verbal reminder.
 2. 2nd offense: Written notice.
 3. 3rd offense: Removal from Market participation.

- P. **Hold Harmless:** The Vendor shall indemnify, defend and hold harmless the Scott Market and its sponsors, the City of Scott, its employees, agents and elected officials, from and against any and all claims, damages, losses, and expenses arising out the space's use, whether such claim is attributable to personal injury, bodily injury, disease or death, or injury to or destruction of property, including the loss of uses therefrom.
- Q. **Release:** The Vendor shall release the City of Scott, its employees, agents and elected officials, from any and all claims, damages, losses, and expenses arising out of the use and occupancy of the space at the Scott Market.

**CITY OF SCOTT FARMERS MARKET AND MORE
VENDOR APPLICATION**

I. General Information:

Name:

First

Last

Business or Farm Name:

Years in Business:

Total Acreage:

Total Acreage in production:

Mailing Address:

City:

State:

Zip Code:

Physical Address, if different from mailing address:

City:

State:

Zip Code:

II. Contact Information:

Home Phone: _____

Work Phone: _____

Mobile Phone: _____

Email: _____

Business Web Page Address: _____

Business Facebook Page: _____

Business Twitter: _____

III. Product Information:

I wish to sell:

- Category 1: Fresh produce, plants and flowers
- Category 2: Prepared non-edible or edible products
- Category 3: Fish, meat and dairy
- Category 4: Artisans

I would like to request to be a Guest Vendor in the following category:

- Food Truck Vendor
- Musical Guest
- Guest Chef
- Guest Speaker/Educational Session

IV. Sales Information:

Who will sell from your booth at the Market? Only the individuals listed here will be permitted to sell from your booth:

What are the specific items you plan to sell? List the kinds of produce, variety of items, and specific types of goods you specialize in. Only items listed here will be approved for sale at the Market:

V. Special Considerations:

Select those that apply to you. (You may pick more than one.)

- Need electricity, if available
- Need ventilation, if available
- Need more than one space (If space is available,)
- Have heavy products
- Have loud machinery
- Other special considerations:
- None of above

If accepted as a Vendor, I AGREE to abide by the **Rules and Regulations** of the Scott Market; TO OBTAIN and any and all PERMITS AND LICENSES (where applicable); TO ASSIST in the inspection of my garden or farm by agents of the Scott Market; TO SELL only agricultural products produced in my garden/farm, production facility or harvested on my boat. **I FURTHER AGREE AND HEREBY INDEMNIFY, DEFEND AND HOLD HARMLESS** the Scott Market and its sponsors, the City of Scott, its employees, agents and elected officials, from and against any and all claims, damages, losses, and expenses arising out the space's use, whether such claim is attributable to personal injury, bodily injury, disease or death, or injury to or destruction of property, including the loss of uses therefrom. Further, **I HEREBY RELEASE** the City of Scott, its employees, agents and elected officials, from any and all claims, damages, losses and expenses arising out of my use and occupancy of the space at the Scott Market. I further agree and understand that any images captured by camera are public and may be used in any marketing materials by the City of Scott Farmers Market and More.

Signed:

Date:

**SALES TAX DIVISION
LAFAYETTE PARISH SCHOOL BOARD**

411 EAST VERMILION STREET

P O BOX 3883

LAFAYETTE, LA 70502

(337) 521-7365

Location: City of Scott

Scott Farmers' Market

Date: _____

Vendor's Name

Address

You are **required** to collect **4% local sales tax on your retail sales (2% City of Lafayette and 2% School Board)**. Please complete the blanks below.

Thanks,

Chandra G. Cannon

Auditor I

Account No: **52191**

****MAKE CHECKS PAYABLE TO:**

LAFAYETTE PARISH SALES TAX DIVISION

Total Sales:

4% Tax Due:

(Please round to the nearest dollar.)

All payments are due on or before the 20th of the following month.

Mail Payments To:

Lafayette Parish School System

Sales Tax Division

Attn: Chandra G. Cannon

P O Box 3883

Lafayette, LA 70502