



2019 ISLANDS FARMERS' MARKET VENDOR AND ARTISAN APPLICATION

islandsfarmersmarket@gmail.com

SECTION 1

Islands Farmers Market vendors must register their own business; booth sharing is not allowed.

Business Name: _____

Vendor Name: _____

Address: _____

Phone: _____

E-mail: _____

Website: _____

Other: _____

Facebook: _____

Twitter: _____

SECTION 2

Please list/describe in detail products you plan to bring to market, itemizing all items you wish to vend—produce, meats, cheeses, poultry, baked goods, herbs, flowers, etc. Artisans, please describe in detail the quality of the original art you plan to bring to the family orientated market. Be specific about all the items that you offer and the medium in which you work:

Items not listed on application at time of market season open **MUST** be approved and application amended by Vendor Coordinator or Market Manager **BEFORE** being displayed or vended at market.

Please use back of form if you need more space. Islands Farmers Market strives to be a producer-to-consumer market. Any items not specifically grown or raised by you must be listed as barter, trade, etc. and their origin specified; and will be allowed or disallowed on a case by case basis. We will fight to keep all products included but we must know in advance what products are being grown outside our market area if any. Thank you for being specific.

SECTION 3

First-come-first-serve basis: 10ft x 10ft spaces are available. The market will run rain or shine. Vendors will be notified by email 12 hours in advance of market cancellation due to life-threatening weather conditions or other natural disasters.

Circle the dates of the SATURDAY markets you would like to attend:

Spring 2019 Session

3/2 3/9 (no market 3/16) 3/23 3/30 4/6 4/13 4/20 4/27
5/4 5/11 5/18 5/25 6/1 6/8 6/15 6/22 6/29

Fall 2018 Session

9/7 9/14 9/21 9/28 10/5 10/12 10/19 10/26 11/2 11/19
11/16 (no market 11/23) 11/30 12/7 12/14 (Evening Market, 3-7pm)

2019 Fee Schedule:

Pay per week: \$25 per market

Per-week payments must be made to the Market Manager on the day of market; there will be no IOUs.

Prepay Full Spring Session \$255 (\$15 per market, 17 markets in session) Due 3/2/19

Prepay Full Fall Session \$210 (\$15 per market, 14 markets in session) Due 9/7/19

Confirmation:

I hereby agree to be at the Islands Farmers' Market on the grounds of Lighthouse Baptist Church, 401 Quarterman Dr., Savannah, GA 31410, every Saturday on the dates I've circled above.

Signature

Date

SECTION 4

I have read, and agree to abide by the 2019 Islands Farmers' Vendor Rules and Regulations. I accept that the Market Manager and Vendor Selection Committee will resolve all disputes. I acknowledge that I have not been promised exclusivity for my products.

I hereby agree to indemnify and hold harmless the Islands Farmers' Market, its volunteers, and officers for and against any and all damages, losses, suits, liability and/or causes of action resulting from property damage, and/or from personal injury, including death, of myself and my related representatives arising out of or in any way connected with our participation in the Islands Farmers' Market, except to the extent that such damage or injury is caused by gross negligence or willful misconduct of the Islands Farmers' Market, its volunteers, and/or officers except as set out herein. I further permit the Islands Farmers' Market to use photographs of me for the Islands Farmers' Market publicity.

Signature

Date

SECTION 5

Thank you for your interest in participating in the Islands Farmers' Market! The Vendor Selection Committee will review your application. Vendor applications will be reviewed on a first come first serve basis. If multiple vendors apply to the market with same/similar products, the Vendor Committee reserves the right to select the vendor participation based on vendor location and vendor commitment to the market.

SECTION 6

NEW VENDORS must submit:

1. Completed and signed application
2. Signed, dated, and initialed market rules and regulations (found below)
3. Copies of all applicable GA permits, licenses & certificates
4. Proof of liability insurance
5. Georgia Sales Tax ID# (*Vendors are responsible for collection of own sales tax: www.georgiasalestax.com*)
6. \$20 non-refundable application check made out to Islands Farmers' Market

RETURNING VENDORS must submit:

1. Completed and signed application
2. Signed, dated, and initialed market rules and regulations (found below)
3. Copies of all applicable GA permits, licenses & certificates
4. Proof of liability insurance

SUBMIT ALL MATERIALS TO:

**Islands Farmers' Market
PO Box 30482
Savannah, GA 31410**

MARKET RULES AND REGULATIONS

Please initial next to all 14 items

MARKET DAY RULES

_____ 1. WEATHER

The market will run rain or shine. Islands Farmers' Market holds the right to close the market for temp/wind chill of 40 or below; temp/heat index 100 or above. Vendors will be notified by email 12 hrs in advance of market cancellation due to life-threatening weather conditions or other natural disasters. There are no refunds.

_____ 2. SET UP – BREAK DOWN

Vendor set up can begin 90 minutes before the market opens to the public. The market opens to the public at 9:00am. Each vendor is required to have his or her booth set up complete by 8:45am. Each vendor supplies their own tent/canopy, tent weights, tables and any other items necessary for selling.

Breakdown will begin at closing time, promptly at 1:00pm, no early breakdowns. Vendors will vacate the market site within one hour past closing time. **ALL TENTS MUST HAVE ADEQUATE WEIGHTS!! Wind is often an issue and unweighted tents are a potential danger. Vendors without weights will not be allow to setup and vend.**

_____ 3. UNLOADING VEHICLES

Caution and extreme care must be taken when operating any vehicle at the market space. No vehicle with a leaking gas tank is permitted on the market site. Vendors are permitted to drive into market lane for brief unloading period, **but all vehicles must be out of vendor lane by 8:45am, NO EXCEPTIONS. Failure to follow this timeline will jeopardize future access to the vendor circle area.**

_____ 4. VEHICLE PARKING

Parking is available in the specified vendor lot located at the back of the parking lot and behind the church. No parking in vendor lane, this area allows vehicles only during setup and breakdown.

_____ 5. STALL DISPLAYS

Each vendor supplies their own table/tent and any other items necessary for selling. A sign that identifies the business is required. All tables, tents and signage must be structurally secure. We do not have tents to loan or rent to vendors.

_____ 6. STALL ETIQUETTE

Keep your business within the pre-designated space. No overflow of goods, tables, setups, chairs, etc. will be allowed on the sidewalk to the rear of booths as this is a pedestrian traffic area.

_____ 7. HOURS OF OPERATION

Customers take opening and closing hours seriously. Please be on time and plan to **stay open until the 1pm breakdown time.**

_____ 8. PRODUCTS

Business name, vendor name and product ingredients must be clearly displayed to customers. Prices must be clearly displayed either by categories or individually so they are clearly visible to customers.

_____ 9. ALL COMPLAINTS

All complaints should be directed to the Market Manager on duty.

_____ 10. CUSTOMER COMPLAINTS

Complaints regarding product quality, vendor conduct, or unfair vendor practices will be addressed by the Market Manager on duty. The complainant's name, phone number and description of the issue will be taken by the Market Manager. The vendor will be notified and the complaint will be addressed. Any complaints involving health and food safety will be referred to the State of Georgia Food Safety Division.

_____ 11. SMOKING

All smoking is prohibited from the market space. This is county school property and strict no-smoking regulations prevail.

VENDOR RULES & RESPONSIBILITIES

_____ 1. LEGAL

All vendors* are required to comply with any applicable state and federal regulations administered by the Georgia State Department of Health, Georgia Department of Agriculture and Markets, Georgia Department of Taxation, and United States Department of Agriculture. All vendors are required to charge sales tax, collect, report and pay. All licenses and sales tax certificates required for the sale of any items in the state of Georgia are the responsibility of each individual selling such items. Vendors are required to have at their stall; any required licenses, seals, and permits.

Vendors* - Artisan vendors require only a business permit. Food vendors will require licensing from Ga. Dept. of Agriculture and more in addition to a business permit. The Islands Farmers Market is not responsible for vendors' tax issues in any way. Vendors are solely responsible for all permitting and licensing and tax issues for their businesses.

_____ 2. RESPONSIBILITIES

All vendors are required to behave responsibly and in accordance with market operations.

_____ 3. BEHAVIOR

The market is a public retail space. Any inappropriate or illegal behavior is prohibited, and may result in suspension and/or dismissal from the market.

Removing property from the Islands Farmers' Market site and grounds that is not the vendor's own is prohibited and subject to immediate dismissal. Any illegal behavior or actions will be reported to the proper authorities.

Signature

Date

Thank you

