

FARM TO TABLE MARKETPLACE

Henagar Farmers Market Rules and Guidelines

Introduction

The City of Henagar through its Henagar Farmers Market (HFM) Advisory Committee has provided a Farmers Market for the people of Henagar and adjoining communities to sell the products that they grow or manufacture on their farm or in their home or on rented land.

A Market Manger will be appointed to oversee and promote the market. The Market Manager is authorized to monitor activity at the market in order to ensure vendor compliance with all rules and policies of the Market. The manager will require compliance with all rules and policies. The advisory committee shall make recommendations to the market manager.

The following rules and guidelines are set forth to maintain the integrity and purpose of the Henagar Farmer's Market and to achieve a successful marketplace.

Statement of Purpose

To provide the community with a place for local farmers, gardeners, and vendors to sell fresh produce, other agricultural products, homemade food items, and live plants to the public.

Mission Statement

Our mission at Henagar Farmer's Market is to support and promote local sustainable farming by providing the community with a place to buy and sell fresh locally grown produce. Our goal is for the market to become a community gathering place where people connect with local Farmer's and their food.

Location

The Henagar Farmer's Market will be located at the City Park, 98 Barron Drive, Henagar AL, 35978. Contact City of Henagar phone 256-657-6282. Email: cityofhenagar@farmerstel.com

Market Operating Schedule

The Henagar Farmer's Market will open Mondays, 2:00-5:00 pm beginning June 4, 2018 through August 27, 2018. The market will be open rain or shine as long as conditions are safe.

Special Events

On occasion throughout the year, the Henagar Farmer's Market Advisory Committee will plan special fundraising and/or community events. These event dates will be published and available in a timely manner prior to each scheduled special event. Information on these events can be obtained from the Henagar City Hall.

Permits & Fees

A grower's permit must be completed before selling at the market. Permits are available at no charge from the County Extension Office, 500 Grand Ave. SW, Suite 300 Fort Payne, AL 35967. The purpose of the certificate is to ensure that the products sold originate with the producer, his/her family, employees or partners. This allows the producer and the consumer to be exempt from state and local taxes for goods sold.

Fees Payable

Selling privileges at the market are extended free of charge to any local grower/producer that has a valid growers permit. Vendors should register at City Hall or with Market Manager before setting up. Market Rules and guidelines must be agreed to and signed by the Market Vendor.

Booth Assignments

Approved Market Vendors must complete all required forms prior to setting up. Vendors will be allowed to set up along the perimeter of the parking lot. No produce or edible products can be placed on ground. Space is first come first serve. Vendor will need to provide his/her own tent and his/her own table.

Per Alabama Farmer's Market guidelines, 70 percent of vendors should primarily be selling farm raised produce or other agricultural products and 30 percent are allowed for value-added food products and crafts

Set-up:

Vendors may arrive beginning an hour before the market opens and should be in place ready to sell 15 minutes before the market is scheduled to open. No selling is allowed before the start time of the market. Vendors will provide own tables and shade. White cloth shades tents are strongly recommended.

Sales Tax

The State of Alabama Code provides an agricultural exemption for the payment of sales tax for Farmers selling products grown on their farm, grove or garden when such products are sold in the original state or condition at the time of sale at local farmer's markets

Except for Farmers selling such products in their original state as harvested from their farms, value added food producers, and crafters, any other Market Vendors must collect the Alabama sales tax required by law and remit it to the State of Alabama and City of Henagar. Officials of the City of Henagar are not aware of any other exceptions to the requirement of the collection and remittance of sales tax.

Role of the Market Manager

The Market manager is authorized to monitor activity at the market in order to ensure vendor compliance with all rules of the Market and policies as recommended by the Henagar Farmer's Market Advisory Committee. The Manager will require compliance with all of these rules and policies. The market manager will also assist in promoting the market.

Regulations

Only growers/producers may sell at the market. NO resale is allowed. A grower/producer is a person(s) that grows or produces agricultural products and may also include the producer's immediate family, partners and employees. A partnership, for the purpose of this document, is defined as two or more individuals engaged together in the joint production of agricultural products.

All vendor must comply with ALL rules regulations set forth by the State of Alabama Farmer's Market Authority. More information can be found at www.fma.alabama.gov

Any complaints filed with the market manager concerning production regulation will be investigated by the HFM Advisory Committee and/or the State of Alabama Farmer's Market Authority.

The governing body and its agents shall implement and enforce all rules of the Certified Farmer's Market Authority in a fair and equitable manner.

Should a complaint be found valid, it may result in loss of vendor privilege from the market for the remainder of the season.

Arts and crafts (non-food products) may be allowed as long as the number of arts and crafts does not exceed 30% of the total vendors. All crafts must be vetted for approval.

Use of this market is a privilege. Anyone violating any rule or displaying poor behavior (profanity, abusive, fraudulent, deceptive or colluding to set prices) will be excluded from using the market.

The HFM Advisory Committee, the market manager, and/or HFM volunteers may conduct farm visits to better understand Agricultural Vendors and thus, for these growers to better understand the Farmer's Market. The HFM Advisory Committee will request times and dates prior to visits.

Producers may sell their own farm and kitchen products including but not limited to: fruits, vegetables, eggs, cut flowers, plants, cheese, jams, jellies, relishes, honey, home canned and baked goods. It is the responsibility of the producer to abide by Health Department Regulations. The consumer must be informed by a clearly visible label, tag or placard at the selling location **advising that the food is prepared in a home kitchen that is NOT inspected by a regulatory agency**, i.e., the State of Alabama Health Department. To learn more about the Home Processed Rule Change visit www.fma.alabama.gov or contact the Market Manager to receive a copy of the Home Processed Rule Change. Vendors are liable for their own products and insurance is the responsibility of the producer. **The FDA rule for acid foods states that a food must have a pH below 4.6 to be sold as a minimally processed food. The reason for this is bacteria do not grow at this level of acidity.**

Growers selling eggs must follow guidelines set forth in the Alabama Shell Egg Law regarding proper labeling.

Meat sales are to be frozen with proper State or USDA stamp on packaging.

Seafood should be frozen but can be on ice if 37-41 F degree temperature is maintained.

Dairy products must have proper labeling from an inspected facility on the package.

Only certified organic growers may use the term "organic" in their advertising at the Farmer's Market. The use of the term "organic" is not permitted unless the producer can show a Certificate from the State of Alabama that his/her produce is in fact organic. Market Vendors may use "pesticide free" and/or other terms, but the use of the word "organic" is controlled by State and Federal law.

Market Vendors are encouraged to post prices for all items sold.

NO live animals may be sold or given away at the market. Pets are not allowed.

Alcohol is not permitted nor may be sold. Tobacco if not allowed at market site.

Market Vendors are responsible for any minors or small children brought to the market.

Market Vendors shall provide all necessary tables, chairs, tablecloths, scales, change, umbrellas or tents, bags for consumers, extension cords and display container for their booth.

No on-site storage is available for Market Vendors at this time.

Market Vendors are responsible for their own change and for collecting payment for their own products. Any exchanges and/or refunds are at the Vendor's discretion.

Market Vendors are prohibited from distributing or displaying political materials, religious materials, or items of similar nature. Any displayed items must directly relate to the items being sold and displayed by the Vendor. Display of any materials is subject to Market Manager's discretion.

Any vendor wishing to bring additional product(s) not initially listed on his/her original application must submit an addendum application with the new product(s) for approval before bringing said product(s) to the market.

Product sampling:

All vendors, regardless of product, must meet the health requirement that prevent food borne illnesses.

Samples requiring cutting/slicing should be done on-site immediately prior to consumption.

No home prepared food samples shall be served at the market.

Clean knives and cutting boards must be placed in protective plastic containers, food storage bags, etc. so they are protected from contamination. Use single service items whenever possible.

All fruits and vegetables must be rinsed thoroughly in clean water.

All samples must be protected from contamination at all times. No bare hands.

Vendors are solely responsible for the cleanliness of their area and are required to leave the space clean at the end of the market. All agricultural waste must be removed. All materials and waste that can be recycled should be removed and recycled.

It is recommended that vendors have a sign identifying the name and location of the farm.

The Henagar Farmer's Market Commitments

Marketing and promotion for the Farmer's Market operation

Fundraising, special events, entertainment, children's activities, special activities and public education

Music and entertainment during special events

Parking, trash cans, and restrooms

LIABILITY

The City of Henagar, the Market Manager, and/or the HFM Advisory Committee are not responsible for bodily injury, loss of equipment, personal losses, accidents, etc., which occur at the Farmer's Market or on the premises. All liability is transferred to organizations using facility if such occurs. No liability is accepted by the City of Henagar, the Market Manager, or the HFM Advisory Committee.

CONTRACT

I agree to use the Farmer's Market with the directions, limitations, and liability warnings stated in this instrument. I certify that I have been informed by the City of Henagar as to proper use and care of the market for which application has been made. This is to certify that I have read this instrument and I understand it. I will be responsible for everything therein. If abuse occurs, I understand I will be denied use of the Farmer's Market in the future.

Signed _____ Date _____