

2017 Vendor Application

Name: _____

Farm Name: _____

Business Address: _____

Home address (if different from business address):

Mobile number: _____

Landline: _____

Alternate number: _____

Email: _____

Market Categories:

- Raw vegetables/fruits/nuts/grains
- Fresh cut herbs/flowers
- Honey
- Processed/bagged fruits/vegetables
- Value-added canned products
- Certified baked goods
- Eggs
- Live Plants
- Other: _____

WIC Vouchers

- YES, I am interested in signing up for the WIC Farmers Market Nutrition Program. (Fresh fruits and vegetables only eligible.)
- NO, I am not interested in signing up for the WIC Farmers Market Nutrition Program.

Three Authorized Representatives to sell at CFM on my behalf:

1. _____
2. _____
3. _____

I, _____, and my representatives selling at the Cleveland Farmers Market have received, have read, and agree to the terms of all the rules and regulations and by-laws of the Cleveland Farmers Market. I and my representatives further agree to permit inspection of my farm or production areas by appointment to assure compliance with the Cleveland Farmers Market rules and regulations. Furthermore, I and my representatives agree to obtain any and all permits and licenses where applicable and will have them available for inspection at the Cleveland Farmers Market. I agree to pay the season vendor fee of \$50, or the per-market fee of \$10 (day-of).

Please turn over

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Please Initial Below

_____ As a condition of right to sell, I and my representatives agree to release and hold the Cleveland Farmers Market officers, employees, agents, and volunteers harmless from all damages and injuries claims related to or arising out of sale of my products or from my representatives' presence on the market site.

_____ As a condition of right to sell, I and my representatives agree to release and hold Mosquito Burrito's officers, employees, agents, and volunteers harmless from all damages and injuries claims related to or arising out of sale of my products or from my representatives' presence on the market site.

_____ As a condition of right to sell, I and my representatives agree to collect all state taxes where applicable and report all state taxes collected to the appropriate agents of the Mississippi Department of Revenue.

Signature: _____

Date: _____

2017 Market Guidelines

Statement of Purpose

The Cleveland Farmers Market (CFM) was founded in 2005 by a group of committed community volunteers to create a fair market where local farmers, gardeners, and producers could sell directly to the public and to develop our community by providing a weekly gathering space for social and educational opportunities.

Hours of Operation

Every Saturday starting May 13 until the season comes to a natural conclusion (Aug/Sept) from 9AM to Noon. Vendors are encouraged to start setting up no later than 8:30AM, and no sales are allowed until 9AM.

Operational Guidelines

- Items permitted for sale by CFM includes, but is not necessarily limited to, all varieties of locally grown (or raised or caught) produce, plants, flowers, trees or seedlings, vegetables, fruits, edible plants, eggs, honey, cheese, shelled peas and beans, nuts, herbs, spices, bedding plants, condiments, preserves, jellies, jams, pastries, baked items, spreads, fresh juices, dried/fresh floral arrangements, poultry, fowl, sausages, milk, seafood, meat, cut firewood, prepared frozen entrees, appetizers, soups, and soaps made from Mississippi-grown agricultural ingredients.
- CFM is primarily a produce and food market, but a limited number of vendor spots will be allowed for artists and craftsmen. Vendors or members of the vendors' households must produce all craft items sold at the market. Arts & Crafts vendors will be accepted at the discretion of the market director with consultation from produce and food vendors input and approval. Items with direct relation to home and garden, food preparation and consumption, or connection to the Cleveland and Bolivar County area will be given priority.
- All food items must be made from fresh ingredients (no mixes), and those incorporating local ingredients will be given priority.
- No smoking, by vendors or patrons, is allowed within the market perimeter (within the gates of Market Alley). Dipping, chewing or other use of tobacco products within the Market is also prohibited.
- Vendors and guests are responsible for children brought to the market. Children should not be left unattended during the market for safety.
- No dogs are allowed within the Market during operational hours.
- No firearms allowed on premises.
- The sale of live animals (puppies, chicks, etc.) is not permitted.

Becoming a Vendor

All vendors must complete and sign a vendor agreement with the Cleveland Farmers Market and pay any necessary fees prior to selling. The CFM reserves the right to prohibit anyone from selling at the market and to cancel the privileges of any vendor who in the opinion of the market manager has violated the rules governing the market.

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Any vendor wishing to participate in CFM is subject to a site visit if deemed necessary by the market manager. Pursuant to this, the market manager (or designated market agent) reserve the right to visit any participant or member's farm, by appointment, to ensure compliance with market rules and regulations. The primary purpose of a farm visit will be to determine whether the participant/vendor is in fact producing all that he or she is selling at the market.

Fees, Space Assignments, and Advertisement

The vendor fees for 2017 are below. Listed fees allow vendors to sell at the market for the entire season or on a daily basis.

- A. Full Season fee: \$50.00
- B. Daily fee: \$10.00 "At the door" (paid before a market)

There are NO refunds for vendor fees.

Spaces within the Market are not assigned – spaces are first come, first served. Vendors must arrive no later than 30 minutes prior to the opening of the Market's Hours of Operation.

To be listed in market emails and social media postings, vendors must send confirmation of attendance and a list of items to be sold to clevelandfarmersmarket@gmail.com or call/text 601.832.2785 no later than 12:00 noon prior to the Wednesday before the market day.

Vendor Responsibilities

- Vendors are required to clearly post their business sign or farm name in a visible and attractive manner. Vendors must also display in plain view any necessary licenses or permits. The market manager (or designated market agent) reserves the right to refuse vendors who do not arrive to market with proper signage.
- Vendors are encourage to sell their own locally grown products. Vendors may supplement their own crops, but no more than 50% of their produce may be imported and wholesaled. **These items must be clearly labeled with origin, granted permission in advance by the market manager, and must not compete with items locally grown by other vendors.** Please obtain permission from the CFM market manager in advance to avoid unnecessary misunderstanding.
- Vendors selling baked goods or other processed foods allowable under the Mississippi Cottage Food Operation laws, but for the health and safety of our market must meet all regulations of the law, which can be found at:
<http://billstatus.ls.state.ms.us/documents/2013/pdf/SB/2500-2599/SB2553SG.pdf>
- The MSDH answers frequently asked questions regarding the law at:
http://msdh.ms.gov/msdhsite/_static/resources/5375.pdf Please ask the market manager for a copy of the laws and FAQ if you do not have internet access.
- Vendors are expected to be in place and open promptly at market time (8 a.m.) No vendors will be allowed to set up after the opening bell unless prior arrangements have been made with the market manager.

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- Vendors are responsible for collecting and reporting sales tax, when applicable. Vendors will be responsible for determining what items are taxable and for collecting their own sales tax. The market is not responsible for tax calculations or reporting. According to Mississippi Certified Market regulations, vendors selling homegrown Mississippi produce (grown by the vendor) or Mississippi home processed foods (made by the vendor), from a MDAC certified market, are exempt from the collection of sales tax. Processed food vendors that are an extension of an established retail outlet are not exempt from remitting sales tax. Vendors selling agricultural food products that were not produced in Mississippi, landscape plants, home processed food products not made in Mississippi, and/or arts and crafts must remit sales tax to the Mississippi Department of Revenue. These regulations can be viewed at: http://www.mdac.state.ms.us/departments/ms_farmers_market/pdf/CFM_regs.pdf
- Vendors are responsible for setting their own pricing and for collecting payment for their own products. Any exchanges, refunds, or barter may be performed at the vendor's discretion.
- Vendors independently accepting EBT or WIC FMNP vouchers are responsible for compliance with state guidelines.
- Vendors are responsible for maintaining their vendor space in a clean and sanitary condition, and are responsible for sweeping and disposing of any debris at the close of business. All agricultural waste must be removed and taken away.
- Vendors are required to use a tent and table, and must supply their own tent and table.
- No vendor shall play loud music, radio, tapes, television or anything that would be disruptive to other vendors or customers.
- No vendor shall engage in loud profanity, threats, violence, fighting or any other such disturbance of the market's peace.
- Fraudulent, dishonest, or deceptive practices carried on at CFM should be reported to the market manager (or designated market agent) and may result in revocation of permission to sell at the market.
- Vendors are responsible for permits, licensing, and certification for food and product sales, as required by law. Permits are not the responsibility of the market. All vendors are required to adhere to the requirements of the Mississippi Department of Agriculture and Commerce.

Cleveland Farmers Market Commitments

The Cleveland Farmers Market commits to providing market coordination, volunteer recruitment, and marketing on behalf of all CFM vendors, to include but not limited to email marketing, Facebook and other social media, newspaper advertising, radio publicity, partnerships with community agencies, and more. Fundraising, special events, and public education will also be handled by CFM. CFM will provide all music and entertainment for market days and special events.

Disclaimer

The Cleveland Farmers Market reserves the right to modify these rules and regulations at any time. The CFM reserves the right to refuse the application of any vendor at any time and for any reason.