

MARKET POLICIES AND RULES

ROSWELL FARMERS AND ARTISANS MARKET ASSOCIATION

MARKET RULES

- Only approved, paid vendors in compliance with Market Policies and Rules will be allowed into and to sell in the Market. No sub-leasing is allowed.
- RFAMA reserves the right to limit the number of vendors selling in a particular product category.
- Only products approved during application or application amendment may be sold at market. Farm vendors are allowed to sell farm crafts and value-added items produced predominately from materials grown or harvested by the vendor on the farm. Such items are subject to Market Policies and Rules and are only allowed with the explicit approval of the Market Manager.
- Paid, scheduled vendors who are absent from the Market twice without advanced notice to the Manager may be removed from the Market for the remaining season without refund of fees.
- Vendors, regardless of category, must be present for the entire market day even if out of product.
- Vendors must unload in their designated area no later than 1/2 hour **prior** to opening time on the day of market. No vendor may have a vehicle in the “market street” after that time. Late arriving vendors may be allowed to park in designated vendor parking and carry their products and equipment to their designated spot. No vehicles or display breakdowns will be allowed until the Manager closes the Market.
- Selling hours (open and close times) are determined by the RFAMA Board of Directors. No pre-selection or set-asides are permitted outside of selling hours. Orders placed with a vendor in advance of the market **day** may be permitted with the explicit knowledge of the Market Manager.
- Vendors must display product pricing and prominently display the name of their business.
- Vendors must provide a 10 ft x 10 ft tent. Tents must not prominently display the name or markings of other companies, sports teams, associations, etc. on the fabric. All tents must be tethered on all four corners to prevent injury and damage from winds or accidents. Tent weights must have smooth surfaces, be tethered with customer and vendor safety in mind, and weight no less than 20 pounds each.
- Vendors requiring electricity must note it on the application and provide a UL Approved, outdoor-rated extension cord. There is a \$5 per market surcharge for the service. No generators allowed.
- RFAMA encourages *business owners* to be in attendance in the vendor booth. This arrangement allows customers to build trusting relationships with the vendor. However, RFAMA will allow paid employees to be the attendant as long as the employee is highly knowledgeable about the products and the means by which they were produced and are able answer reasonable questions appropriately.

MARKET POLICIES AND RULES

ROSWELL FARMERS AND ARTISANS MARKET ASSOCIATION

PRODUCER-ONLY MARKET POLICY

- RFAMA hosts a *Producer Market* and, as such, all products must be grown, raised, created and/or assembled by the vendor within a 100 linear mile radius of Roswell, Georgia.
- An exception to this policy may be granted by RFAMA full Board of Directors in the rare instance a product meets all the criteria above, but for economic or practical reasons the product owner cannot reasonably provide distribution. Currently, an exception is granted for coffee, apples & peaches and seafood which are not produced within the 100 linear mile radius.
- Product reselling is expressly prohibited.
- Vendors agree to annual, scheduled, on-site inspections by RFAMA representatives to insure the products sold at market meet with RFAMA policies and quality standards. Refusal to allow inspections automatically disqualifies the vendor from selling at market.

PERMITS, LICENSES, CERTIFICATIONS AND INSURANCE

- Vendors have the sole responsibility of complying with all federal, state and local laws, regulations and requirements appropriate to the products sold by the vendor.
- Vendors are responsible for possessing current federal, state and local permits, licenses and certifications appropriate to the products sold by the vendor. Up to date copies of these documents must be on file with RFAMA to be an approved vendor.
- Vendors are required to possess adequate, current liability insurance appropriate to the products sold by the vendor. Evidence of coverage must be on file with RFAMA.

SAFETY RULES & FOOD REGULATIONS

- Vendors selling foods are responsible for knowledge and compliance with all federal, state and local rules and regulations. Keep in mind there may be special regulations regarding fresh meats, poultry, eggs, corn meal, shell fish, live plants, honey, pecans, onions, nuts, and other products. *Vendors are ultimately responsible for ensuring all products brought market are safe and unadulterated.*
- Displayed products must be placed at least 18 inches above ground to prevent falls or pet "elimination".
- Vendors are responsible for keeping their designated space clean at all times and are strongly encouraged to recycle and compost all discarded or waste materials.
- Water and ice in contact with animal/meat or food product may not be drained at the Market.
- Children of vendors are welcome while under their supervision. No child under 16 may handle money without close supervision of a legally responsible adult.
- Customer pets are currently allowed in the market, but must be physically controlled by the owner and under the condition they do not display threatening, aggressive or nuisance behaviors toward humans or other pets and do not eliminate in the Market area.
- Smoking, weapons, fireworks, and alcohol are not allowed in the Market area.

MARKET POLICIES AND RULES
ROSWELL FARMERS AND ARTISANS MARKET ASSOCIATION

FEES AND PAYMENTS

- Advance payment of fees is required to reserve a space in the Market.
- **All fees are non-refundable, regardless of if vendor occupies the space.**
- **Bank checks or Square payment are the only acceptable form of payment.**

Fees for the Saturday City Hall Market

Vendor Category	Rate /day	Pre-payment Required	Details
Annual	\$20	1/2 or full season	Commitment for entire season
Seasonal	\$25	monthly	Commitment for product season (i.e. blueberries season)
Interval	\$25	monthly	Commitment for scheduled intervals (i.e. last Sat of month)
Electricity	\$5	surcharge for use of electricity payable in advance with vendor fees. This is applicable for all vendor categories including non-profit and guest.	
Non-Profit	\$0*	Available on limited basis, requires time commitment and Manager's Approval. Table & tent rental \$20/day if needed.	
Special Guest	\$0*	Local, market-related businesses as an introduction to the community. Allowed at no charge for one market day. Table & tent rental \$20/day if needed.	

Please note: the months of July and October have 5 weekends

Beginning 2017, all NEW applicants are required to pay a \$25 one-time application fee. Returning vendors are exempt from this fee.