



Roswell Farmers & Artisans Market

Sherri Schreiner, Market Manager

Email: roswell.fam@gmail.com

www.roswellfam.com

1425 Market Blvd, Suite 530-203, Roswell, Georgia 30076

Phone: 404.492.9938

Located at:

Roswell Presbyterian Church
755 Mimosa Blvd, Roswell, GA 30075

MARKET RULES

- Only approved, paid vendors in compliance with Market Policies and Rules will be allowed into to sell in the Market. No subletting is allowed.
- RFAM 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 predominantly 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 Manager approval 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 RFAM 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. No generators allowed. There is a
- RFAM encourages business owners to be in attendance in the vendor booth. This arrangement allows customers to build trusting relationships with the vendor. However, RFAM 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.
- Vendors and their employees are expected to treat each other with respect. If you have a problem with a vendor, please bring it to the attention of the market manager immediately. Do not engage in conflict with your fellow vendor. Do not slander, denigrate, or disrespect fellow vendors to customers or other vendors. Doing so can be cause for removal as a vendor from the RFAM market immediately.

PRODUCER-ONLY MARKET POLICY

- RFAM hosts a *Producer Market* and, as such, all products must be grown, raised, created and/or assembled by the vendor within a 100 mile radius of Roswell, Georgia. An exception is granted for coffee and seafood which are not produced within the 100 mile radius.
- RFAM board is subject to conduct farm or business visits at any time.
- An exception to this policy may be granted by RFAM 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.
- Product reselling is expressly prohibited.
- Vendors agree to annual, scheduled, on-site inspections by RFAM representatives to ensure the products sold at market meet with RFAM policies and quality standards. Refusal to allow inspections automatically disqualifies the vendor from selling at market.
- The following types of vendors are not appropriate for RFAM:
 - Organizations that promote/sell services (insurance, chiropractors, tutoring, real estate, etc.)
 - Organizations that sell weapons of any kind
 - Organizations that promote causes including but not limited to political and social causes

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 RFAM to be an approved vendor.
- Each Vendor must have commercial liability insurance to afford protection against any and all claims for damages which may be made by any person or persons alleging injury or damage, including death, due to Vendor's acts or omissions, including injury or damage arising from the consumption or use of Vendor's products. Such insurance shall provide for liability limits of not less than \$1,000,000.00 for injury or death to any one person, \$2,000,000.00 for injury or death to any number of persons in any one occurrence and \$100,000.00 for damage to property in any one occurrence. Such insurance shall name the Roswell Farmers & Artisans Market as an additional insured and Vendor shall provide RFAM with a certificate of this insurance certificate. The RFAM physical address is 755 Mimosa Blvd, Roswell, GA 30075

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, cornmeal, shellfish, live plants, honey, pecans, onions, nuts, and other products. *Vendors are ultimately responsible for ensuring all products brought to the market are safe and unadulterated.*
- Vendors selling items by the pound must use a scale certified by the Georgia Department of Agriculture. Be sure your scales weigh correctly as they may be checked at any time.
- Food and food ingredients sold to individuals for off-premises consumption are exempt from the 4% Georgia state sales and use tax, but fully subject to the local county sales and use tax. Prepared food is fully subject to both state and local sales and use tax. It should be noted that "food and food ingredients" and "prepared food" are defined terms. O.C.G.A. 48-8-3(57). Ga. Comp. R. & Regs. r. 560-12-2-.104. To find out more information and to register for sales tax, go here: <https://dor.georgia.gov/tax-registration>
- 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 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 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.

FEES AND PAYMENTS

- Advance payment of fees is required to reserve a space in the Market.
- **All fees are non-refundable, regardless of if the vendor occupies the space.**
- Cash is an acceptable form of payment as long as payment is made prior to start time on market day.

RFAM Market Fees

Vendor Category	Rate/Mkt	Payment Required	Details
Annual Farmer	\$20	1/2 or full season	Commitment for entire season
Farmer Weekly	\$25	Due Thursday before the market	Commitment for entire season
Monthly	\$30	monthly	Commitment for scheduled intervals (i.e. last Sat of month)
Weekly	\$35	Due Thursday before the market	
Non-Profit	\$0*	Available on limited basis, requires time commitment and Manager's Approval	
Table & Tent Rental	\$10	. Table & tent rental \$10/day if needed, very limited	
Electricity	\$5	Electricity is available, but very limited and not guaranteed.	
Fines	\$10	Late arrival or Early breakdown	
Return Check fee	\$35	If we receive any return check/payment fees, we will fine you the cost of the return check from our bank plus the payment.	

Please note: the months of June and September have 5 weekends

There is no market the 2nd weekend in October due to a City of Roswell yearly event.