



Date Received: _____
 Fee Paid: _____
 Licenses/Permits: _____
 Approval Date: _____
 Other: _____

The mission of the Tucker Farmers Market is four-fold: 1) to support small, local businesses and independent producers (like ourselves) and to encourage people to "buy local"; 2) to encourage community between Vendors and their customers; 3) to inform and educate the community about the health and sustainability benefits of eating fresh, locally made foods; and 4) to promote the continued rejuvenation of the Main Street Tucker area.

We anticipate a diverse group of local farmers, bakers, growers, and producers from around Tucker, the Atlanta area, and the state of Georgia. The customer demographics will reflect the vibrancy of the Tucker community, with diversity in age, race, culture and socioeconomic background. We endeavor to attract both locals and visitors alike, and expect to particularly draw from neighboring Stone Mountain, Lilburn, Clarkston, Decatur, and, of course, Tucker itself. People who live and work in the area will enjoy a safe, family-friendly gathering place to find the freshest local produce and prepared foods.

2019 Tucker Farmers Market

Thursdays, April 4-December 12
 St. Andrew's Presbyterian Church
 4882 Lavista Rd., Tucker, GA 30084

Vendor Information

Business Name:					
Owner Name(s):					
Type of vendor:	Food	Craft	Biz/Service	Nonprofit	Food Truck
Mailing Address: <small>(where you would like to receive communication)</small>	Street:				
	City:			Zip:	
Physical Address: <small>(where you produce your product)</small>	Street:				
	City:			Zip:	
Contact Info:	Daytime Phone:			Evening Phone:	
	Email:			Website:	
Market Employees: <small>(Name of employees who will usually attend the Tucker Farmers Market for your business)</small>	Name:		Email:		Phone:
	Name:		Email:		Phone:
	Name:		Email:		Phone:

Do you accept credit/debit cards? Y N

If you MUST vend from a vehicle, please explain. These spaces are very limited.

Food vendor and natural body products application

Vendor Fees

Weekly	Annual
<p>\$20 per market (due upon set up each market day)</p>	<p>\$576 \$16 per market, 36 markets Permanent spot (due April 4, 2019)</p>

Which package(s) do you anticipate purchasing? While payments are not due until dates specified above, those purchasing Annual plans will be given weighted consideration.

Booth Plans:	<input type="checkbox"/> Annual (\$576) <input type="checkbox"/> \$20 for one week. Beginning: _____
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Goods to be Sold

Provide a description of *all* products you would like to sell at the TFM. Please indicate products that are only available seasonally. Approval will be given per product. Products added during the season will require permission from Market Managers.

Please print legibly or attach a typed sheet.

Do you source your ingredients locally? (Prepared food vendors only)

Please indicate what ingredients you typically source locally and the name of your supplier(s).

Please print legibly or attach a typed sheet.

Marketing Description

The Tucker Farmers Market may choose to spotlight Vendors on our website and/or Facebook page during the market season. Please provide a description of your business that could be used for this purpose.

Please print legibly or attach a typed sheet.

Licenses & Permits for Food Vendors

Provide copies of the following:

Business license

Proof of current insurance (see page 12 for specific requirements)

Department of agriculture certification

The Tucker Farmers Market requires Vendors to obtain all state and county licenses and permits that pertain to the type of business being run. Refer to the Georgia Department of Agriculture at (404) 656-3645 to help determine what licenses and permits your business needs.

Current copies of all applicable licenses and permits must be submitted with your application.

Food Products That Can Be Sold Without a License

Products that may be sold without a license include those food items that are exempt from the Georgia Food Act, which are not governed by additional State or Federal laws and regulations. These include only fresh produce and raw goods.

Products requiring State licenses may be sold when a copy of the current license issued by the proper authority accompanies the application.

Foods requiring a Food Sales Establishment License:

- Breads, pies, cakes, and cookies
- Jams and jellies
- Honey
- Eggs: Governed by the Georgia Egg Law
- Dairy: Governed by the Georgia Dairy Law
- Organic products: Growers with organic certification
- Low acid/acidified foods (canned vegetables, pickles, salsa, etc.): State license from the Georgia Department of Agriculture and completion of Better Process Control School
- Meats: Governed by Georgia Meat Compliance Law
- Live plants

Certifications

Certifications:

(Please indicate your certifications and include copies with your application)

- Certified Organic
- Certified Naturally Grown
- Georgia Grown

Other:

Food Truck Application

Food trucks will be invited to attend the Tucker Farmers Market on a rotating basis.. We anticipate hosting no more than 3 food trucks per market.

Vendor Fees

<p>\$50 per market <i>(due upon set up each market day)</i></p>	<p>I am available on the following Thursdays:</p>	<p>Truck dimensions:</p> <p>County of permit:</p>	<p>Can you run on generators ? Y N</p> <p><i>We accept self-sufficient trucks only. No electricity will be provided.</i></p>
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Food Truck Requirements, Licenses and Permits

<p>Safety Requirements</p> <ol style="list-style-type: none"> You are required to have a DeKalb County food service permit, and you must follow all food handling and safety requirements set forth by DeKalb County Health Department. You must provide your own waste disposal. No grease, oil, or trash may be left on the ground. Self sufficient trucks only. No water or electricity will be provided. No ice will be provided; you should be prepared with coolers 	<p>Please provide copies of the following: Business license Proof of current insurance (see page 12 for specific requirements) Health department certification</p>
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Menu

Provide a typical menu you would use at the Tucker Farmers Market. Attach additional pages if necessary. Food trucks may *not* sell drinks at the market.

Please print legibly or attach a typed sheet.

Do you source your ingredients locally? (Prepared food vendors only)

Please indicate what ingredients you typically source locally and the name of your supplier(s).

Please print legibly or attach a typed sheet.

Marketing Description

Please provide a description of your business that could be used for marketing purposes purpose.

Please print legibly or attach a typed sheet.

Handcrafts Application

Local handcrafters will be invited to attend the Tucker Farmers Market on a rotating basis. We anticipate hosting no more than 3 crafters per market April-October, with additional crafters included during the holiday season.

Vendor Fees

\$25 per market <i>(due upon set up each market day)</i>	I am available beginning: _____
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Goods to be Sold

Provide a description of the products you would like to sell at the Tucker Farmers Market. <i>Please print legibly or attach a typed sheet.</i>
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Marketing Description

The Tucker Farmers Market may choose to spotlight Vendors on our website and/or Facebook page during the market season. Please provide a description of your business that could be used for this purpose. Photos of your business location and/or products may be emailed to tuckerfarmersmarket@gmail.com. Photos required for handcrafted products.
<i>Please print legibly or attach a typed sheet.</i>

Licenses and Permits

Provide copies of the following:
Business license Proof of insurance

Nonprofit And Business/Service application

At each market, one non-profit vendor and one business or service vendor may be invited to purchase a booth for the purpose of marketing their organization. These booths will be limited to businesses focused on natural health and green living or nonprofits focused on community building/natural health/green living. *The sale of any items must first be approved by market management.* (Additionally, each week, 1 free booth will be awarded to a nonprofit with influence on the local Tucker community.)

Vendor Fees

\$25 per market <i>(due upon set up each market day)</i>	Preferred date(s): _____
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Service/mission

Please describe the product/service your organization provides.
<i>Please print legibly or attach a typed sheet.</i>

Marketing Description

The Tucker Farmers Market may choose to spotlight Vendors on our website and/or Facebook page during the market season. Please provide a description of your business that could be used for this purpose. Photos of your business location and/or products may be emailed to tuckerfarmersmarket@gmail.com
<i>Please print legibly or attach a typed sheet.</i>

Licenses and Permits

Provide copies of the following:
Business license Proof of insurance

Additional fees

Electricity

Electricity is available throughout the market season. It will be offered for a fee from April-October. For October-December, electricity will be available for lights at no charge, although other equipment will still incur a fee.

Electricity	\$5 per week	\$ 112 annual
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Supplies

Vendors are responsible for providing their own supplies for the market. However, a limited number of some supplies are available on a first-come/first-served basis, for a fee. Fees are due before close of market on the days they are incurred. *Advance noticed appreciated.*

Supplies	\$10 per week, per tent
	\$5 per week, per table
	\$5 per week, per set of two weights
	\$3 per light
	\$3 per extension cord
	\$3 per power strip
	\$5 per light/extension cord combo or power strip/extension cord combo

Fines

A smooth, hassle-free market that is a benefit to the community is the commitment we make not only to you, our vendors, but also to our customers and local businesses. Failure to abide by the policies set out in the TFM Policies Handbook can impede the flow of business to the market and to the Tucker Main St. area, an unacceptable situation. To the end of reducing inconvenience to customers, local businesses, and other vendors, we are adopting a fine structure to ensure proper adherence to key market policies. Fines are due as they are incurred.

Fines	\$10 for late arrival (payable before set up)
	\$5 for non-removal of vehicle or improper parking
	\$10 for early breakdown (payable before set up the following visit)
	\$10 for less than 36-hour notice of absence (<i>weekly vendors only</i>)

Hold Harmless and Vendor Contract

All Vendors agree to indemnify and hold harmless the Tucker Farmers' Market, St. Andrew's Presbyterian Church, Dekalb County, City of Tucker and all other associated organizations, and their officers, employees and volunteers from and against all loss, liability, claims, demands, damages, costs and other expenses, including attorney's fees of enforcing this Hold Harmless Clause, on account of injury, loss or damage, including, without limitation, claims arising from bodily injury, personal injury, sickness, disease, death, property loss, or damage to the extent caused by the negligent or intentional act, omission or error of Vendor or any officer, employee, volunteer, representative or agent of Vendor.

Initial below:

_____ I acknowledge that I have read and understand the above Hold Harmless Clause.

I acknowledge that I have read and understand the Tucker Farmers Market Policy Handbook and agree to abide by the following policies (please initial each):

Signature _____ Date _____

Returning Completed Applications

Complete and return the application and materials, copies of licenses, certificates, and proof of insurance to Market Management in one of the following ways:

You may return your completed application in any of the following ways:

Mail to: 1175 Cimarron Ct.
Clarkston, GA 30021

Scan and email to:
tuckerfarmersmarket@gmail.com

Fax to: 866-208-8002

Application Checklist

Have you included the following items with your application (as they apply)?

- Signed Hold Harmless Agreement (p. 8 of this application)
- Vendor Information Form (p. 1 of this application)
- Appropriate Vendor Application
- Proof of Insurance
- Copy of Business License
- Copy of Dept. of Agriculture Certification (if applicable)
- Copy of ALL proper certifications
- Set up and product photos (REQUIRED for Non-Food Vendors)

Policies Handbook

Vendor Selection

The Market Management of the Tucker Farmers Market (hereafter "TFM") will review all applications and choose those that best fit the mission of the TFM. The Market Management will try to strike a balance between produce, prepared foods, natural products and handmade items so that the diversity of the TFM will be a draw for the public and will allow Vendors to maximize their profits. The Market Management reserves the right to reject any application that does not enhance the overall scheme of the market. If a Vendor is rejected because there are too many Vendors in a particular category, the application will be maintained and the Vendor may be invited to join the TFM if other Vendors drop out.

Location & Hours of Operation: 4:00pm – 8:00pm (Spring & Summer); 4:00pm – 7:00pm (Nov/Dec)

TFM meets Thursdays from 4:00pm-8:00pm, from April to October, and Thursdays from 4:00pm-7:00pm, from November to December, except Thanksgiving Day, November 28. The TFM will be held at 4884 Lavista Rd., Tucker, GA, 30084, at St. Andrew's Presbyterian Church.

Vendor Set Up and Break Down

- **2:30pm:** Vendors may enter the site and begin setting up. Vendors who need access to the site before this time must get prior approval from Market Management.
- **3:30pm:** All Vendors must be on the premises, with cars unloaded and removed from the market site. *During April-May, the TFM gets many early shoppers while schools are in session. We recommend that vendors be ready to sell at 3:30pm.*
- **3:45pm:** All Vendors must be on the premises, with cars unloaded and removed from market site.
- **4:00pm:** Market opens.
- **8:00pm (7:00pm fall):** Vendors may BEGIN breaking down.

- **Setting up:** Once arriving at the market, Vendors should go directly to assigned location, unload, and IMMEDIATELY remove vehicles to allowed parking areas. Vendors must work quickly to unload their vehicles and move them out of the Vendor area as soon as possible. **DO NOT begin setting up before you have removed your vehicle.** Only authorized vehicles are allowed in the Vendor area after 3:45pm, so late-arriving Vendors must carry their product into the market.
- **Late-arriving Vendors and Vendors who have not moved their vehicles from the market area by 3:45pm will incur a \$10 fine, payable before set up.**

- **Breaking down:** Vendors may not begin breakdown before 8:00pm without express permission of the Market Manager. Vendors should pack items and close tent before bringing vehicle to the market area. **DO NOT bring your vehicle to the market area before you have completely broken down your booth.**
- **Vendors who break down early without express ADVANCE permission from Market Management will incur a \$10 fine, payable before set up at their next market.**

Lateness and Absences

- **Vendors are required to give 36-hour notice of absence from the market.**
- **Weekly vendors who give less than 36-hours notice must pay a \$10 fine before being allowed to set up at their next market.**
- **Vendors are required to be ready to sell no later than 3:45pm. If there is no notice given to Market Management for late arrival, the Vendor space will be considered vacant for that day, no refunds will be given, and the space may be resold.**
- **Late-arriving Vendors and Vendors who have not moved their vehicles from the market area by 3:45pm will incur a \$10 fine, payable before setting up.**
- **Continual lateness may result in your being removed from the market. In this eventuality, no refunds will be given.**
- **No-shows – meaning Vendors who do not show up to the market without calling AHEAD – will not be invited back to the TFM. No refunds will be given.**

Market Fees

- The Market Management establishes rental fees for spaces at the TFM. The Market Management will collect fees in advance of the TFM or during the market itself. Vendors have the option of paying fees in advance.
- The Market Management will have certain persons designated to accept payment. Do not under any circumstances give your payment to anyone other than those individuals. The Market Management is not responsible for fees paid to unauthorized personnel.
- **Please see “Lateness and Absence” for policies regarding refunds.**

Inclement Weather

- The TFM will be held rain or shine, but in the event of severe, violent weather, the market will be cancelled. A decision to cancel the TFM will be made by 12 PM (noon) on the day of the market.
- Georgia weather is notoriously unpredictable, especially in the summer. Even when storms are not predicted, they may arise. Please plan for all eventualities and always bring weights for your tents.
- It is the responsibility of the Vendor to find out about any Market cancellations due to inclement weather. Vendors should check the TFM Facebook page (www.facebook.com/tuckerfarmersmarket) or website (www.tuckerfarmersmarket.com) for information regarding cancellations. Facebook and the website will be the sole sources of information regarding inclement weather, as it may not be possible for Market Management to contact each Vendor individually.
- In the event of violent weather during the market, Market Management may determine that the market shall close early. In that case, all Vendors must cease selling and leave the market area immediately. Instructions will be made available as to how and where you might seek shelter.
- **No refund of fees will be given for a market cancelled due to inclement weather, since this is a condition beyond the control of Market Management.**
- If the TFM is cancelled, no Vendor is permitted to sell. The site will be officially closed.

Booth Set up and Clean Up

- Seasonal and annual Vendors will be given prioritized booth assignments. Market Management will aim to assign spots for the duration of the season, but Market layout will respond to the needs of the community. Alternate layouts of the market may be organized for special events.
- Assigned spaces will be large enough to accommodate up to a 10'x10' tent, although Vendors requiring smaller spaces will also be accommodated, with no discount in fee.
- Vendors are responsible for their own site set up and break down.
- Use of personal tents/umbrellas and tables are required and should be clean, in good working order, and visually presentable. Tents, umbrellas and tables may not extend into another Vendor's selling area.
- From November-December, electricity will be available for lighting at every booth. **Vendors are responsible for bringing their own lights, power strip, and at least 1 heavy-duty, 100-foot extension cord.**
- Vendors are required to maintain their individual selling space in a clean, safe, and sanitary manner. Each Vendor is responsible for keeping his/her booth space clean during the TFM and for complete clean up of his or her space at the close of the TFM. This includes hauling away any trash that is generated in or around the booth and sweeping up any product debris left on the ground.
- **Vendors are not permitted to dispose of produce waste, overripe or leftover produce or boxes in any on-site garbage cans or dumpsters. Market trashcans and dumpsters are not available for Vendor use. Vendors are required to bring their own trashcan, brooms, and dustpans.**

- Weights and/or sandbags are required for each tent or umbrella used. Vendors are responsible for securing the tent/umbrellas and protecting their products, at no cost or damage to surrounding Vendors or their property. Weights not less than 15 lbs. per pole are required for each tent used. Umbrellas must be in an appropriate weighted umbrella stand.
- **Due to weather conditions (storms and/or high winds), Vendors whose tents are not properly weighted may not be allowed to set up and/or may be forced to break down. In this case, Vendor will receive no refund and will incur a \$10 fine.**
- Any Vendor whose property causes damage to another will also be responsible for all actual monetary damage incurred to another Vendor.
- **A limited number of Tents, Tables, and Weights are available for rent from TFM. These will be allocated on a first come-first served basis.** See page 7 for fees and details.

Sales policies

- Who can participate:
 - Vendors selling fresh produce, meat and dairy items.
 - Vendors who produce fresh items that are made from natural products, such as soaps, grains, honey, bread, cakes, pies, granola, pasta, cookies, etc.
 - Vendors who create and sell handmade items from natural products.
 - Business and non-profit groups that inform, teach and promote awareness of organic, sustainable or green products and/or that support the Tucker community.
 - Food trucks
- **Produce re-sellers will not be permitted to sell at the market. No items sold at the market may be bought commercially, rebranded and resold.**
- At the discretion of the TFM, one local non-profit group per week may participate in the market, at no cost.
- **Only those items listed on a Vendor's application may be sold.** If a Vendor wishes to add an item, approval must be received from the Market Management prior to offering that item for sale. The Market Management is the final arbiter on the suitability of an item offered for sale.
- **Only the TFM is authorized to sell bottled or canned beverages**
- To ensure diversity of products and to protect Vendors' sales, the Market Management may find it necessary to limit participation of Vendors who sell like items. However, no Vendor is guaranteed to be the sole purveyor of any item.
- The Market Management reserves the right to inspect the premises where products are grown or processed at any time.
- **Only Vendors who have paid the required booth fee may sell. All Vendors must have a current application on file, including a copy of any required license(s) and insurance.**

Vendor's Market Employees

- **A Vendor or representative must be present in the tent at all times during the TFM.**
- The principal Vendor may send family members, partners, or employees to the TFM in their place, but are responsible for having their on-site representatives aware of all TFM rules and policies.
- Children under the age of 16 will not be allowed to operate any booth unless a knowledgeable adult (defined as a responsible adult over the age of 21) is accompanying them during the sale of said products/goods.
- All employees, partners, and family members may be asked to sign an agreement that states they understand and will comply with market policies and guidelines.

Pricing

- Pricing of goods sold at the TFM is solely the responsibility of the individual Vendor.
- Vendors are expected to price goods in a way that does not give the appearance of a "loss leader" product, as is used in large grocery stores.
- Vendors are expected to bring quality produce to market.
- **Vendors are not allowed to give produce or other items away for free or at below-cost pricing, thus undercutting potential sales of other Vendors.**

Insurance

- All Vendors must obtain general and product liability insurance in the amount of at least \$1,000,000.
- Market Vendors are required to be responsible for their own personal, general and product liability insurance. TFM insurance policies are not intended to cover individual Vendors or other participants in the market.
- **Market Vendors must include proof of insurance and a signed "Hold Harmless" waiver with completed application.**
- Tucker Farmers Market shall be reimbursed for any damages by a market Vendor. This includes damage to sidewalks, grounds, vehicles, fencing, tents, and any other property in proximity of market grounds including property owned by Bank of America, other businesses, and Dekalb County.

Licenses

- All Vendors must comply with all requirements set forth by Department of Health, the Georgia Department of Agriculture, or the USDA, and obtain any and all permits and licenses required by local and State law, including, but not limited to a business license.
- Prior to doing business at the TFM, each Vendor is required to secure, maintain, and submit copies of their permits and licenses with their application as well as have them available at the point of sale. All permits and current licenses must be for the state of Georgia as requested by the Agricultural Department.

Food Products That May Be Sold Without a License

Products that may be sold without a license include those food items that are exempt from the Georgia Food Act, which are not governed by additional State or Federal laws and regulations. These include only fresh produce and raw goods.

Products requiring State licenses may be sold when a copy of the current license issued by the proper authority accompanies the application. These include

- Breads, pies, cakes, and cookies
- Jams and jellies
- Honey
- Eggs: Governed by the Georgia Egg Law
- Dairy: Governed by the Georgia Dairy Law
- Organic products: Growers with organic certification
- Low acid/acidified foods (canned vegetables, pickles, salsa, etc.): State license from the Georgia Department of Agriculture and completion of Better Process Control School
- Meats: Governed by Georgia Meat Compliance Law
- Live plants

If selling by weight, the seller is responsible for having Georgia Department of Agriculture approved scales for weighing produce. All produce sold by volume must also conform to the weight standards for that volume as established by the Georgia Department of Agriculture for weights and measures.

Labeling Requirements

All baked goods and processed products are to be labeled in compliance with all applicable federal and state regulations and must include:

- The common name of the food
- Net weight
- A list of all ingredients using the common name of each ingredient
- The name, address and phone number of the person who made the item
- Allergen information

Management of the Market

- **Market Management is authorized to assign spaces, enforce all TFM Policies, as well as make potential exceptions, to hear and make judgment on any problems and to expel Vendors for failing to abide by the TFM Policies Handbook.**

- The Market Management and those approved by Market Management will be permitted to photograph, film and/or record any areas of the market, including the Vendors and/or their representatives and booths.

Promotions

Market Management will make efforts to promote the TFM by maintaining the TFM website (www.tuckerfarmersmarket.com) and Facebook page (Tucker Farmers Market) and by providing information to other websites, sending news releases to local newspapers, distributing flyers to local businesses, and erecting signs on major streets within the city. By participating in the TFM, you authorize Market Management to use your business name, logo, product images, and/or personal likeness to promote the market.

Music and musician support

As in previous seasons, we will ask Vendors to make a small contribution toward our market musicians. They add much to the atmosphere of the market. You may either bring your donation to the TFM booth for us to put it in their goody-bag (be sure to include your business card!), or a Market representative may come by your booth to request it. **This is completely optional** – it just helps us keep musicians happy, and to attract better ones. Musicians often say that their goody bag is their favorite part.

Vendor Code of Conduct

- **Proper demeanor and high quality customer service are expected on the part of the Vendors at the TFM. All sellers are encouraged to be friendly, courteous, knowledgeable and honest. Customer complains will be investigated by the Market Management. Sellers who are the subject of consistent complaints may be asked to discontinue selling at the TFM with no refund of fees.**
- **Vendor Dress:** Vendors are required to wear shirts and shoes at their booths during the TFM hours. Each individual represents the whole of the market and image is an important element for success.
- **Vendor Music:** Vendors may not play individual music in their booth space.
- **Smoking:** Smoking is NOT allowed in the Vendor sales areas. Those who do practice smoking are requested to step out of the market square area, washing prior to return to ensure the integrity of the produce being sold.
- **Children:** Vendors must keep a watchful eye on their children at all times during the market. Set-up time can be an especially dangerous time for unattended children. Small children should not be allowed to wander the grounds without a parent or guardian with them. The TFM takes no responsibility for their safety or whereabouts.
- **Cleanliness:** **Vendors should protect their hands with latex gloves when handling food. Food should only be handled by gloved hands. Gloves should be changed whenever they come into contact with any surface other than food, including money, cell phones, skin, etc.**
- **Courtesy/ Conduct:** Vendors and their representatives are expected to conduct themselves in a safe and courteous manner at the TFM. Any language or behavior considered deleterious to the normal operation of the TFM will be grounds for denial of the Vendor's permit to sell. This includes complaining to customers or within earshot of customers about the market or other Vendors.
- **Sales Tax:** Vendors are responsible for collection and payment of all applicable sales tax.
- **Disagreements:** Vendor complaints and disputes must be submitted to Market Management in writing and shall give adequate information setting forth in detail the allegation and shall be signed by the complainant.

The following will result in immediate and permanent expulsion of a Vendor from the market and no refund of fees will be given:

- Fraudulent, dishonest or deceptive merchandising or packaging
- Use of profane, abusive, threatening or harassing language
- Threatening behavior, the threat of violence, vandalism
- Possession of a firearm, weapon or fireworks
- Gambling
- Consumption of or being under the influence of alcohol
- Use of illegal drugs or possession of drug paraphernalia