



RULES & GUIDELINES for 2007

INTRODUCTION

The Village of Providence Saturday Market was founded on the goals of promoting:

- Local/Regional artists and craftspersons
- Local/Regional farm producers/growers
- A stronger sense of community

With these goals, the following rules and guidelines are intended to make it as easy as possible for local artists, craftspersons, and producers/growers to sell their products directly to the general public without much of the "red tape" associated with conventional marketing outlets.

The success of our market depends on the quality of products, a good growing season and the active participation and cooperation of many and varied artist, craftspeople and producers/growers. For the sake of simplicity artist, craftspersons, producers/growers will be known as "vendors" in some portions of this document.

The Village of Providence Saturday Market Board of Directors manages the regular business operations of the market and welcomes your input. The Board will conduct its Saturday Market operations through a Market Master designated by the Board. The Board's meeting schedule may be obtained through the Market Master.

This year's Market Master is Gary Braden

- Phone: 256-797-5282
- Email: saturdaymarket@villageofprovidence.com

LOCATION

The Village of Providence Saturday Market is located at the Village of Providence neighborhood on Town Center Drive; just across the street (south) from Tony's "Little Italy" and CheeBurberCheeBurger restaurants.

THE SELLING SEASON

The 2007 Village of Providence Saturday Market Dates are as follows (rain or shine):

- 1. May 12th, 2007**
- 2. June 9th, 2007**
- 3. ***NO July Date*****
- 4. ***NO August Date*****
- 5. September 8th, 2007**
- 6. October 13th, 2007**

The hours of operation for the Village of Providence Saturday Market are as follows:

- Village of Providence Saturday Market is a Rain or Shine Event
 - Please prepare yourself and your space in case of bad weather.
- Setup times are from around 6:30 a.m. to 7:45 a.m. the day of OR you can come out the evening before to set your area up. You need to have your vehicle moved or parked in the parking lot by 7:45 a.m., as to allow for free movement of your customers.
- Selling Times start around 8 a.m. and end when you sell out or to 2 p.m.

Gary will be available at the number/email above for any questions concerning set up times and the like.

PERMITS AND FEES

Note to Farm Producers/Growers:

The Village of Providence Saturday Market wants to showcase regional and locally grown farm products, therefore a growers' permit must be completed before selling at the market. They are available at no charge from the County Extension Agent. The purpose of the certificate is to ensure that the products sold originate with the

producer, his or her family, employees or partners. This allows the producer and the customer to be exempt from state and local taxes for goods sold. If you are selling products that do not allow you to be classified as a grower you are required to collect and remit related sales tax. Also, if you are selling a packaged food you must have a food processors permit from the County that you produce in. All licenses and permits must be available in case of an on-site inspection.

The 2007 Village of Providence Saturday Market fee schedule is as follows:

- \$140 for the entire four-month market season. This reserves your space for the entire selling season and gives space priority to the vendors/growers who pay all four months in advance. This amount is non-refundable.
- \$ 45 for a "Day of" fee. This fee is for people who only want to participate in the Village of Providence Saturday Market on a Month-to-Month basis. This amount is non-refundable.
- White 10' X 10' pop-up tents are available to rent for \$25 per attendance on a first come first serve basis

Any fees collected by the market are for the express purpose of promoting and operating the Village of Providence Saturday Market. This includes but is not limited to, administrative expenses, a salary for the Market Master and advertising.

SPACE ASSIGNMENTS AND RESERVATION POLICIES

- To promote a uniform look to the Saturday Market, vendors must provide their own WHITE 'festival' style tent to sell their products from. Tent rentals are available.
- All Vendors will occupy only one space (no sharing of tent spaces) as assigned by the Market Master unless an additional space has been *assigned and paid for*. Displays must be confined to the assigned space.
- If a vendor's display is obstructing vehicular or pedestrian traffic, or is judged to be a safety hazard by the Market Master, it must be moved.

If application is denied, full refund will be paid.

It is necessary for all vendors to be set up no later than 7:45 a.m. and ready to do business when the market opens at 8 a.m.

Please call the Market master when running late or if you won't be there, 256-797-5282.

The Market Master designates the vending location for all vendors, and if the Market Master judges it necessary, may require a vendor to relocate.

GENERAL REGULATIONS

- Vendors can set up the evening before however there is no security for your property at the Village of Providence Saturday Market.
- At the beginning of each market day, vendors will check in with the Market Master before setting up. The Market Master will be available for check-in at 6:30 a.m. on the day of the Saturday Market. Vendors should be set up at the market by 7:45 a.m. Each seller is expected to stop selling at 2 p.m. and have all items for sale, etc...loaded for removal by 5:30 p.m.
- The Market Master will have the authority to change the market hours on special occasions.
- No "dumping" of produce at the end of any Market day.
- The sale of live animals is not allowed at the market.
- Electrical generators are not allowed at the market. However, there are a limited number of power outlets available. These are on a first-come, first-served basis. **WARNING: DO NOT USE THE PARKING LOT STREET LIGHTS FOR POWER THEY ARE LOW VOLTAGE AND CAN CAUSE A FIRE IF USED WITH 120 volts ac EQUIPMENT.**
- Vendors must bring their own **all-weather** extension cords and should arrange for a space near the power outlet. Electrical cords must not be a safety or trip hazard.
- Solicitation for political campaigns, products, services, or charitable contributions not specifically addressed as a market commodity is not permitted without prior permission of the Market Master and/or the Market Board of Directors.
- All State, County, and, City taxes collected by vendors are the responsibility of the vendor to remit to the respective tax agency or department.

- Vendors must be fourteen years of age or older. Younger children are welcome and encouraged to participate, but must be accompanied by an adult responsible for the child's conduct and safety.
- Fraudulent, dishonest, or deceptive merchandising, disruptive behavior, or collusion to set prices among vendors may be grounds for forfeiture of the right to do business of any kind in the market for a length of time to be determined by the Board of Directors.
- Vendors are liable for their own products. Market management shall not be held accountable for the products offered by vendors. Product and liability insurance is the responsibility of the producer. If there is any question whatsoever about whether an item may be sold at the market, a brief written proposal should be submitted to the Board for review.
- Vendors will be solely responsible at all times for the cleanliness within their vending area regardless of the origin of the debris in that location. Each vendor is required to leave the space clean at the end of the day. A trash bags should be placed in front of your booth for pick-up
- The Market Master and/or Board of Directors will have the full power to enforce all rules and regulations within the market area as authorized by the Board of Directors. Failure by any vendor to comply with any of these rules and regulations can result in the forfeiture of the right to do business of any kind in the market for a long length of time determined by the Board of Directors.
- The Market Master and the Board of Directors reserve the right to terminate vendor's privilege to operate in the Village of Providence Saturday Market for any reason at any time.

Producer/Grower REGULATIONS

- A producer/grower is defined as the person that grows or makes the product and may also include the producer's immediate family, partners, employees, or local cooperatives upon prior review. A partnership, for the purpose of this document, is defined as two or more individuals engaged together in the joint production of agricultural products.

- The Board of Directors' and / or the County Extension Agent will investigate any complaints filed with the Market Master concerning production regulations. Should a complaint be found valid, it may result in expulsion from the market for the remainder of the selling season, and no refund will be made for market fees paid to date.
- Producers may sell farm and kitchen products including (but not limited to): fruit, vegetables, eggs, cut flowers, plants, cheese, cider, jams, jellies, relishes, honey, canned goods and baked goods. Many items are subject to **Health Department regulations**. It is the responsibility of the producer to abide by these regulations. Contact these agencies for inspection and approval.
- The Board of Directors permits no cooking within the market area without prior approval. It is the responsibility of each producer to abide by all state and federal regulations, which governs the production, harvest, preparation, preservation, labeling, or safety of products offered for sale at the market.

GUIDELINES

- It is recommended that vendors use safe and attractive displays. Be aware of tripping hazards in the sidewalk area. It is best to raise all displays (especially food items) at least 24 inches from the ground. Three vertical levels of display will dramatically increase product visibility.
- Public "port-o-lets" restrooms are located in the in the Market area.
- It is recommended that each vendor have a sign and or other literature that promotes their specific product or name and location of the farm.
- Signs for vendors and other decorations are to be approved by the Market Master.
- There very limited is electricity. Bring your own outdoor electrical cord.
- Place a trashcan in front of your booth.

If you have any questions, please contact the Gary Braden at 256-797-5282 or email at saturdaymarket@villageofprovidence.com