

2021 Vendor Guidelines and Application

Crystal Springs' Farmers' Market

The Crystal Springs Farmers Market is a project of Main Street Crystal Springs. The mission of the Crystal Springs' Farmers' Markets (CSFM) is to support, promote and expand local agriculture, making fresh products accessible to our community, and strengthen relationships between local food producers and food consumers.

The Vision of CSFM is to be a steward of local agriculture; a harmonious financially strong organization growing in reputation and cultural relevance, with increased market sales, solid alignment between farmers and food producers, and recognition as a thought-leader and innovator in the local foodshed.

Permitted Items for Sale

All products must be produced by the vendor and should fall into two general categories:

Category 1: grown/raised agriculture products such as raw fruits and vegetables, edible plants/mushrooms, eggs, honey, shelled peas and beans, spices, grains, herbs, grown plants, fresh cut flowers and foliage, fresh/frozen meats and seafood, etc.

Category 2: edible products such as baked and canned goods, including herbal oils and vinegar, pastries, cookies, cakes, cheese cakes, chocolates/candies, breads, fruit syrups, jellies, jams, sandwiches, pies, homemade pasta, fresh juice and cider, fresh dairy products, cheese, canned and pickled products, etc.

***see below for further regulations**

Category 3: Handmade arts and crafts, fresh flowers, handmade soaps, essential oils, bath bombs, etc.

***Category 2 Vendors**

Vendors must attach a copy of a ServSafe license and/or business license, as well as a copy of your liability insurance. Vendors without licensing and selling non-raw goods will be identified as a cottage food operation. Cottage food vendors must label each item according to the laws set by the Mississippi State Department of Health. Each label must contain the product name, business name and address, ingredients, net weight, allergens, and the statement, "Made in a cottage food operation that is not subject to Mississippi's food safety regulations." Vendors must submit a copy or a photo of this label to Main Street Crystal Springs for verification. For more information about cottage food operations, visit

www.cottagefoods.org/laws/usa/Mississippi/.

Activity Schedule

Crystal Springs' Farmers Market

Saturday mornings; market begins On April 3 and ends on December 4.

Market hours: 9:00 a.m. – 2:00 p.m.

Set-up time: No earlier than 8:00 a.m.

Clean-up: 3:00 p.m. – 4:00 p.m.

Market Dates

April 3

May 1

June 5

July 3

August 7

September 4

October 2

November 6

December 4

Reserving a Booth Space/Vendor Approval

Thank you for your interest in becoming a vendor at the Crystal Springs Farmers Market in Crystal Springs. We encourage your participation and have outlined the following procedures to make it enjoyable and profitable for you. Please read the information carefully and fill out the attached vendor application. Return the application with payment. Booth space will be available on a first come, first served basis.

Booth Space Logistics and Rent

- Regular market booth rental is \$25.00 per market.
- Booth spaces are limited to a 10'x12' space. Any additional space requested will require an additional \$10.00 rental per booth space.
- Limited electricity is available. Priority will be given to vendors whose products require electricity. Arrangements must be made in advance and specified on the application. The Crystal Springs Farmers Market Manager has the right to limit electrical devices. Proper refrigeration for food products is required. Vendors must provide electrical cords and must duct tape the cords to the sidewalks for safety.
- Tables, chairs, and tents are the responsibility of the vendor.
- Vendors can display products on their tables facing the public or on a back bar (if needed), but not on the ground or back of vehicles. Canopies, tents, or umbrellas are encouraged. Vendors are responsible for creating an attractive display and making their booths look professional. All tables should be covered with a tablecloth.
- Firearms, alcohol, drugs, and cigarettes are strictly forbidden. No radios or other noise generating electronic devices are allowed.
- Vendors must stay for the entire market. Leaving in the middle of the market is not allowed and could result in vendor expulsion from the market for the remainder of the season.

- Booth rental fees are non-refundable. Failure to show for reserved space without prior notice to the Crystal Springs Main Street Director or Farmers Market Manager may result in the denial of future booth rentals.
- Cancellation of market due to weather or other conflict is at the discretion of the Main Street Crystal Springs Director and/or the Market Manager; booth fees will not be refunded.
- The Crystal Springs Farmers Market is a non-smoking event.

Procedures for Set-Up

Vendors may begin setting up one hour prior to the market. All set-up must be completed and vendors must be ready for business at 9:00 a.m. Vehicles may unload on Railroad Avenue, but must be moved out of the market area by 8:45 a.m. Parking is available on parallel streets. Please leave parking spaces close to the market free for shoppers.

Procedures for Clean-Up

Vendors should clean up their areas at the end of each market. Vendors should pack up the entire contents of their booth before pulling their car into the market area. All vendors must load vehicles and be clear of the market area within 60 minutes (no later than 4:00 p.m.) after the close of the market. Vendors will be responsible for maintaining the cleanliness of their selling areas. Vendors shall not use public trash receptacles for disposal of products, boxes, or other refuse, etc.

Health Regulations

Vendors are responsible for any permits as applicable. We request that all food and produce vendors follow procedures in *From the Field to the Table: Food Handling Procedures for Open-Air Farmers Markets*. A copy is available for review at www.marketumbrella.org/uploads/file/F2T_manual.pdf. Food vendors will need to check with the State Department of Health to ensure they have the proper licensing. Food vendors must attach a copy of their food permit and a copy of liability insurance with the application. Copies of your food permit should be displayed at your booth. Cottage food operations need only submit a copy of the label to be used on each item. Seafood vendors are required to have and display a current commercial fishing or selling license.

Hold Harmless Clause

All authorized vendors participating in the Crystal Springs Farmers Market are individually and severally responsible for any loss, personal injury, death and/or other damages that may occur as a result of vendor's negligence or that of its servants, agents and employees. All vendors hereby agree to indemnify and hold harmless Crystal Springs Farmers Market from any loss, cost, damages and other expenses, including attorneys' fees, suffered or incurred by Crystal Springs Farmers Market by reason of the vendors' accidental or deliberate negligence or that of its servants, agents and employees; provided that the vendors shall not be responsible or required to indemnify Crystal Springs Farmers Market for negligence, its servants, agents and employees. Because no insurance is provided to participants in the Crystal Springs Farmers Market, each vendor is responsible for his/her own product liability insurance

Sales

Vendors selling produce are not required to pay Mississippi Sales Tax if they are the grower and the Crystal Springs Farmers Market is their first point of sale.

Questions

Contact the Main Street office at 601.647.5242 or email us at mainstreetcrystalsprings@gmail.com

Crystal Springs Farmer's Market COVID-19 Guidelines:

Market Day Guidelines:

- **We are requiring all market vendors, staff, volunteers, and customers to wear a mask while at the market.**
- DO NOT come to the market if you are not feeling well or if you have had contact with a person who has tested positive for COVID-19.
- All vendors, market staff, and volunteers are required to wash or sanitize their hands before entering the market space.
- Crystal Springs Main Street will provide hand sanitizing stations throughout the market for customer use. Vendors will need to bring their own hand sanitizer for personal use.
- All vendors, staff, and volunteers are required to follow proper sanitizing protocol while at market. This includes sanitizing your area on a regular basis throughout the market, preferably between each customer transaction, but at least once per hour.
- Vendors, staff, and volunteers will be required to sanitize hands when changing tasks (e.g. going from bagging produce to handling money).
- Vendors will be required to wear **gloves** when handling food products.
- Practice social distancing as much as possible during the market. Maintain at least six feet distance between each other. No hugging, shaking hands, etc.
- While not required, we strongly encourage vendors to have two people working at each booth so duties can be separated (e.g. one person for handling produce, one person handling money).
- Tables should be either left bare or covered with a plastic tablecloth so that it can either be easily sanitized throughout the market or discarded at the end of the market.
- All vendors, market staff, and volunteers should refrain from touching their faces.
- Samples will not be allowed at the market until further notice.
- Prepared foods and individual coffee/beverages may be sold, but should be consumed off site.
- Eating during the market is not allowed.
- Customers should avoid contact with products that they are not purchasing. Customers should be “choosing with their eyes.” The vendor will take and fulfill their order.
- Port a Potties will be available
- We are incorporating a **curbside pick-up option** for customers that shop with you through preorders. This process will work by you – the vendor – handling the preordering and e-payment (Venmo, Paypal, etc.) side of things. When you arrive at the market, bring your preorders to our Main Street tent clearly marked with

customer name. A market volunteer will deliver the preorders to the customers as they drive up to the designated pick-up spot. Any preorders not picked up will be given back to you at the end of the market. All customer payments should be completed prior to the market.

- Vendors, market staff, and volunteers will be required to sanitize their hands as they leave the market.

Market Set-Up/Take-Down:

- Vendors will be spaced at least **ten feet apart** and not directly across from each other.
- Vendors should follow normal protocol and bring their own tents, tables, chairs, etc.
- Clean and sanitize your table(s) prior to unloading any of your products, signs, or other items.
- At the end of the market, clean and disinfect all metal, glass, and plastic surfaces.
- Wash or sanitize your hands after packing up for the day.

Please note that these protocols and guidelines are fluid and subject to change as our governing authorities update regulations. We will email you any changes or updates to these guidelines.

Thank you for being patient and flexible with us!

Crystal Springs Farmer's Market Vendor Application

Name _____
 Address _____
 City _____ State _____ Zip _____
 Phone _____
 Email _____

For CS Main Street Administration use only.

No. of Booths _____ Electricity _____
 Products _____

Market Date	Payment Type	Amount	Date of Payment

Please provide a brief description of each of the items you wish to sell at the markets.

Number of 10' x 12' booth spaces requested per market date: ONE TWO MORE _____

Will you need electricity? NO YES Purpose: _____

Do you accept credit/debit cards? NO YES Do you accept EBT? NO YES

Food vendors, have you included a copy of your food permit and liability insurance? NO YES

Note: Category 2 vendors without licensing will be identified as a cottage food operation and must submit a copy or photo of the required label.

Please check the dates that you wish to rent a booth. We accept checks and money orders (payable to Main Street Crystal Springs), as well as cash. Payment must be received the Monday before the Saturday market date.

All Markets (\$100.00, payment must be enclosed)

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|-----------------------------------|---------------------------------------|--------------------------|
| <input type="checkbox"/> April 3 | <input type="checkbox"/> September 4 | <input type="checkbox"/> |
| <input type="checkbox"/> May 1 | <input type="checkbox"/> October 2 | <input type="checkbox"/> |
| <input type="checkbox"/> July 3 | <input type="checkbox"/> November 6 | <input type="checkbox"/> |
| <input type="checkbox"/> August 7 | <input type="checkbox"/> December 4th | <input type="checkbox"/> |
| | <input type="checkbox"/> | |

I have read the vendor guidelines (including the COVID-19 section) and understand that failure to comply with any Crystal Springs' Farmers Market policy will result in my dismissal from the market.

Print Name _____ Signature _____ Date _____

Mail Application and Photos to: Main Street Crystal Springs P. O. Box 289 Crystal Springs, MS 39059