

2023 Vendor Guidelines and Application

Saturdays at the Shed

Saturdays at the Shed(SATS) is a project of Main Street Crystal Springs. It is an open- air market located in historic downtown Crystal Springs. This market provides a venue for local vendors and growers to market their goods to consumers.

The Vision of SATS is to be a steward of local agriculture and small businesses; 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.

Activity Schedule

Saturdays at the Shed

Saturday mornings; market begins On February 4th and ends on December 1st.

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

February 4

March 4

April 1

May 6

June 3

July 1

August 5

September 2

October 7

November 4

December 1

Reserving a Booth Space/Vendor Approval

Thank you for your interest in becoming a vendor at Saturdays at the Shed 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 \$30.00 per market. If you sign up for all 11(eleven) markets the fee will be \$230.00 (must be paid in full before the first 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 Saturdays at the Shed 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.
- Firearms, alcohol, drugs, and cigarettes are strictly forbidden. No radios or other noise generating electronic devices are allowed.
- 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.
- Saturdays at the Shed 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.

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 Saturdays at the Shed 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 Saturdays at the Shed from any loss, cost, damages and other expenses, including attorneys' fees, suffered or incurred by Saturdays at the Shed 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 Saturdays at the Shed for negligence, its servants, agents and employees. Because no insurance is provided to participants in the Saturdays at the Shed, 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 Saturday at the Shed is their first point of sale.

Questions

Contact the Main Street office at 601.717.2645 or email us at mainstreetcrystalsprings@gmail.com

Crystal Springs Saturdays at the Shed 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 Saturdays at the Shed.

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 MainStreet Crystal Springs), as well as cash.

All Markets (\$230.00, payment must be enclosed)

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|-------------------------------------|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> February 4 | <input type="checkbox"/> June 3 | <input type="checkbox"/> October 7 |
| <input type="checkbox"/> March 4 | <input type="checkbox"/> July 1 | <input type="checkbox"/> November 4 |
| <input type="checkbox"/> April 1 | <input type="checkbox"/> August 5 | <input type="checkbox"/> December 1 |
| <input type="checkbox"/> May 6 | <input type="checkbox"/> September 2 | |

I have read the vendor guidelines and understand that failure to comply with any Saturdays at the Shed 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