

**Spring Park Market  
RULES & GUIDELINES  
2009**

**INTRODUCTION**

The Spring Park Market was founded on the concepts of regional food production for fresh consumption, promotion of family farming, direct marketing of farm products, and the common good of all who participate in the market. With these goals, the following rules and guidelines are intended to make it as easy as possible for local producers 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 a good growing season and the active participation and cooperation of many and varied producers. The Spring Park Market Board of Directors manages the regular business operations of the market and welcomes your input. The Board will conduct its day-to-day operations through a Market Master designated by the Board. The Board’s meeting schedule may be obtained through the Market Master.

**LOCATION:**

1. The Spring Park Market is located inside Spring Park on the South side of the park near the Spring Park Train Station.

**THE SELLING SEASON:**

2. The Market will be open for retail sales between the hours of 4:00 p.m. and 7:00 p.m. every Thursday of the market season as designated by the Board of Directors. The season for 2009 is June 4<sup>th</sup> through August 27<sup>th</sup>. The market will be held every Thursday, rain or shine. There will be no market held on Thursday, June 25<sup>th</sup> (Helen Keller Festival).

**PERMITS AND FEES:**

3. 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. The \$25 Tusculumbia Vendor Fee is included in your \$260 booth fee. 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 for on-site inspection.
4. Any fees collected by the market are for the express purpose of promoting and operating the Spring Park Market. This includes but is not limited to, administrative expenses, a salary for the Market Master and advertising.

**SPACE ASSIGNMENTS AND RESERVATION POLICIES:**

5. Vendors will be licensed to sell from only one vehicle and must occupy only one space as assigned by the Market Master unless an additional space has been *assigned and paid for*. Maximum vehicle size is a 1-ton pickup truck or van unless prior arrangements have been made. Displays must be confined to the assigned space. If the vendor is using a trailer to display and sell goods, the towing vehicle must be disconnected and moved out of the area. If a trailer or display is obstructing vehicular or pedestrian traffic, or is judged to be a safety hazard by the Market Master, it must be moved.
6. Producers may license a lot for the entire season by paying a rental fee of \$260.00. Food vendors may license a lot for the entire season by paying a rental fee of \$260.00, weekly farmers pay a rental fee of \$30.00 plus the \$25 Tusculumbia Vendor Fee, other participants pay a weekly fee of \$50.00. ½ of booth fee must be paid when

application is made and the remainder must be paid upon approval. If application is denied, full refund will be paid.

7. It is necessary for all vendors to be set up no later than 3:50 p.m. and ready to do business when the market opens at 4:00 p.m. **You may not sell before 4:00 p.m.** Call the Market master when running late or if you won't be there, **256-627-9823**.
8. The Market Master designates the vending location for all producers with or without vehicles, and if the Market Master judges it necessary, may require a producer to relocate.

#### **REGULATIONS:**

9. Producers may sell at the market. A producer 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.
10. The Board of Directors does **not** permit arts and crafts for sale at the market unless they have received prior approval. 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 of Directors for review.
11. 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. Vendors are liable for their own products. Market management, the City of Tuscumbia and/or Colbert County Extension Service 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.
12. No vendor shall set up before 3:00 p.m. **Selling before 4:00 p.m. will be grounds for booth termination.** At the beginning of each market day, vendors will check in with the Market Master before setting up. Vendors should be set up at the market by 3:50 p.m. Each seller is expected to stop selling at 7:00 p.m. and have all produce, baked goods, boxes, containers, etc. loaded for removal by 7:30 p.m. The Market Master will have the authority to change the market hours on special occasions.
13. No "dumping" of produce at the end of any Market day.
14. The sale of live animals is not allowed at the market.
15. Electrical generators are not allowed at the market. There are a limited number of power outlets available. These are on a first-come, first-served basis. 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 hazard.
16. 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.
17. 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.

18. 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.
19. 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 small trash should be placed in front of your booth.
20. 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.
21. The Market Master and the Board of Directors reserve the right to terminate a license for any reason at any time without refund of the membership license fee.

**GUIDELINES:**

- It is recommended that vendors use safe, natural and colorful 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 restrooms are located in the in the Park.
- 1 Market tent and 1 table are available at no cost to vendors. Additional tables may be rented from the Market Master at a cost of \$5 per week per table.
- It is recommended that each vendor have a sign identifying the name and location of the farm. Signs for vendors and other decorations are to be approved by the Market Master.
- There is water available. Bring your own water hose.
- There is electricity. Bring your own outdoor electrical cord.
- Place a trash can in front of your booth.
- Use colorful tablecloths.