

The Ross Bridge Farmers Market
RULES AND GUIDELINES
2023

INTRODUCTION

The Ross Bridge Farmers Market has the goal to provide fresh foods and products, and direct marketing of farm products to the people of the local community and its surrounding areas. The following rules and guidelines are designed to make it as easy as possible for local producers to sell their products directly to the general public.

- The Market Manager will be Ellie VanDyke, email: ellie@gamedaydoneright.com, phone # (901) 860-8339 . Our other market manager is Kate Douglas & her contact information is : kate@gamedaydoneright.com . The Market Manager's responsibilities include but are not limited to recruitment and retention of vendors and presenters, communication on all issues pertaining to the market, and promotion. The Market Manager will also act as a point of contact on market days for any questions that may arise.

LOCATION

The Ross Bridge Farmers Market will, at present, be located in the parking lot in front of Signature Homes and the Hoover Fire Department; located at approximately Market St Hoover, AL 35226.

THE SELLING SEASON

Spring & Summer Selling Season: Monthly Spring Events (dates TBA). The Summer season begins Friday, May 12th, 2023 (4-8). The season will end on Friday, July 28th.

PERMITS AND FEES

A Hoover Business license and a Hoover Food Truck permit is required for all food truck vendors. Please have this information posted inside of your truck.

A growers' permit must be completed (for farmers/growers only) before selling at the market. Permits are available at no charge from the County Extension Office. The purpose of the certificate is to ensure that the products sold originate with 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. Any fees collected by the market are for the express purpose of tent and equipment rental.

- **If you are a grower, a copy of your permit must be returned to Ellie VanDyke by mail or email prior to participating in the market.**
- All non-growers will be required to pay State of Alabama, City of Hoover and Jefferson County Sales tax on goods sold at market. All necessary licenses and fees are the responsibility of the vendor.
- All vendors selling processed food items are required to abide by all rules set forth by the Alabama Farmers Market Authority's and the Alabama Department of Public Health. The Market Manager will follow these rules and advise vendor prior to selling at market of any necessary food labeling guidelines and/or health department permit requirements.

SPACE ASSIGNMENTS AND RESERVATION POLICIES

1. Vendors will be licensed to sell only one space as assigned by the Market Manager, unless an additional space has been approved and payment received. Displays must be confined to the assigned space. If a vehicle or display is obstructing pedestrian traffic, or judged to be a safety hazard, it must be moved.

2. Vendors' fee structure is as follows:

- Single Space: \$40 per market for a 10x10 tent and one 6 foot table.
- Additional tables are permitted to be brought by the vendor or can be rented for \$5 from the tent/equipment company.
- Food Truck: \$60 per market for reserved space.

3. All farmers/vendors must provide notification to Market Manager by the prior Thursday at 5 p.m. to reserve a space at the market.

4. Vendors must be set up at the market by 3:30PM and ready to do business when the market opens at 4:00PM. Each seller is expected to stop selling at 8:00PM and have all produce, baked goods, boxes, containers, etc, loaded for removal by 8:30PM. The Market Manager will have the authority to change the market hours on special occasions.

5. No Call, No Show: If there is any circumstance that causes a vendor to be late or to miss a market, the vendor is expected to call or text the Market Manager, Ellie VanDyke at 901-860-8339. Failure to do so will result in the possible termination of the vendor's participation in the market for the remainder of the season.
6. Payment for space is made payable to Gameday Done Right ahead of each market date. The vendor payment must be submitted the Wednesday prior by one of the following ways: Online Invoice, Venmo, or Paypal.
7. The market manager designates the vending location for all producers with or without vehicles and if the market manager judges it necessary, may require a producer to relocate.
8. Vendors must bring their own extension cords (if needed) and should arrange for a space near a power outlet prior to the market. It is recommended that the vendor make notation on their application regarding the need for power. Electrical cords must not be a safety hazard.
9. If you are unable to attend the market for any reason, you must let the market manager know by the Tuesday prior by 5 PM. If informed after that time the vendor fee will still be applied. The vendor fee can be transferred to a new date (within a 2 week period), if you inform the market staff by Tuesday at 5 PM.

INCLEMENT WEATHER POLICY

The Ross Bridge Farmers Market is a rain or shine market; however, the tent management company (Gameday Done Right), in coordination with the Market Manager, reserve the right to cancel a market due to severe inclement weather. This decision is made in order to keep all patrons, vendors and market staff and equipment safe.

Market cancellation - In the event of inclement weather that is anticipated in advance of setting up a market and Gameday Done Right makes the decision to cancel the market, all vendors will be contacted via email or phone at least three hours prior to the start of the market. In this instance, vendors will not be charged a fee. Prepaid vendors will be refunded.

Market suspension - In the event of inclement weather that occurs after a market has started and Gameday Done Right makes the decision to cancel the market early, the market fee will be adjusted based on the percentage of the market that takes place. If 0-50% of the market occurs, the vendor will be charged half of their market fee. If greater than 50% of the market occurs, the vendor will be charged the full market fee.

ADDITIONAL RULES & REGULATIONS

1. Vendors must be sixteen 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.
2. 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.
3. All profane, abusive, discourteous, and boisterous language and/or conduct at or about the market area is prohibited.
4. 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.
5. The Market Manager will have the full power to enforce all rules and regulations within the market area. 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.

FOOD SAFETY GUIDELINES

1. Only raw meats, including fish & seafood, that are processed, packaged and labeled at an inspected facility or are otherwise exempted from inspection may be sold at a farmers market.
2. All processed meat sold in the state of Alabama must be processed by a USDA certified processor.
3. Beef, pork, poultry and lamb products sold at farmers markets must originate from livestock slaughtered in a government (federal or state) inspected facility.
4. All meat and poultry products must be wrapped and labeled with the seal of inspection on the package.
5. Meat products must be brought to the market in frozen condition and kept frozen until sold. While fish & shellfish may be sold at 37-41 degrees or frozen.
6. All dairy products including, but not limited to milk, cheese, and goat cheese, butter, and yogurt, must be processed, packaged and labeled at a facility permitted and inspected by the

Alabama Department of Public Health's Milk and Food Processing Branch. Therefore, raw milk cannot be sold at farmers markets.

7. Product must have proper labeling vendor contact information.

8. Egg sales that take place on the farm are not subject to the Alabama Shell Egg Law. Shell eggs are considered farm products and may be sold at farmers markets with proper labeling information on the package, which includes: Name of egg packer, address of egg packer, date eggs were packed, & grade. Egg cartons must also be sanitized.

9. Eggs must be refrigerated at or below 45 degrees & must meet USDA grading and weight classes.

10. All poultry producers are encouraged to register with the Alabama Department of Agriculture and Industries. Exemptions to onsite inspection by the US Food Safety and Inspection Services apply to processing of less than 1,000 - 20,000 birds per year.

11. Processing requires poultry to be healthy when slaughtered, slaughtering is performed in a sanitized facility, and the final product is identified as an exempt product and labeled correctly. The facility used to process the poultry cannot be used to process another person's/ company's poultry unless granted by the FSIS.

12. All honey beehives must be registered with the ADAI. All honey products sold at the market must be pure honey.

13. Preparation of fruit & vegetable samples requiring cutting should be done on site immediately prior to consumption. No home prepared samples are permitted at the market.

14. Replace sample equipment (cutting boards, cutlery, etc.) every 2 hours and please use single service items whenever possible.

15. All items must be stored in a concealed container.

16. All fruit & vegetable samples must be thoroughly washed before consumption.

17. Any ice used for cooling must be continuously drained to avoid wrapped products soaking in melted water.

18. Temperature control must be maintained on items needing refrigeration after opening.

19. Under the Cottage Food Law, only the following items may be at the farmers market: Baked goods, cakes, cookies, pastries, doughnuts, danish, breads, candies, jam & jellies, dried herbs, & dried herb mixes.

20. The FDA requires acidic foods sold must have a pH below 4.6 to be sold as a minimally processed food.

21. For any other questions or concerns regarding food safety, please visit :
www.fma.alabama.gov