



# Rabbit Valley Farmers Market Vendor Application

Complete and return via mail:

Rabbit Valley Farmers Market, 304 Catoosa Station Rd Ringgold, GA 30736

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_

Farm/Business Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Texting OK?  YES  NO

E-Mail: \_\_\_\_\_

No. of Spaces Requested: \_\_\_\_\_ Will you require electricity?:  YES  NO

List products to be sold: \_\_\_\_\_

List other markets/venues where you sell: \_\_\_\_\_

How often do you plan to attend:  WEEKLY  BI-WEEKLY  MONTHLY  OTHER (explain below)

**10' x 10' Booth Space Fee is \$20 per market day — due by close of market day.**

**Full Season Space Fee is \$357 (15% discount)**

**Due April 1st**

**Checks payable to Rabbit Valley Farmers Market or cash accepted.**

Market will be held each Saturday from 9am—1pm beginning May 6, 2023 through October 7, 2023. It will be located in Downtown Ringgold, Georgia.

Signature: \_\_\_\_\_

By signing this application, I agree that I have read the rules and regulations of the Rabbit Valley Farmers Market and agree to comply with them. I also understand that my application fee of \$10 is non-refundable. I agree to a farm visit/inspection from the Market Manager at any point before or during the market season. Further, I agree to sell only those items listed in the Vendor Application form unless an additional request is granted at a later date. I acknowledge full responsibility for all my actions and activities in the Market (and for those assisting me) throughout the term of this season's market (April - October 2023).

I acknowledge the authority of the Rabbit Valley Farmers Market Manager to settle any disputes regarding product legitimacy, procedural and vendor conduct violations, and to impose any penalties, including possible suspension or removal from the Market.

# 2023 Rabbit Valley Farmers Market Rules and Regulations

## Rabbit Valley Farmers Market Mission Statement

The mission of the Rabbit Valley Farmers Market is to promote the exchange of fresh, high quality local food and agricultural products between agricultural producers of Catoosa County (and its surrounding region), its residents, and visitors for the purpose of supporting local growers, providing quality products to consumers, and supporting sustainable agriculture and downtown revitalization.

## Articles

### 1. Mission

To provide an opportunity for people to buy locally grown and sourced products.

### 2. Participation

Participation is open to growers, harvesters, bakers, makers of prepared food, and artisans (all hereafter referred to as “vendors” in this document) in Catoosa County and other counties within 100 miles of Ringgold, Georgia. The Rabbit Valley Farmers Market strives to be a producers only market, meaning vendors must participate in the production or development of the products they sell (see articles 5, 8, and 9 listed below).

### 3. Location and Times

Location: Downtown Ringgold  
Selling season: April through October  
Day(s) of the week: Saturday  
Hours of operation: 8 a.m. – 12 p.m.

### 4. Management

The Market Manager shall enforce all the rules and regulations of the market and work with the vendors to assist in their success. The Market Manager or her/his representative will be present at the market during operation. If questions or problems arise during operating hours, they will be resolved by the Market Manager.

Market Day responsibilities include the following:

1. Overseeing the set-up and breakdown of the market.
2. Recording attendance.
3. Ensuring all vendors are following market regulations.
4. Addressing any disputes or complaints.
5. Assisting in answering questions from attendees or vendors as necessary. In addition, the Market Manager shall be aware of all health and sanitation Rules and Regulations affecting open-air farmers markets.



## 5. Vendor Eligibility

The Rabbit Valley Farmers Market is primarily a “producer-only” market and strives to provide and opportunity for attendees to purchase locally grown products.

1. A “producer” is defined as the person who grows or makes the product, and may also include the producer’s immediate family, partners, employees, or local cooperatives.
2. The Rabbit Valley Farmers Market gives preference to vendors that provide goods that are 100 percent grower/producer products, over resale goods.
3. Farmers and food producers are given priority over artisans at the market.

## 6. Vendor Information:

### **Application, Fees, Space Assignments, Sales Times, and Additional Information**

1. “Permanent vendors” (vendors who intend to participate for the entirety of the current market season) must annually submit a market application to the Market Manager. Applications may be modified or updated as needed during the market season. Guest vendors must submit a market application the day of their participation to the Market Manager.
2. The Market is held rain or shine unless the Market Manager cancels for safety reasons, such as severe weather and storms.
3. Permanent vendors must commit to the entire market season (April through October) and participate on a regular basis (a minimum of 80 percent of market days). Produce availability may limit market beginning and ending dates. Guest vendors will participate based on the discretion of the Market Manager.
4. Vendors may be charged fees to cover the operating costs and related expenses to ensure the viability and quality of the market. Fees are to be set and determined by the Market Manager prior to each season.
5. The Market Manager will make vendor space assignments based on the needs of the market, seniority, previous attendance, sales volume, and terms of commitment.
6. A vendor space is defined as a designated area that is 10x10 feet.
7. Vendors may begin to set up at 8 a.m. and are required to be completed setting up by 9 a.m. Vendors are required to stay until the market closes at 1 p.m.
8. Vendors are required to stop selling at 1 p.m. Vendors must leave their spaces clean and remove their displays and vehicles by 2:00 p.m.
9. Vendors shall not sell prior to opening hours of the market day.
10. Vendors set their own prices and are responsible for accurately representing their products.

## 7. Displays

1. Tables, tents, canopies, pop-ups, umbrellas, signs, and display items are the responsibility of each vendor and must be in good condition. At no time shall the safety or convenience of customers or vendors be compromised by any vendor’s display.
2. Vendors must clearly display the prices of all items and post their farm’s name and location.



## **7. Displays (CONTINUED)**

3. Posting of current licenses, certifications, and inspections is highly recommended. At a minimum, vendors should have copies available at their site.

## **8. Guidelines for Market Products**

The Rabbit Valley Farmers Market strives to be a regional, producer-only market with an emphasis on agricultural products. It is understood that some ingredients (such as spices, sugar, and other minor ingredients) used in the preparation of products may not be available for purchase locally. However, the final product must be locally produced in its entirety.

## **9. Eligible Products**

In effort to provide local goods, all final products must originate within Catoosa County or within 100 miles of Downtown Ringgold, GA.

1. Complete grower/producer origin – These goods must be personally grown/produced only by the vendor, vendor’s employees, or primary family members.
2. Limited grower/producer origin – These goods must originate in Catoosa County or within a 100-mile radius of Downtown Ringgold, GA, but may be grown/produced by partners on land or facilities not owned by the vendor. For example, this would include crops harvested by the vendor from “you pick” farms.
3. All home-prepared consumable products must meet Georgia Department of Agriculture Rules and Regulations.
4. Produce (such as vegetables, fruits, nuts, and herbs) must be fresh and locally grown – preferably with organic principles. Overripe vegetables and fruits must be labeled as such and marked as suitable for sauce, preserves, or other safe usages.
5. Prepared products (such as baked goods, jams, salsas, seasonings, frozen products, or dehydrated foods) should highlight local produce, seasonal ingredients, and be freshly prepared by the vendor.

## **10. Products for Consumption / Pickup at the Market**

1. Meat  
All meat products must be from animals raised from weaning (or earlier) by the farmer. Animals may be butchered or processed off-farm.
2. Eggs  
Eggs should be fresh and must be from the farmer’s own fowl. Labels that include the name of the farm and date of collection are recommended.
3. Plants and Fresh-Cut Flowers  
The vendor must be at least 70% involved in the growth and preparation of potted plants and cut material. Potted plants and cut plant material must not be on the state or federal lists of invasive or rare and endangered plants.
4. Honey  
Honey and bee pollen must be from the beekeeper’s own hives but may be processed and bottled off-farm.



## 11. Taxes, Licenses, and Permits

Vendors must obtain any licenses, certifications, and permits required by law for all products, and will give copies to the Market Manager to keep on file. The collection and filing of all related taxes are the responsibility of the individual vendor.

## 12. Health, Sanitation, and Safety

Each vendor must abide by all state and federal regulations that govern the production, harvest, preparation, preservation, labeling, and safety of products offered for sale. Vendors are liable for their own products.

## 13. Miscellaneous

1. Vendors will be responsible for the collection and removal of all waste generated from sales at their space. There will be a fine of \$50 issued to a vendor if their space requires clean up by the Market Manager after market closes.
2. Vendors will refrain from argumentative behavior with other vendors or managers during market hours. After market hours, vendors and managers may engage in conflict resolution and vendors may submit written complaints to the Market Manager.
3. A vendor may submit to the Market Manager a written complaint against a vendor where there is believed to be a violation of market rules. The Manager will investigate the complaint and attempt to obtain detailed information before a determination is made that a violation did occur.
4. If a violation of rules is determined to have occurred the Market Manager will proceed:
  - A. First violation: Vendor receives a written notification and explanation of disciplinary procedures.
  - B. Second violation: Vendor will lose the right to sell the following 2 weeks.
  - C. Third violation: Vendor will be fined \$50 and will lose the right to sell for the following 4 weeks. The vendor may present a rebuttal in writing to the Market Manager at which point the Manager will either dismiss the charges or suspend the vendor for a period of time.
5. Small children brought to the market, by vendors or market customers, must always be kept under the supervision of a designated adult.
6. No live animals, fowl, or fish may be sold at the market.
7. Any accident or injury must be immediately reported to 911 and the Market Manager.
8. Neither the Rabbit Valley Farmers Market nor its representatives are responsible for the damage or loss of any personal belongings.
9. Anyone who participates in the market, whether vendor, customer, or other, attends at his/her own risk. Vendors will operate at their own risk and assume liability from the customers.

