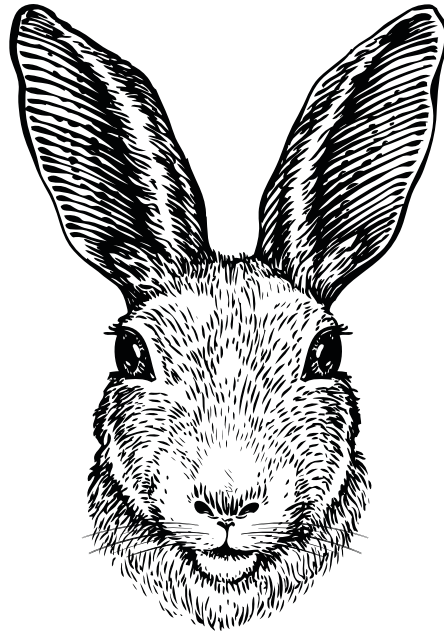


# Rabbit Valley Farmers Market 2024

## Vendor Guide



### 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.

We envision a future in which Ringgold and Catoosa County will be home to a diverse, interconnected food system that promotes healthy food and sustainable farming. Rabbit Valley Farmers Market is a leader in this system, leveraging the power of communities by providing resources, educational programs, and sustainable modes of food distribution for farmers, producers, food banks, and consumers.

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 150 miles of Catoosa County, 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.

## MARKET SCHEDULE, BOOTH DIMENSIONS, FEES

### DATES:

- Every Saturday May 4 - September 28, 2024 9am-1pm
- Every Wednesday June 5- July 31, 2024 4pm-7pm (Agriculture and Food Vendors only)
- Wine and Art Market April 27, 2024 6pm-9pm
- Oktoberfest October 5, 2024 5pm-9pm
- Harvest and Holiday Market November 15, 2024 5pm-8pm
- Harvest and Holiday Market November 16, 2024 11am-5pm

### LOCATION:

- 96 Depot Street in Downtown Ringgold

### BOOTH SPACES

- All spaces are 10x10 with a limited number of inside pavilion spaces and a larger number of outside spaces.

### BOOTH DIMENSIONS:

- Booths are 10' x 10'. A vendor's tents, tables, weights, signage, and products all must fit within the 10' x 10' space.
- Vehicle spaces are approximately 10' x 20'. Oversized vehicles may not be able to be accommodated (and must park off-site) OR may be required to purchase an

additional booth/vehicle space, depending on availability. Vehicle spaces are not available at every market.

- Vehicle spaces are for agriculture vendors only and assigned based on demonstrated need and seniority.

#### VENDOR FEES:

- Application Fee (all vendors) \$15 non-refundable
- Agriculture Vendors \$15 per 10x10 booth space per market
- Prepared Food Vendors \$20 per 10x10 booth space per market
- Craft and Art Vendors \$20 per 10x10 booth space per market

#### APPLICATION PRIORITY PROCESS

Priority will be given to those Vendors who meet one or more of the following criteria:

- Vendor type – priority will always be given to Agriculture applicants. Priority will also be given to Prepared Food applicants who source ingredients directly from their own farm or farms within our 150-mile radius. This does not include sourcing from local distributors or grocers.
- Seniority – Returning Vendors in good standing receive priority consideration and placement if they apply within the first 2 (two) weeks after the new season applications open.
- Applications and Market availability – applicants who apply earlier in the season, who request to participate in all/most Market dates, and/or who submit a complete application.

#### PRODUCT AND ELIGIBILITY REQUIREMENTS

Rabbit Valley Markets are intended to showcase local food, farm, and value-added products. As such, our Markets only feature a minority of Craft Vendors. All items to be sold at Market must be grown, raised, foraged, caught, collected, harvested, and/or produced by the Vendor locally. No resale of any kind is allowed.

Rabbit Valley Farmers Market does not extend exclusive rights to any one Vendor to sell any one product. If Rabbit Valley believes the number of Vendors offering the same or similar products is excessive, duplicate products may be denied entry.

\* Local products are defined by Rabbit Valley Farmers Market as products that are grown, raised, foraged, caught, collected, harvested and/or produced by the Vendor within a 150-mile radius of Catoosa County, Georgia.

Given the highly varied nature of applicants and products, Rabbit Valley Farmers Market will not be bound to apply a particular set of selection criteria in every instance and reserves unconditional discretion to accept or refuse any applicant.

All home-prepared consumable products must meet Georgia Department of Agriculture Rules and Regulations.

No live animals, fowl, or fish may be sold at the market.

## DISPLAYS

- 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. Vendors will use weights to secure tents. No staking of tents is allowed.
- Vendors must clearly display the prices of all items and post their farm's name and location.
- Posting of current licenses, certifications, and inspections is highly recommended. At a minimum, vendors should have copies available at their site.

## TAXES, LICENSES, PERMITS

Vendors must obtain any licenses, certifications, and permits required by law for all products, and may be required to 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.

## HEALTH, SANITATION, 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.

## MISCELLANEOUS

- 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.
- 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.
- 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.
- If a violation of rules is determined to have occurred the Market Manager will proceed:

First violation: Vendor receives a written notification and explanation of disciplinary procedures.

Second violation: Vendor will lose the right to sell the following 2 weeks.

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.

- Small children brought to the market, by vendors or market customers, must always be kept under the supervision of a designated adult.
- Any accident or injury must be immediately reported to 911 and the Market Manager.

- Neither the Rabbit Valley Farmers Market nor its representatives are responsible for the damage or loss of any personal belongings.
- 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.

## BOOTH FEE PAYMENT

Vendors are invoiced for their booth fees monthly, with a separate invoice for each applicable market. It is our goal to send out these invoices on or around the 15th of the preceding month (e.g., vendors should receive their invoice for May booth fees on April 15th).

Invoices will be emailed to the Primary Contact email listed on the vendor's application. Booth fee invoices will detail your charges by line item, with the associated market dates listed in the description. If there is an error in either the line items or the associated dates, the vendor must contact [rabbitvalleyfarmersmarket@gmail.com](mailto:rabbitvalleyfarmersmarket@gmail.com) to address the discrepancy, ASAP.

Vendors have the option to pay for the entire month at once, or one market at a time. At minimum, booth fees should be paid one week in advance of a corresponding market date.

## LATE FEES

Invoices that are not paid in their entirety will become OVERDUE and incur a \$25 late fee on the 1st of the subsequent month from their issuance (e.g. an invoice for May booth fees that remains unpaid on June 1st will incur a late fee). Late fees will be added to the original invoice as a separate line item and re-sent to the vendor.

Vendors who are chronically overdue on their payments may have their market status/assignments reevaluated

## REFUNDS AND CANCELLATIONS

Vendors who cancel a market date or withdraw from a market, and are eligible for a refund (per the Cancellation Policy), will either have the corresponding fee(s) removed from their invoice (if it has not yet been paid), or be credited for the corresponding amount (if it has already been paid). Credits will be applied to next applicable invoice, or may be remitted to the vendor by check (upon request).

The payment link in your invoice email allows for payment by credit, debit, or ACH/bank transfer.

Booth fees may also be paid via PayPal: [rabbitvalleyfarmersmarket@gmail.com](mailto:rabbitvalleyfarmersmarket@gmail.com)

Additionally, vendors may pay by cash or check at market by visiting a market staff member at the information booth, or by mailing a check to:

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

Checks should be payable to ‘Rabbit Valley Farmers Market’

## CANCELLATION POLICY

### Vendor Schedule Management

Vendors are responsible for keeping track of their own dates. Vendor’s who were approved for a date, assigned a space, and then don’t attend because they forgot their schedule are not eligible for a refund for the missed Market.

### Weather-Related Cancellations

Rabbit Valley Farmers Markets are held rain or shine. Vendors canceling due to weather, such as rain, will not be eligible for a refund.

If the weather at Market or the Market site itself is too dangerous to host the Market, Rabbit Valley Farmers Market staff will cancel the Market, notify vendors, and issue necessary refunds for the date.

Similarly, if conditions at your home/property and/or conditions on the way to Market are too dangerous to attend Market, the vendor should notify market manager Samantha via text – (423) 903- 1379 or email – [rabbitvalefarmersmarket@gmail.com](mailto:rabbitvalefarmersmarket@gmail.com) that they are unable to attend Market. Refunds for these types of cancellations are at the discretion of Rabbit Valley Farmers Market, must be requested, and are not guaranteed.

\*\*\* Important note: Agriculture Vendors suffering from weather-related season delays or from a season that ends prematurely will be allowed 2 (two) buffer credits in which the Agriculture Vendor can cancel less than a week in advance and be credited/refunded the

booth fees for up to 2 (two) scheduled markets. \*\*\*

### Schedule-Change Cancellations

Cancellations for an assigned Market date must be made in writing at least one week in advance of the Market date being canceled to request a refund. Example: You are scheduled for a market on Saturday the 10th but can no longer attend. You must email us no later than 11:59 pm ET on Saturday the 3rd to be able to request and be eligible for a refund/credit.

Vendor cancellations of Market dates due to health, vehicle/equipment failure, business failure, or other extraordinary circumstances will be taken into consideration regarding any fees due.

All cancellations must be made in writing via email to [rabbitvalleyfarmersmarket@gmail.com](mailto:rabbitvalleyfarmersmarket@gmail.com) or by text to (423) 903-1379.

### No-Shows

A Vendor who is assigned for a date, does not cancel the date in writing (via text or email), and then does not show up is considered a no-show. Any Vendor who is a no-show will be responsible for the booth fee and will receive an email regarding the missed market. The no-show Vendor must respond to the email within 48 hours expressing their interest in remaining at the Market and take care of any/all outstanding fees resulting from their no-show to return to Market for their next scheduled date or risk having their application withdrawn from the Market and removed from all future booth assignments.

Vendor cancellations of Market dates due to health, vehicle/equipment failure, business failure, or other extraordinary circumstances will be taken into consideration regarding any fees due.

### Refund Policy

Refunds must be requested in writing (email or text) for all eligible cancellations.

Rabbit Valley Farmers Market reserves the right to change the cancellation policy as they see fit.



# Rabbit Valley Farmers Market Vendor Application

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

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

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

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

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

List products to be sold:

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How often do you plan to attend? \_\_\_\_\_

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

By signing this application, I agree that I have read the Vendor Guide of the Rabbit Valley Farmers Market and agree to comply with it. I also understand that my application fee of \$15 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 – November 2024).

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.

\*The \$15 application fee may be paid via PayPal:  
[rabbitvalleyfarmersmarket@gmail.com](mailto:rabbitvalleyfarmersmarket@gmail.com)

Checks made payable to Rabbit Valley Farmers Market may be mailed:

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

All other applicants will be invoiced upon receipt of their application.