

# CAGAN CROSSINGS

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## Farmers' Market Vendor Rules & Regulations

Thank you for your interest in becoming a vendor! Cagan Crossings Farmers' Market is a market in which farmers, growers, producers and crafters sell their own products directly to the public when possible, allowing consumers to have a direct relationship with the producer of the items they purchase. The Market will emphasize quality and freshness. Prior to completing an application, please read the entire Vendor Application and Agreement and make sure your product meets the criteria and that you can meet the rules of the market.

All approved vendors must possess the proper licensing. If you are operating under Cottage Law, you must meet all Cottage Law Requirements.

Product categories that we do not accept are:

- Informational and / or promotional items
- Charitable / Fundraisers (allowed on a case-by-case basis)
- Franchise, direct sale, and / or retail business (allowed on a case-by-case basis)
- Commercial / mass produced products (with or without an internet business)
- Electronics and related accessories
- Screen Printed apparel
- Any resale/flea market type merchandise
- Packaged, nationally distributed foods or products
- Overly Processed foods

Product categories that we accept are:

- Produce, dairy, meats and poultry
- Plants and/or Flowers
- Food and Food related products
- Handmade Crafts or original items by the artist and made locally.

### **Hours:**

The market is open from 9 am to 2 pm each Friday and is a year-round market. **Vendors are required to remain for the duration of these market hours.** All vendors will be notified in advance of any changes in hours. Vendors arriving AFTER 8:30 AM may be turned away.

### **Vehicles:**

• Vehicles must be removed from the market area by 8:30 AM and parked in the parking lot behind the businesses not on the main streets.

### **Attendance/Spaces:**

• Only full-time vendors are assigned permanent spaces.  
• Only the Market Manager can change a vendor location and reassign space in the market.  
• Vendors must notify the Market Manager in advance of any anticipated absence.  
• Vendors are not permitted to keep and/or bring any pets with them during the course of the market. All children must be supervised by vendor at all times.

### **Monthly Vendor Fee:**

- There is a \$16 per week to be paid upon arrival unless other arrangements have been made.
- **Vendor fee payment can be made online at [www.EventsbySG.com](http://www.EventsbySG.com).**
- Cash or money orders are accepted for payment. Receipts will be provided.
- 10% off the weekly fee if the month is paid in advance.
- We do not provide refunds once the contract is signed. The monthly fee is per calendar month and is not prorated.
- Vendor may not sublet their booth or sell any item which has not been submitted to the Market Manager for consideration and approved ahead of time.
- Payment will be collected by the Market Manager on the last Friday of each month for the following month. Vendors who are not present on the last Friday of the month should submit payment by no later than the first Friday of the month to the Market Manager.

### **Cancellations/Inclement Weather:**

The Market Manager's prime concern is safety during bad weather conditions, such as wind, rain, and lightning. The Market Manager will use his/her best judgment based on visual conditions, media weather radar, and other managers in surrounding areas to assess whether or not the Market shall remain open. Lightning observed within a 5-mile radius of the Market calls for automatic shutdown of the Market. It is recommended that The Vendor devise a "Quick Break-Down Plan" to maximize the speed and protection of merchandise when poor weather occurs. There are no refunds due to inclement weather. Exceptions may be made on a case-by-case basis.

### **Tents/Tables/Displays:**

- Vendor must provide their own tents (10' X 10'), tables and chairs.
- Vendor display must remain within the boundaries of their tent.
- Tents must be weighted securely by vendor with NO LESS than 20 pounds of weight attached to each corner of the tent. Stakes are not allowed.

### **Clean-Up:**

- Vendors are responsible for the complete clean-up in the vicinity of their operations.
- All boxes and trash must be removed from the premises at the end of the market.
- You must have your stand totally torn down BEFORE you may bring your vehicle to the area to pack up.

### **Permits & Licenses:**

- Vendors must obtain, display and keep current applicable state and county licenses.
- Compliance with State, County and local requirements are the sole responsibility of the Vendor.
- Food booths must have hand wash sinks, hair tied back and wear plastic gloves when serving food.
- Collection of sales tax, when required by the State, is the responsibility of the Vendor.

### **Photographs/Video/Logos**

By Vendor's operation at the Market, Vendor consents to the Cagan Crossings Farmers Market's right to photograph or video any Vendor or Vendor booth for the use of advertising or promotion of the Market. All images will become the property of Cagan Crossings Farmers Market and Cagan Management Group, Inc..

### **Enforcement of Rules**

Violation of any general public safety rules or Market policy listed in this Agreement by Vendor or Vendor's staff or exhibition of improper behavior may result in termination of space rental. Vendors shall generally be given a written warning as a courtesy from the Market Manager of any such violation but is not required prior to termination. The Market Committee and/or Market Manager may remove the Vendor if such violation(s) occur without warning. Vendors shall conduct themselves in a courteous and professional manner with other Vendors, Market personnel and Market patrons. Failure to do so is cause for immediate removal from the Market. Under NO circumstance may any vendor approach another vendor to discuss vendor activities, operational or product issues. ALL concerns or complaints must be made to Market Manager in writing.

**We look forward to your participation and if you have any questions, you may send an email to [market@cagan.com](mailto:market@cagan.com) or call Sandy Farnsworth at (352) 617-8788 or Gaynell Kelley at (906) 280-4473.**