

City of Ellisville
110 North Court Street
Ellisville, Mississippi 39437
Telephone 601- 477-3323
Fax 601- 477-9083

Dear Neighbor:

The Ellisville Farmers Market will open June 6th – June 27th each Tuesday from 3:30 p.m. – 5:30 p.m. The market location is 201 Jessamine Street at Community Bank Park Ellisville. There is no charge for booth space and assignments will be on a first come first serve basis.

The market will support our local economy, and encourage people to come to this area, shop the farmers' market, take a look around and visit other businesses, and the area. It will also be a wonderful way to support your community and meet your neighbors.

We are excited to reopen the market for the citizens of Jones County. However, we need home grown, homemade, and hand crafted vendors to offer items to the shoppers.

Enclosed is an application that must be completed and returned to Ellisville City Hall. If you have questions, please call Ellisville City Hall on Monday or Tuesday, at 601-477-3323.

Farmers Market Board

2017 Ellisville Farmers Market Rules

1. Dates/Time/Location

Ellisville Market Date: Tuesdays, June 6 – June 27 from 3:30 p. m. – 5:30 p.m. The physical address for the 2017 Farmers Market will be at the Ellisville Community Bank Park at 201 Jessamine Street, (across from Community Bank).

Market Hours: 3:30 p. m. through 5:30 p.m. Vendor load-in time: 3:00 p. m. All vendors must be set up to sell by 3:00 p.m. and stay the duration of the market, even if you run out of product. No vendors may take down before 5:30 p.m. without manager approval.

2. Check-in Requirements.

All vendors must be set up to sell by 3:30 p.m. and stay the duration of the market, even if you run out of product. No vendors may take down before 5:30 p. m. without manager approval. Regular vendors that will not be able to attend or will arrive late for any reason must contact manager Patricia Waldrup: (601) 433-1053.

3. Products to be Sold

Produce - Vendors are allowed to supplement their products with other products as long as the vendor grows at least 75% by value of the overall product that they offer for sale at the market. Farm inspections will be conducted on a random basis with 24 hours notice throughout the season in order to verify vendor compliance. Concerns regarding adherence to this policy will be addressed by the Market Manager directly to the vendor, and further information regarding the source of the product offered will be required. Farmer Cooperatives will be allowed to send a member to carry produce for the Cooperative when necessary, but we encourage individual members to bring their own produce. Each vendor must have some type of fresh produce for sale on their display table.

Florists/Plant Nursery – Priority will be given to those vendors that raise their own plants. Flower and plant vendors are allowed to bring to the market plants purchased from a wholesaler and, in that case, must provide an appropriate sales tax number.

Food Items - All processed foods sold to the public must be manufactured in a commercial food processing facility with appropriate permits and licenses. Vendors must adhere to Government approved methods for preparing, storing, handling, and packaging of food products. All prepared foods must exhibit a **list of ingredients**, given in descending order of predominance by weight, and the name and complete address of the business. “Low risk” prepared foods, which include baked goods, honey, jellies, jams, cider, and sauces may be brought by farmers if the foods contain produce from their farm. Except for these “low risk” items, farmers must utilize an approved commercial food processing facility to sell any prepared foods.

Original Art Work- Examples are jewelry, ceramics, oils, water colors, photography, metal smithing, iron works and mixed media. These are to be offered for sale by the artist/producer of said goods or their designated representative only. No resale items permitted.

Crafts/Other - Craft items produced by the vendor include but are not limited to: dried flowers, wreaths, baskets, garden décor, woodwork, soaps, and clothing. No resale items permitted.

4. Space Allocation Requirements

Vendors will be given adequate space to accommodate vendor tents, tables, and trucks if necessary. No tents larger than 10' x 10' will be allowed without Market approval.

5. Applications

Applications are available at the City of Ellisville (110 N. Court Street Ellisville, Ms. or email: ellisville@bbimail.net). The application serves as an acknowledged agreement between the vendor and the Market to abide by the Market Rules.

6. Civic Organizations Participation

Nonprofit, charitable organizations are welcome at the Market as long as they have fresh produce for sale. All charitable organizations must fill out an application and be approved by the Market Manager. The Market is a public space, not a public forum. Organizations espousing controversial and/or incendiary messages are not allowed (ref rule 10.c). Determination as to acceptability to participate in the Market will be made by the Market Manager. Space will be allocated based on availability and selection criteria as specified by the Market Manager.

7. Vendor Responsibilities

- a) Vendors are responsible for their own sales taxes, licenses, permits and fees required for operation and will abide by all local, state and federal laws.
- b) Food shall be clean, wholesome and safe for human consumption and shall be handled, stored, transported and offered for sale in a sanitary manner.
- c) Food products can be cut or opened for displays at the market if properly wrapped, but cannot then be sold. Free samples may be given to customers in accordance with county health regulations. Disposable utensils (i.e., napkins, toothpicks, etc.) will be provided and disposed of by the vendor.
- d) Each vendor is responsible for keeping his or her own space clean and attractive and staying within his or her designated area. Failure to maintain space upkeep and cleanliness may result in dismissal from the market. Upon closing of the market, spaces are to be cleaned by the vendor. Vendors are responsible for bringing their own equipment/utensils for clean-up.
- e) Vendors must supply their own sales equipment; tables, chairs, display racks, display signs, bags for customers and money for change. Use of electricity requires prior Market Manager approval.
- f) Vendors should provide a sign posting their name and location of their farm and display a price list. Also, when applicable, vendors must be able to provide proof of license or permit. Signage is subject to the approval of the Market Manager.
- g) Vendors are restricted from attracting attention to items for sale by outcries in a loud or annoying, rude or offending manner.
- h) Vendors are required to truthfully represent their products and operations. The Market in no way guarantees, warrants, or stipulates that any merchandise offered at the market either for sale or sample is organic. The Market requires the certification of “organic” products by the United States Department of Agriculture Organic Certification Program certified by the Mississippi Department of Agriculture. Vendors, who use methods in accordance with these standards but are not certified, may not market their goods as “organic” and must use other terminology. We encourage vendors to communicate their agricultural practices with customers.
- i) Each vendor may set his or her own prices. Prices should be set in keeping with customer satisfaction and consideration of other market vendors.

j) Each vendor is required to provide scales of demonstrative accuracy and price and sell products in an easily understandable manner: by weight or by the bushel, quart, pint or individual piece.

k) Vendor will occupy and attend assigned space until at least 5:30 p. m. A consistently full market is vital to its success and growth. Early pack-up or departure not approved by the Manager may result in dismissal.

l) Only the market manager can close the market due to inclement weather or any other unforeseen emergency situation.

m) To the fullest extent allowed by law, each vendor shall indemnify, defend, save, hold harmless, protect and exonerate the Board of Supervisors, its directors, employees, agents, representatives, the Market Manager, the property owner, the City of Ellisville, and the State of Mississippi from and against all claims, demands, liabilities, suits, actions, damages and losses for personal injury, death or property damage, including, without limitation, court costs, investigative fees and attorneys' fees arising out of such vendor's operations on the Board's grounds, and whether caused by the vendor or his agents, employees or subcontractors. Each vendor shall be solely responsible for all costs and/or expenses associated with such defense.

8. Rights Reserved by the Market Manager

a) Only the Market Manager or designated representative can close the market at any time other than that which is scheduled, except in the case of inclement weather, when vendors exercise their own judgment.

b) The Market Manager reserves the right to reject a vendor application if, in the Manager's judgment, the goods, merchandise, or participation are not compatible with the overall concept of the market or are inappropriate.

c) The Manager shall have the authority to oversee and enforce the Market Rules and has the right to refuse a vendor's participation at any time for any reason violating the Market Rules. The Manager may also exercise Due Process for suspension in accordance with the following criteria: 1) adequate verbal notification to the specific vendor by the market manager; 2) written notification of suspension from the Manager based on noncompliance by the vendor to adhere to verbal and written direction; 3) date scheduled to provide vendor the opportunity to address allegations with the Market Board for reinstatement. Decisions for appropriate discipline or notification of permanent suspension will be at the discretion of the Market Board.

d) The Manager retains the right to immediately deny a vendor the privilege of selling at the market for any of the following reasons: misrepresentation of products, poor quality of products or produce, or disorderly conduct.

9. Modifications to Rules

The Market Board reserves the right to revise the Market rules and regulations at any time, but the new rules, with changes highlighted, will be immediately distributed among all interested parties. *The City of Ellisville is freezing all fee requirements for a one year period. Booth spaces will be free of charge for the 2017 season and available first come, first serve.*

Will another individual(s) represent you or operate your space: _____

If yes, please list their name(s) and contact information: _____

Name: _____

Telephone: Home: (____) _____ Mobile: (____) _____

Email: _____

By my signature on this form, I hereby consent to all the terms of this certification* and agree to abide by all rules, regulations, and policies of the State of Mississippi, the Mississippi Department of Agriculture and Commerce, and the Ellisville Farmers Market.**

****Market staff or designated representative may visit any approved producer's facilities to ensure compliance with applications and market regulations. Non-compliance issues will be reported in writing by the Market Manager.**

****Section 27-65-103(b), Mississippi Code of 1972, provides an exemption from sales tax for sales of agricultural products only when sold by the producer and when sold in their original state without further processing or preparation. This exemption is applicable only if the producer is selling those agricultural products that he or she has produced. The mixing of products purchased from another producer with products raised by the seller will result in all sales becoming taxable. By signature on this form, I hereby understand that I will be liable for sales tax on all of my sales if I sell any agricultural products that I have not grown or that are not in their original state.**

*****All participants, upon submitting application, agree to material attached in the Ellisville Farmers Market documents.**

Signature

Date

Confirmed and certified by (To be completed by Ellisville Market Manager):

Signature

Print

Date

There will be no fee requirements for the 2017 season: Booth space will be free of charge.

Return to: Ellisville Farmers Market, 110 North Court Street, Ellisville, Ms. 39437