



WESTSIDE TAILGATE FARMERS MARKET

VENDOR REGISTRATION FORM

Providence Presbyterian Church
2320 Schillinger Rd. S.
Mobile, AL 36695
or email to ____@providence-pc.org

Vendor Business Name: _____

Vendor Business Owner/Manager: _____

Vendor Address: _____

Vendor Phone - Land Line: _____

- Cell: _____

Vendor Website: _____

Vendor E-mail: _____

Are you required to have a business license? yes no (If so, please attach a copy)

List the names of people likely to work your stall space: _____

Listing of products to be offered (which may differ from listing previously provided to the Market):

Number of 12 ft x 12 ft spaces you will need _____ (up to 4 per vendor)

Please check one of the choices below:

I would like to have stall space for the whole season _____

I would like to have stall space on a week-by-week basis _____

By signing and submitting this Registration, we confirm that we have carefully read the Westside Tailgate Farmers Market Rules, Regulations and Guidelines and have attached a copy of 1.) the insurance certificate required therein, 2.) any license for the conduct of the vendor's business required herein, 3.) if I will have Cottage Food Law offerings, a sample of the labeling I will use.

Vendor Signature: _____

Date: _____

WESTSIDE TAILGATE FARMERS MARKET RULES, REGULATIONS AND GUIDELINES

Sponsorship

The Westside Tailgate Farmers' Market ("Market") is a project of, and sponsored by, Providence Presbyterian Church & The Grove United Methodist Church

Location

1600 Westside Blvd, #100, Orem, UT 84057

Days of Operation and Season

Thursdays
May–June

Hours of Operation

Market hours – 7 am–7 pm rain or shine (unless serious weather conditions cause the market to be closed in which case the Market Master will give as much notice as may be reasonably practical) except that opening and ending earlier may be granted by the Market Master to specific vendors on a case by case basis

Vendor setup – See Logistics section below; vendor takedown shall not occur before 7 pm unless otherwise permitted by the Market Master

Vendors must notify the Market Master if they know they are going to be late

Space Assignments

Market Master will make all assignments of space location. Each space will be approximately 12 ft x 12 ft

Vendor shall not move space or sublet space without the approval of the Market Master

Vacant and available spaces will be assigned on a "first come, first served" basis

Logistics

Vendors will be able to set up their stalls beginning at 3 pm on Thursdays

Each vendor is allowed one vendor tent (10 ft x 10 ft) or one vehicle per stall space

Vendors must not take down before 7 pm unless otherwise permitted

No smoking allowed by vendors.

Product Display

Vendors will be responsible to furnish optional overhead coverings (tents, awnings, umbrellas–10' x 10' tents preferred) properly secured for inclement weather and all tables, etc. for product display; such overhead coverings and tables shall not, under any circumstances, be left on the property.

All product must be displayed within the assigned space unless otherwise approved by the Market Master

All vendor spaces must be under the "on-site" supervision of a responsible person 16 years of age or older

All vendor tents, tables, etc. must be removed within 1 hour following the close of the Market

All vendor tents, tables, etc. must be removed within 1 hour following the close of the Market

Signage

Vendors must display a sign with vendor name and city clearly visible to the

Market Master will need to approve all signage. In addition to your signage, 11 x 17 uniform signs will be provided to each vendor with the market logo and your business name.

Truth in Advertising:

- 1) any edible product sold as “homegrown” must be grown by and at the farm renting the space in the Market
- 2) any edible product sold as “organic” must be certified organic
- 3) any edible product sold and not grown by or at the farm renting the space in the Market, but grown in Alabama or Mississippi, must be labeled accordingly (example – John Doe Farms of Semmes, Alabama rents the space but sells tomatoes grown at John Smith’s Farm in Lucedale, Mississippi – the tomatoes need to be labeled “Grown at John Smith’s Farm in Lucedale, Mississippi)
- 4) any edible product being sold and grown out of the States of Alabama or Mississippi shall be labeled with a State of origin and designation of the farm where the product was grown

Product

Products that vendors shall sell shall be locally grown or produced by the vendor and shall include, by example, fruits, vegetables, meats, flowers and foods (licensed)

Baked goods and any other prepared foods must be from a licensed kitchen, except as may otherwise be allowed under the Cottage Food Law

The sale of animals will not be allowed

Arts and crafts vendors will be permitted if the products are approved by the Market Master whose decision shall be binding and final

Vendor Performance

Vendor recognizes that being a vendor in the Market is a privilege and will use their best efforts, if a seasonal vendor, to attend all Markets

Taxes shall be the sole responsibility of the vendor

Vendor pets are not allowed

Vendors shall establish retail, not wholesale prices

Licensed kitchens shall provide a copy of its license on the first day of the Market before it can begin selling

Any products being sold under the provisions of the Alabama Cottage Food Law shall fully comply with that law

<http://homebasedbaking.com/wp-content/uploads/2009/06/AL-Regs.pdf>

All vendors shall, and by these Rules, Regulations and Guidelines do, indemnify, hold harmless and defend the Westside Tailgate Farmers Market, The Grove United Methodist Church, and Providence Presbyterian Church, their agents, members and employees from and against any loss, liability, cause of action, or claim for personal injury, property damage, or loss of life or property arising from the actions of the vendor

All vendors are required to meet all applicable rules and regulations of Mobile County, the State of Alabama and Federal laws

All vendor generated waste must be removed from the Market by the vendor (note – there will be a compost bin for vendors to use for all organic material waste)

Vendors vehicles shall be operated in a manner to not cause damage to The Grove Church Property which shall be the location of the Market

Vendor shall assure that all of the vendor's representatives in the Market are familiar with these Rules, Regulations and Guidelines

Market Guidelines

- No pets or other animals shall be allowed in the Market except as shall otherwise be permitted by the Market Master
- All disputes will be settled by the Market Master
- The Market Master shall determine and establish such other rules and guidelines as may be necessary to assure the orderly conduct of the Market
- Any vendor violating these rules, regulations and guidelines, including in particular the Processes and Rules attached, shall be subject to such discipline as the Market Master shall determine and such determination shall be final. First and second warnings will be issued in writing by the Market Master. Any third violation in a season will result in automatic expulsion from the Market. If a vendor is expelled, such vendor shall forfeit the balance of his/her seasonal fee
- Vendor agrees to hold harmless the market organizer from any liability arising from the vendor's participation in the market.
- It is the responsibility of each vendor to abide by all state and federal regulations which govern the production, harvest, preparation, preservation, labeling or safety of products offered for sale at the market"
- All vendors regardless of product must meet the health requirements that prevent food borne illnesses. No cooking is permitted within the market area without prior approval by one of the market managers.
- The governing body and its designated agents shall implement and enforce all rules and regulations pertaining to the operation of the Certified Farmers Market in a fair and equitable manner.

Westside Tailgate Farmers Market Board Chairs/Market Masters

O ' M ' 8 251 (Providence Presbyterian Church)

Todd McGehee 251 554-6987 (The Grove United Methodist Church)



Producer Certification Procedures (Chapter 350 X -1.03)

(a) Any producer that that wants to become a Certified Producer must first obtain a producers/growers permit from the Alabama Cooperative Extension System Office located in the county where he/she produces certifiable agricultural products. A copy of the permit must be submitted to and accepted by the Authority before the producer is certified.

(b) Upon receipt and approval of the producers permit, the Authority shall certify the producer and issue to the Certified Producer a certificate signed by the Director of the Authority. The Authority shall maintain a copy of the certificate at its office.

(c) Any certified producer shall provide, upon request by an enforcement officer or market manager, certificates, documentation, identification or any other information that may be reasonably required to show that a Certified Producer is acting in accordance with the Authorities rules and regulations.

(d) Certified Producers who intend to sell at more than one Certified Farmers Market do not need to apply for a second Producer Certificate. However, a copy of the Producer's Certificate should be kept at each market where the certified producer sells agricultural goods.

- (A) Preparation of fruit and vegetable samples requiring cutting or slicing should be done on-site immediately prior to consumption.
- (B) No home prepared food samples shall be served at the market.
- (C) Clean knives and cutting boards must be placed in protective plastic containers, food storage bags, wrapped in plastic wrap, etc.
- (D) Clean equipment must be used to cut product, in-use items must be stored so they are protected from contamination.
- (E) Replace soiled knives, cutting boards, etc. with clean items every two hours.
- (F) Use single service items whenever possible.
- (G) Store soiled items in a closed bag or container to avoid attracting insects.
- (H) All fruits and vegetables must be rinsed thoroughly in clean water.
- (I) Products may be rinsed or cleaned prior to bringing them to the market. The items should be stored in disposable food bags.
- (J) Rinse melons in a 200 parts per million chlorine solution prior to slicing for sampling.
- (K) Fruit and vegetable sample servings must be protected from contamination at all times.
- (L) Serving must be done in a manner protecting the sample from any bare hand contact.
- (M) Utilize disposable gloves, single service utensils, napkins or tissues, or toothpicks are all adequate methods to avoid handling prepared samples.
- (N) Any ice used for cooling must be continuously and properly drained to avoid wrapped items soaking in melted ice water.
- (O) Canned items (i.e., jelly, salsa, etc.) may be opened one jar at a time and sampled with clean disposable utensils.
- (P) Use toothpicks, wax paper, paper sampling cups, or disposable utensils to distribute samples.
- (Q) Temperature control must be maintained on items needing refrigeration after opening.