

Peachtree City Market Vendor Packet

This packet is for vendors of Peachtree City Market. Please complete all information and sign indicating you have read the Market Rules and agree to abide by them. **All applications must be received by March 7, 2020 - Application Fee: \$25.00.**

Applicant

Name: _____

Farm or Business

Name: _____

Mailing Address:

City: _____ State _____ Zip _____

County _____

Phone: _____ Alt. _____ Cell: _____

FAX: _____

Email: _____ Website: _____

FARMERS - Please complete this section:

Farm Products: (please list the types of products you plan to sell this year below)

Vegetables _____

Fruits _____

Dairy _____

Meats _____

Eggs _____

FOOD & NON-FOOD ARTISANS: Please complete this section:

What do you plan to sell at the Market? Please provide **specific details**.

Do you want to sell foods/beverages for immediate consumption on site?

Yes ____ No

Do you make the foods/products yourself?

Yes ____ No

If you answered 'No', who does and where are they located?

PAYMENT

Peachtree City Market prefers fees on a weekly basis.

2020 Fees (please indicate which you are paying):

_____ **\$20.00 for all food artists**

_____ **\$25.00 non-food artists**

_____ **\$25.00 Food Trucks**

I agree to pay the Market Fee as follows:

_____ Weekly Payment of Market Fees in the amount of \$_____

_____ Monthly Payment in the amount of \$_____

By signing below, you are stating you have read and agree to abide by the Market Market Rules and Standards.

Date_____

Signature:_____

General Information

Fees and Reservations:

Fees are \$20.00 for Food Vendors, \$25.00 for Non-Food Vendors & \$25.00 for Food Trucks per Market day.

It is the responsibility of the vendor to pay the vendor fee to the Market Manager by the end of each market day or at the beginning of the month if paying by the month.

Vendor Set-Up & Parking:

- **Vendors must be on site to set up before 8:30am on Wednesday or Saturday,**
- You must not leave your booth unattended for long periods of time.
- Vendors must clearly display applicable licenses.
- Vendors must keep displays up until end of market. All displays and vehicles must be removed from lot by 2:00pm. **NO LEAVING EARLY. NO EXCEPTIONS.**

Vendor Booths:

- The Market provides 10'x10' booth spaces.
- Vendors are responsible for bringing their booth supplies including: tables, chairs, tents or canopies, and **TENT WEIGHTS (Mandatory)** to secure items.
- All tents must be weighted down. Plan to bring weights such as gallon water jugs, sandbags, or other non-solid weights to hold your tent down

in case of wind.

- Vendors must remove all trash and dispose of it properly.
- Vendors are independent entities and as such are liable for all applicable insurance.
- Vendor products are evaluated often for quality, price, and popularity. PTCM reserves the right to terminate a vendor from the market if the vendor is not meeting the overall goals of PTCM.
- Those who commit to the entire season or at least 90% of the market will be given priority and placement. Those that are 100% participating in a season will be given an assigned spot with no one taking the spot for vendor absence.
- Vendors who participate less than 90% of the season will be assigned a space by the Market Manager on Market day.

Instructions:

Please read all information carefully, complete and sign:

- . 1) Application form
- . 2) Standards & Rules
- . 3) Release of Liability

For More Information

Contact:

**Alison Vallee - Market
Manager,**

Email:

info@peachtreecitymarket.com

Cell:

804-382-4872

Market Standards & Rules

1. All sellers must be approved by Peachtree City Market. All sellers must sign a Vendor Application each year. All sellers must sign a Liability Waiver (attached) and carry adequate insurance- personal and product liability if appropriate.

2. Georgia law requires that sellers must have all required Business, Health Department, Georgia Department of Agriculture, USDA, and any other applicable Federal, State, or Local licenses.

3. All vendors MUST be set up by 8:30 am on Wednesday or Saturday Market days, NO Exceptions!

4. Food products other than Farm produce will be sold with approval and approved on a case by case basis.

5. Value added products such as dried tomatoes, sauces, (BBQ, and anything acidic) pastas, chicken, meat, honey, and eggs must have appropriate licenses and adhere to all applicable Federal, State and Local laws and requirements. Vendors must submit a copy of all inspection forms and business licenses if selling prepared food items other than jams, jellies and baked

6. If selling live plants, a live plant license is required. In order to ensure an appropriate market mix, **vendors are permitted to sell only the items that each described in the vendor application. Vendors who want to introduce new products after their application must be approved and must contact the market Manager before bringing items to the market.**

7. No one has exclusive rights to sell any product. We want to have a healthy mix of products and will not intentionally have lots of duplication, but no one has exclusive rights on any one product.

8. Peachtree City Market strives to have a successful market with cooperative, friendly vendors. The Market Manager has the right to ask any vendor to leave if the vendor is violating any stated rules, or is disruptive to the peace of the market.

9. Vendors selling by the pound must use a scale certified by the Georgia Department of Agriculture.

10. The Market Manager will evaluate any displays and if deemed a safety risk, vendors may be asked to alter or change display.

11. No additional signs may be placed on street corners, at Market area other than signs placed by Market Management.

12. Under **NO** circumstances shall an open flame for cooking and or demonstrations be permissible without consent and instruction from market manager.

13. The following items are prohibited: alcoholic beverages, (except those for legal sale), and unleashed pets. If you have committed to participate in the Market but **must cancel for any reason, you must notify Market Management**

CANCELLATION & LATE ARRIVAL POLICY

We will be implementing a new cancellation and late arrival policy effective June 1, 2019. Please contact me via phone call, text, email or Facebook Messenger. Posting on social media is not an acceptable form of notification. Vendors who cancel after 9am Tuesday and/or Friday or don't show up at all, will receive a \$20 fee to be collected the following week. Vendors who arrive after 8:30am on market days may be asked to give up their space and a \$10 fee will be collected. Repeat late arrivals, cancellations or no shows, may be asked not to return to the market. *No leaving early, unless there is a family emergency.*

Vendors receive 2 waived fees in cases of emergency per calendar year starting June 1, 2019.

14. Make a good impression! Set up an attractive booth using colorful ways of creating a great booth.

**Be
Kind--ALWAYS!**