Emory Farmers Market Rules and Regulations 2017 - 2018

Emory Farmers Market
Vision: A lively campus community hub of flourishing locally-owned, food-based businesses providing daily and weekly food provisioning for students, faculty, and staff. A forum in which producers and consumers share knowledge and make informed and healthy dietary choices toward a more sustainable food system.

Mission: Through a weekly gathering of farmers, chefs, small-scale artisanal businesses, and Emory customers, the Emory Farmers Market fosters educational opportunities and personal relationships through food and supports economic, social, and environmental sustainability.

1. Priorities
The Market features local vendors selling their own food products, including vegetables and fruits, meat, dairy, honey, flowers, and artisan food products. The highest priority for choice of vendors is for those who provide fresh, local, seasonal produce. The vendors may sell products that are organic or non-organic, as approved by the Market Steering Committee and Market Co-Managers. It is at the discretion of the Market Steering Committee to allow vendors to sell products raised by other farmers.

Every Market will seek to be a zero-waste event. This will require vendors to minimize plastic bags and materials given to customers and utilize paper-based products as much as possible. The Market Co-Managers will work with vendors and customers to reduce waste production and to promote proper disposal at each Market.

2. Dates, Hours, and Location of Operation
The Market will take place on the Cox Hall Bridge, Tuesdays, from 11a.m. until 3p.m. The Market will run year round except during school breaks. Summer markets will take place monthly, on Tuesday at the regular hours.

3. Fees
Vendors must pay their own parking, which amounts to $12 per day. The Market Steering Committee reserves the right to raise the fees if necessary.

4. Attendance
Vendors are asked to attend the Market on a weekly basis in order to establish a relationship and dependability with customers and to ensure consistency for a successful market. If a vendor cannot participate in the Market any week on
which he or she is scheduled, the vendor must notify one of the Market Co-Managers via e-mail the Friday prior to Tuesday’s Market.

5. Set-up and Parking
   a. Vendors should arrive at the Market at 10 a.m. to set up and must be ready to sell by 10:45 a.m.
   b. The Monday before the market, the vendors will receive a market map indicating the spaces that will be available. The map is created each week to account for vendors that will not be in attendance and to create a cohesive market that does not have gaps in between vendors.
   c. Vendor locations will not be reserved and are on a first-come-first-serve basis. Therefore, vendors will not be permitted to utilize unattended tables or tents to hold a space. Vendors must be present while setting up, except for when they are parking.
   d. Vendors will be allowed to drive up to the Cox Hall Bridge via Fishburne Rd. or Dickey Dr. to drop off their products and equipment and must then park their vehicles in the Peavine or Fishburne Visitor Parking lots. When vendors break down at the end of market, they should pack up from the same two areas. If this changes, vendors will be notified ahead of time about drop-off and loading instructions.
   e. Each vendor will be responsible for bringing his or her own table, tent, tent weights and any other equipment necessary for set up. Tents should be heavy enough to withstand strong wind. Weights are required.
   f. Vendors will be required to work with the Market Co-Managers to support Emory University’s waste diversion goals. Vendors cannot use Styrofoam in any form (Styrofoam is banned from Emory University and Healthcare system). Vendors must actively work with the Market Co-Managers to reduce the amount of plastic handed out to customers and to use paper-based products as much as possible. When a vendor must use plastic, the vendor is required to have signage that clearly and accurately explains how a customer should dispose of these materials. Signage must be included on bins that are at vendors’ tables as well. A Market Co-Manager will work with each vendor to create this signage as necessary.
   g. Vendors must clean their space of any materials and recycle or compost any remaining food, paper, plastic, aluminum, or other materials prior to leaving the market. Vendors cannot leave any garbage bags next to existing recycling and composting bins. Vendors will have to properly sort their materials into the bins, or they will have to take the bags with them.
   h. Vendors are asked to stay until 3 p.m. and may stay later if desired. Those who sell out in advance of 3 p.m. may leave before the Market’s end.
   i. There is no other alternative location for inclement weather and the market will continue rain or shine. If the Market is to be cancelled for an emergency reason, a Co-Manager will notify vendors by 9AM the morning of Market.
6. Vendor Requirements
   a. In order to participate in and sell at the market, the Market Co-Managers must approve vendors and their products on an annual basis.
   b. Applications that are submitted after the annual application process must be reviewed by the Market Steering Committee on a bimonthly basis.
   c. In addition to an annual application, vendors must also submit a copy of all health inspection forms, certifications, business licenses (as required by county), and proof of insurance, by email to farmersmarket@emory.edu or by mail to Emory Dining, Cox Hall 304, Drawer YY, 569 Asbury Circle Atlanta, GA 30322. Required documents may include:
      i. Auto liability coverage at minimum limits of $500,000. Combined single limit.
      ii. Evidence of comprehensive general liability coverage with products liability with at least $500,000 per claim/occurrence and $1,000,000 in the aggregate
      iii. Applicable licenses as outline on the Vendor Agreement Form
      iv. Applicable proof of certifications as outlined on the Vendor Agreement Form
   d. Vendors who are interested in accepting Dooley and Eagle dollars, a form of payment that can be made through student ID cards and is paid to vendors from the Emory Card system, should contact one of the Co-Managers to receive the required forms, which include the following:
      i. The Procurement & Payment Services Supplier/Individual Information Form
      ii. The Emory ACH Payment Authorization Form
      iii. A W-9 form
   e. Vendors must have any necessary sales tax numbers and collect and remit any applicable sales tax. Georgia law requires that all sellers must have all required health department, Georgia Department of Agriculture, USDA, and any other applicable Federal, State, or Local licenses. All appropriate Health Department permits must be displayed in public view.
   f. All such forms, licenses, and other documents listed in this section must be available for inspection at any time by the market Co-Managers or any other appropriate Market Steering Committee representative.
   g. All processed products must be labeled with (i) the common name of the food; (ii) the name, address and phone number of the person who made the item; and (iii) a list of ingredients with the common name of each ingredient. Vendors are required to post signage including: business name, location of production, any official certificates such as “Certified Organic,” health inspections, plant license, and farming practices, and pricing for all items.
   h. Vendors may also be asked to display signage that indicates different dietary preferences and restrictions accommodated by the vendors’ products to assist consumers with finding appropriate food options.
i. All vendors selling by the pound must use a scale certified by the Georgia Department of Agriculture. Scale certification are available free of charge by the Department.

j. All vendors who sell ready to eat hot foods will be required to record all temperatures for food items every two hours and submit to a Co-Manager at the end of each market.

k. All approved vendors must attend an annual market orientation, which will be scheduled by the Market Co-Managers and communicated to all vendors. This orientation will last no longer than an hour and will be an opportunity for the Market Co-Managers and the vendors to share experiences, raise issues and clarify mutual expectations.

l. Vendors who sell products from a farm may receive a request from the Co-Managers and Market Steering Committee to visit the farm as part of the application process. Vendors will be asked to work with the Market team to arrange a site visit.

7. Management
   The Market Co-Managers will be responsible for enforcing all Market and public safety regulations including day-to-day administrative issues, answering inquiries and responding to complaints from customers and vendors. The managers have authority to enforce Market regulations, administer penalties and resolve issues in a civil and efficient manner.

8. Market Steering Committee
   The Market Steering Committee will be comprised of the Market Co-Managers and Emory University students, faculty and staff. The Market Steering Committee will approve vendors and the products they would like to sell and make decisions regarding the Market as it develops. The Market Steering Committee will set standards, rules, and regulations for the Market, and the Market Co-Managers will ensure compliance.