

Sturgis Community Market (SCM) Operating Guidelines

Statement of Purpose

Sturgis Community Market (SCM) strives to strengthen the connections between local farmers, artisans, and community members by creating access to fresh, healthy, and local goods for all citizens while stimulating economic growth.

Hours of Operation

The market day will be the 2nd Saturday of each month from 9:00 a.m. - 11:00 a.m. The market will be held on Main Street along Highway 12 in Sturgis, MS 39769. The market season runs from May - August.

Sturgis Community Market Rules and Regulations

- Items permitted for sale by SCM include, but are not limited to, locally grown (or raised or caught) agricultural products, prepared foods, and crafts. Craft items must be produced by the vendor or members of the vendor's household. Resale of items will not be permitted. Arts & Crafts vendors will be accepted at the discretion of the market manager.
- Firearms, alcohol, drugs, cigarettes, smokeless tobacco or vaping, by vendors or patrons, is strictly forbidden.
- Cancellation of market due to weather or other conflict is at the discretion of the market manager.
- We ask pet owners to please be considerate of other shoppers, respectful of vendors and food products, and to follow common sense rules about good behavior. All pets must be kept on a very short leash. Pets that misbehave will be required to leave the market.

Becoming a Vendor

For approval to sell at the Sturgis Community Market complete the SCM vendor application and attach as many pictures as necessary to illustrate your product. The Sturgis Community Market reserves the right to prohibit anyone from selling at the market. Any vendor wishing to participate in SCM is subject to a site visit if deemed necessary by the market manager. Pursuant to this, the market manager or designee reserves the right to visit any participant or member's farm, by appointment, to ensure compliance with market rules and regulations. Random unscheduled inspections will only occur if a complaint is registered. The primary

purpose of a farm visit will be to determine whether the participant/vendor is in fact producing what he or she is selling at the market.

Reservations, Booth Assignments, Advertisement & Set-Up

For detailed information on securing a booth space, please contact Sturgis Town Hall at 662-465-7970 or email at sturgiscommunitymarket@gmail.com. 10 ft. x 10 ft. stalls may be secured on a monthly or yearly basis. Booth locations may be reserved and location chosen by vendors based both on seniority and timely request.

A. Application and Booth Fees

- Yearly \$15 application fee.
- Yearly application fees are non-refundable.

B. Intent to Sell

- Vendors who have not committed to the full market season must confirm their intent to sell no later than 12:00 p.m. NOON on Friday prior to the Saturday market. To confirm your intent to sell, e-mail sturgiscommunitymarket@gmail.com or call 662-465-7970. Leave a message if there is no answer. Space will be confirmed pending availability.
- No day-of "pop-up" vendors will be permitted to sell. You must have confirmed your attendance and received approval before setting up.
- If you confirmed your attendance and fail to show up on market day or let the market manager know that you will not be present, you will be charged a \$5 fee at the next market you attend.

C. Set-Up

- Set-up begins NO earlier than 8:30 a.m. the morning of market.
- All vendors should arrive at the market by 9:00 a.m. Saturday to begin setup, or have informed the market manager before 8:30 a.m. that they will attend but may be late.
- Market sales are not permitted before 9:00 p.m. when the market officially opens.

Vendor Responsibilities

- Vendors are responsible for permits, licensing, and certification for food and product sales, as required by law. Permits are not the responsibility of the market. Please see the attached permit requirements on behalf of the Mississippi Department of Agriculture and Commerce. All vendors are required to adhere to these requirements.
- Vendors are encouraged to sell their own locally grown products. Vendors may supplement their own crops, but no more than 20% of their produce variety may be imported and wholesaled. These items must be clearly labeled with origin, granted permission in advance by the market manager, and must not compete with items grown locally by other vendors. Please obtain permission from the market manager in advance to avoid unnecessary misunderstanding.
- Vendors selling baked goods or other processed foods are allowable under the Mississippi Cottage Food Operation laws, but for the health and safety of our market must meet all regulations of the law, which can be found at: <http://billstatus.ls.state.ms.us/documents/2013/pdf/SB/2500-2599/SB2553SG.pdf>. The MSDH answers frequently asked questions regarding the law at: http://www.msdh.state.ms.us/msdhsite/_static/resources/5375.pdf.
- Vendors are expected to be in place and open promptly at market time. Tardiness may affect your vendor status.
- Vendors must stay for the entire market. Leaving in the middle of the market is not allowed and could result in vendor expulsion from the market for the remainder of the season. Please contact the market manager should you need to leave early.
- The use of the term "ORGANIC" is not permitted unless the producer can show that they have a certificate from the State of Mississippi that their produce is, in fact, organic. Vendors may use "pesticide free" and/or other terms, but State and Federal law controls the use of the word "ORGANIC."
- Vendors will be responsible for determining what items are taxable and for collecting and reporting their own sales taxes, when applicable. The market is not responsible for tax calculations or reporting.
- Vendors are responsible for setting their own pricing and for collecting payment for their own products. Any exchanges, refunds, or barbers may be performed at the vendor's discretion.
- Vendors independently accepting EBT, WIC, or Senior FMNP vouchers are responsible for compliance with state guidelines.
- Vendors will provide all necessary items for their booths: tables, chairs, tablecloths, scales, bags for consumers, extension cords, and display containers. Please do your best to maintain an attractive, easy-to-read market display.

- Vendors should pack up the entire contents of their booth before pulling their car into the market area. All vendors must load vehicles and be clear of the market area within 60 minutes after the close of the market. Vendors will be responsible for maintaining the cleanliness of their selling areas. Vendors shall not use public trash receptacles for disposal of products, boxes, or other refuse, etc.
- No vendor shall play loud music, radio, tapes, television or anything that would be disruptive to other vendors or customers.
- Fraudulent, dishonest or deceptive practices carried on at SCM should be reported to the market manager and may result in revocation of permission to sell at the market.

Change of Rules and Regulations

The Sturgis Community Market reserves the right to modify these rules and regulations as needed during the season.

Hold Harmless Clause

All authorized vendors participating in the Sturgis Community Market shall be individually responsible for any loss, personal injury, deaths, and/or damage that may occur as a result of the vendor's negligence or that of its servants, agents, and employees. All vendors hereby agree to indemnify and save Sturgis Community Market harmless from any loss, cost, damages, and other expenses, including attorney's fees, suffered or incurred by the Sturgis Community Market by reason of the vendor's negligence or that of its servants, agents, and employees, provided that the vendors shall not be responsible nor required to indemnify the Sturgis Community Market for negligence, its servants, agents, and employees. Because no insurance is provided to participants in the Sturgis Community Market, each vendor must carry his/her own product liability insurance if so desired.

Photo Release

Vendors at the Sturgis Community Market may appear in pictures taken for publication by Sturgis Community Market employees, members, or the general public. By signing the attached application, vendors agree to have themselves or their products photographed and printed in local publications or posted on affiliated websites and social media outlets.

Friends of the Market

The Sturgis Community Market strives to connect our community with local farmers and artisans. When you donate to the Sturgis Community Market, you help sustain our local economy. Use of funding includes, but is not limited to:

- marketing initiatives
- informational / directional signage
- cleanliness & sanitation within market perimeters

To send a check please make it payable to Sturgis Community Market and mail to: P.O. Box 97
ATTN: Sturgis Community Market Sturgis, MS 39769 Please write "Donation" in the memo.

Funding

A bank account for the Sturgis Community Market shall be maintained by the Town of Sturgis. All funds raised or collected either by the Sturgis Community Market or Friends of the Market shall be deposited within the established account. The use of these funds will be at the discretion of the Sturgis Community Market and the Town of Sturgis. The mayor of the Town of Sturgis and a member of the Board of Alderman will be listed on the account and will be authorized to sign checks on behalf of the Sturgis Community Market and/or Friends of the Market.

Questions

For more information or questions:

CALL 662-465-7970

E-MAIL sturgiscommunitymarket@gmail.com

WRITE P.O. Box 97 ATTN: Sturgis Community Market Sturgis, MS 39769

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