



# Rules and Regulations 2018

## What Can Be Sold

- A. **Raw Agricultural Products:** This category includes fruits, vegetables, grains, herbs, flowers, bedding plants and potted plants. All products must be grown from seed, plug, cutting, bulbs or starts by the seller.
- B. **Value-added Agricultural Products:** This category includes products made of raw agricultural products that have been processed. These products must contain significant material grown, raised or produced by the vendor, or every effort should be made to obtain the items locally and preferably from other Jville Market (JM) vendors. Examples are jams, salsas, baked goods, etc. It is the responsibility of the vendor to abide by all applicable federal, state and local health and label regulations.
- C. **Farm and Garden Products:** This category includes products used by small farms and gardens. Examples include compost, plant foods, and similar items made by the vendor.
- D. **Meat and Other Animal Products:** This category includes meats, poultry, milk, cheese, eggs, farm-raised fish, honey, and other products derived from animals. All items in this category are potentially hazardous, and the vendor must take appropriate health and safety considerations on handling and storage. It is the responsibility of the vendor to abide by all applicable federal, state, and local health and label regulations. Slaughter animals shall be in the vendor's immediate custody, care and control a minimum of 50 percent of the animal's life at time of slaughter. All cut meat must come from a known, local source, with appropriate licenses and inspection. No live animals are to be sold or displayed at the market.
- E. **Crafts and Art Products:** This category includes jewelry, pottery, photography, clothing, and other products that are handmade locally with materials that are sourced locally to the extent possible.

## Vendor Guidelines

All vendors are admitted at the sole discretion of the Jville Market.

- A. **Vendor Agreement.** All vendors must complete and sign a vendor agreement with Jville Market and pay the appropriate fees. Jville Market reserves the right to prohibit anyone from selling at the market and to cancel the privileges of any vendor.
- B. **Product Pricing.** Vendors may set their own prices. Obvious price reductions of produce for competitive advantage against other market vendors is prohibited.
- C. **Vendor Grievance.** Any grievance regarding vendors should be reported to the Jville Market Manager.

- D. Behavior.** Inappropriate language, or behavior, profanity or other harassment or abuse by a vendor or participant towards another vendor or participant, employee, or customer of the market is grounds for immediate and permanent expulsion from the market.
- E. Money Exchange.** Each vendor is encouraged to provide scales of certified accuracy ('Legal for Trade') and post prices in full view of the consuming public with lettering and signs being limited to the individual stall area. It is the responsibility of individual vendors to maintain a clean and healthful condition within their assigned area(s) and to leave that area clean and free of debris. Products should be displayed in an attractive manner.
- F. License to Sell.** All vendors should secure necessary occupational licenses for the Market and State licenses when required for their type of goods or food products, and have licenses in their booth at all times.

## Market Hours

- A. Opening.** The market will open to customers at 9:00 a.m. at the Jacksonville Historic Courthouse grounds (5th & C Streets) on Sundays from May 27, 2018 through October 14, 2018. The market shall be open to customers from 9:00 am until 1:30 pm each market Sunday.
- B. Sunday Vendor Arrival.** Vendors are permitted to arrive no earlier than 7:30 a.m. Booths must be completely set up to sell by 9 a.m. One hour is allowed for finishing sales and clean up after closing.

## Market Manager

Jville Market will employ a Market Manager whose duties shall include assigning market stalls, collecting appropriate fees, and supervising the market. The Market Manager will be the final authority on market days.

## Booth Policies

- A. Booth Fee.** Effective May 27, 2018, booth fees will be \$20 for per vendor booth per market day for all vendors. This fee allows the vendor to sell at the market for one market session in a single 10'x10' space assigned by the Market Manager.
- B. Reserve Fee.** Vendors have the option to reserve the same stall location for the entire market season. To do so a vendor must contact the Market Manager and pay a \$50.00 per booth yearly reserve fee. This fee is to reserve the same location(s) for the entire market year. It is not an advanced payment for weekly booth fees.

**NOTE:** If a vendor with a reserved booth will not be able to attend a market, he or she must contact the Market Manager a minimum of 48 hours in advance. A phone call or

text to (541) 531-7063 is all that is required. Vendors will be charged the full booth fee if the Manager is not notified.

**C. Booth Assignments.** On Sunday mornings all non-reserve (Standard) Vendors will need to communicate with the Market Manager to verify their booth location. Standard Vendors are not guaranteed the same booth space from one market to the next. See above paragraph (*Reserve Fee*) if you wish to reserve the same location each week. If a potential vendor wishes to reserve a booth occupied by a Standard Vendor, the Standard Vendor first has the option of paying the Reserve Fee and staying in his or her preferred booth.

**D. Booth Canopy Weights.** All vendors with tents/canopies must weigh them down securely. This is required both by Jville Market and the City of Jacksonville. The Market Manager will be checking on this each week.

**E. Unloading/Loading and Parking.** For loading purposes only, vendors can park momentarily on the south side of the Courthouse grounds (C Street), the north side (D Street), or the east side (6th Street). There will be no parking for loading/unloading allowed AT ANY TIME on 5th Street. While parking momentarily, please use your emergency flashers and take special care of passing traffic. **There will be no vendor parking during market hours on any of the streets contiguous to the market grounds (C Street, D Street and 6th Street). Spaces on these streets should be left open for market customers.** There is adequate parking for vendors within a block or two of the market grounds. All vendors will be provided a map of available parking upon request.

**F. Electricity.** Vendors wishing to utilize electricity shall pay an additional \$5.00 per market if the market provides and hooks up the extension cords. If the vendor provides their own cords and hooks them up based on the manager's instructions, there will be no fee charged. A limited number of booths have electricity available. Advanced arrangements must be made with the Market Manager.

**G. Subleasing.** No vendor shall sublease or sell the use of their booth.

**H. Booth Shares.** Two or more vendors may share a booth if approved by the Market Manager. Vendors may share a booth on the same market day and/or share a booth by occupying it on different market dates.

**I. Booth Representation.** A vendor may allow a representative to sell the vendor's products, as long as the information at the booth correctly reflects where the products are grown or produced.

**J. Clean Up.** The vendor is responsible for cleaning up the booth space (s) after the market and depositing all recycling and trash in the appropriate receptacles.

## Liability

All vendors participating in the Jville Market shall be individually and severally responsible for any loss, personal injury, death and/or any other damage that may occur as a result of the vendor's negligence or that of its servants, agents, and/or employees, and all vendors hereby agree to indemnify and save Jville Market and the City of Jacksonville harmless from any loss, cost, damages, and other expenses, including attorneys' fees, suffered or incurred as the result of participation in the Jville Market and/or any consequences of any product sold at the market. All food vendors will be required to have proof of their product insurance certifications with them at each market. All other vendors are encouraged to carry general liability insurance written for conducting farmers market business. There are affordable policies available. Feel free to contact the Market Manager for more information.

### **A. Authenticity**

Because the type of product, contents, production methods, and cultural practices are important to our customers, the market expects vendors to truthfully represent their products and operations.

### **B. No Discrimination**

The Jville Market will not discriminate against anyone because of race, color, creed, national origin, sex, age, disability, or sexual orientation. All vendors must abide by this policy.

### **C. No Smoking**

No smoking will be allowed in the market area.

### **D. Children**

All children in the care of vendors during Sunday markets must be supervised by an adult at the vendor's stall.