

OZARK MARKET

Policies and Procedures

Ozark Market Rules and Policies

1. The Ozark Market will operate on the square in Downtown Ozark, AL 36360. The 2018 Market will be held each Saturday from July 21st until September 29th from 9:00 am to 12:00 pm.
2. Vendors must complete an application to participate. Vendor applications are available online at www.ozarkalchamber.com, via email request (director@ozarkalchamber.com), and paper copies are also available at the Ozark Area Chamber of Commerce and at YellowHammer Market in Downtown Ozark. Applications will be processed and selections made at the sole discretion of the members of the Ozark Market Committee. Vendors will be accepted on a first-come, first-serve basis; therefore early applications may receive preference. In order to attract and retain the largest pool of customers, the Ozark Market will have a diverse representation of local farm goods, local artisans, and unique food vendors. Vendor types are identified below:
 - a. **Farmers** (growers, farmers, bee-keepers) – Farmers may sell products grown and/or produced in Alabama. Farmers may include a farmer’s family member, employee, or representative. A farmer or his/her representative must be in attendance at the booth during market hours.
 - b. **Artisans** – Artisans are producers of unique, hand crafted items that represent use of local talent, materials, ideas, etc. They can include crafters, jewelry makers, artists, photographers, seamstresses, lotions & soap makers, etc. Artisans may sell items approved during the application process only. All items must be self-produced, not resale and/or mass produced. All artisan applications must include a photo sampling of items to be sold. The Ozark Market Committee will approve only artisan vendors who represent unique, high quality products.
 - c. **Home Processed Food Vendors** – Home Processed Food Vendors sell food items that are home processed and meet the Alabama Farmer’s Market Authority definition of non-potentially hazardous goods may also be represented at the Ozark Market. Home processed products must satisfy all public health, labeling, permitting, and other requirements pertaining to processed products.
 - d. **Food Vendors** – Food Vendors sell products ready to consume onsite or packaged for consumption that do not meet the definition of Home Processed Food vendors. Preference for food vendors will go to locally created products (sauces, family recipes, etc.) locally branded food sellers, and unique ready to consume foods. All food vendors must meet all local licensing and health department requirements. Permits must be submitted upon acceptance to the Ozark Market.

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3. All vendors must be the original producers of the goods/items being sold. Some vendors may meet the requirements of two or more vendor types and will need to have all applicable licenses, certifications, and/or permits that reflect multiples types as well. (For examples, a farmer who sells vegetables and fruits may also sell baked goods and need appropriate permits and licenses for both types.) See licenses sections for requirements.
4. Vendor Fees will be established before the 2019 season begins. From then on, application fees will be due at time of application.
5. All vendors should keep a copy of their current applicable licenses, permits, or certifications with them during each market day in case of on-site inspection.

- a. **Farmers/Growers/Beekeepers** – A grower’s permit must be completed for all farmers before selling at the Ozark Market. This permit is available at the office of the County Extension Agent in the grower’s home county.

No buying and reselling of produce or other products is allowed.

- b. **Artisans** – If a vendor is selling products or items that do not meet the classification required for a farmer, he/she is required to have all applicable licenses.

Artisans are responsible for collecting and remitting required sales taxes and all other required state, local, and federal taxes.

- c. **Food Vendors** – A permit for Ready-to-Eat must also be obtained from the Dale County Health Department. Food Vendors are responsible for collecting and remitting required sales taxes and all other required state, local, and federal taxes.

6. All vendors will be provided with space on the sidewalk under the existing awnings around the courthouse square. Vendors can bring additional booth displays, as long as they stay within the provided booth space and do not create tripping/safety hazards. Farmers/Growers/Beekeepers are welcome to set up a tent on the courthouse **but are not allowed to stake the tents in the ground.**
7. Every effort will be made to keep each vendor booth location consistent during the market season. However, the Ozark Market Committee reserves the right to make any adjustments they deem necessary. In this situation, all effected vendors will be properly notified. Booth assignments will be emailed.
8. Vendors should arrive by 8:00 am for the 9:00 am market day opening. All farmers’ vehicles used for transport must be in their respective designated parking place by 8:30 am and cannot be moved until it is safe to do so after the market closes at 12:00 pm. All other vendors’ vehicles without assigned parking must be located in public parking areas, outside of the defined market are by 8:30 am. It is encouraged that vendors park in outlying parking lots to provide adequate parking for

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- prospective customers. Vendors arriving after 8:30 am will not have vehicle access to their booth space.
9. In keeping with an upscale theme, vendors are encouraged to make spaces attractive and appealing to buyers. Vendors should keep their space clean, clear of debris and safe during market hours. After market hours, vendors should take booth trash and debris with them.
 10. In order to create an inviting marketplace, vendor's behavior should be positive and upbeat. The Ozark Market Committee reserves the right to ask any ill-mannered vendor to leave the Ozark Market.
 11. To ensure a full and vibrant market, the Ozark Market Committee must know, in advance, which vendors will attend each Saturday. Notice of cancellation of a space must be received by 5:00 pm Wednesday, either by email or phone. Failure to show without notice more than once may result in forfeiture of assigned booth location. Failure to show without notice more than twice may result in vendor losing space for the season.
 12. The Ozark Market is held rain or shine during the market season. However, in the event of threatening weather that could harm vendors and/or shoppers, the Ozark Market Committee will cancel the market for the day. Vendors are expected to be present in the market unless inclement weather causes cancellation and/or early closure.
 13. Alcoholic beverages of any kind and illegal substances are prohibited for sale or consumption on the public grounds of the Ozark Market.
 14. If produce is sold by volume or weight, legal measurements must be used. If sold by container, price must be clearly marked.

Health and Safety Requirements

Sampling helps sell products, but to insure food safety and insect prevention, careful attention needs to be given to health requirements that prevent food borne illnesses. The following rules for safe sampling must be followed:

1. Preparation of fruit and vegetable samples requiring cutting or slicing shall be done on-site immediately prior to consumption.
2. No home prepared food samples shall be served at the market.
3. Clean knives and cutting boards must be placed in protective plastic containers, food storage bags, wrapped in plastic wrap, etc. Replace soiled knives, cutting boards, etc. with clean items every two hours. Use single service items whenever possible.
4. All fruits and vegetables must be rinsed thoroughly in clean water. Products may be rinsed and cleaned prior to bringing them to the market. These items should be stored in disposable food bags. Rinse melons in a 200 parts per million chlorine solution prior to slicing for sampling.
5. Serving must be done in a manner protecting the sample from any bare hand contact. Utilize disposable gloves, single service utensils, napkins, toothpicks, paper sampling cups, etc. to

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distribute samples. Canned items may be opened one jar at a time and sampled with clean disposable utensils.

6. Temperature control must be maintained for items needing refrigeration after opening. Any ice used for cooling must be continuously drained properly to avoid wrapped items soaking in melted water.
7. The Rules of the State Board of Health require that a permit to operate a temporary food booth be obtained prior to any prepared food being sold.

Ozark Market Committee

1. Ozark Market information will be available during market hours at Yellowhammer Market (124 West Court Square) to assist booth vendors and patrons. As a vendor of the market, your watchful eye and quick reporting can help keep everyone safe. Email any concerns or suggestions to director@ozarkalchamber.com, or drop by the information booth.
2. It is recommended that each vendor provide liability insurance for the products that they sell. By signing the Application and Participation Agreement, the vendor acknowledges and agrees that said vendor is responsible for furnishing its own insurance, liability and otherwise, for the products that it sells and for all of its acts and omissions and participation in the Ozark Market, and vendor further agrees by signing the Application that said vendor releases the Ozark Market Committee, Ozark Market, Ozark Area Chamber of Commerce, The City of Ozark, and all persons acting on their behalf from all claims and that the vendor shall indemnify, hold harmless, and defend above mentioned groups, their officers, agents, and employees from any and all claims resulting from injuries, including death, damages, and losses, including, but not limited to the general public, which may arise or may be alleged to have risen out of, in connection with, or in any way related to the Ozark Market and/or any act or omission of vendor, its agents and employees, and/or the vendor's participation in the market.
3. In order to insure the integrity of local produce commitments, the Ozark Market Committee or its designee will insure that all vendors participating in the sale of agricultural products meet the definition of farmers or growers (or their designated representatives), and that all products are certified agricultural products. Complaints about vendor product origin should be made in writing, and will be promptly investigated. Confirmed violations of these policies and procedures may result in termination of a vendor's ability to participate at the Ozark Market.
4. In the event a complaint arises against a vendor, the Ozark Market Committee or its designee will investigate, and at its sole discretion, determine what type of responsive actions should be taken. It is solely the Ozark Market Committee's responsibility to determine whether a vendor has violated any market rule or regulation or otherwise undermined the smooth operations of the market. Any violations of the rules and regulations can result in the dismissal from the market temporarily and/or permanently.

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5. The Ozark Market Committee pledges to implement and enforce all the rules and regulations pertaining to the operation of a Market in a fair and equitable manner.
6. In order to foster good relations, and to verify the authenticity of the products sold, members of the Ozark Market Committee may visit each new producer/grower once during the market season and bi-annually or by virtual visit afterwards.

Vendor's Commitment & Agreement

The vendor by signing and submitting the application & participation agreement for the Ozark Market acknowledges that they have read and agree to abide by all the Policies and Procedures contained in this document. By signing the Application & Participation Agreement, vendor acknowledges and agrees that said vendor is responsible for furnishing its own insurance, liability and otherwise, or the products that it sells and for all of its acts and omissions and participation in the Ozark Market, and vendor further agrees by signing the Application that vendor releases the Ozark Market Committee, Ozark Market, Ozark Area Chamber of Commerce, The City of Ozark, and all persons or entities acting on their behalf, from all claims and that vendors shall indemnify, hold harmless, and defend the above mentioned groups, their officers, agents, and employees from any and all claims resulting from injuries, including death, damages, and losses, but not limited to the general public, which may arise or may be alleged to have arisen out of, in connection with, or in any way related to the Ozark Market and/or any act or omission of vendor, its agents and employees, and/or the vendor's participation in the market.

Signed

Print Name

Date