



## 2024 Policies & Procedures

Established in 2010, the Hinesville Farmers Market is a thriving outlet for fresh farm & agricultural goods, arts & crafts, and prepared foods. It has quickly become the Thursday night place to be in Liberty County. The open-air, outdoor Market is conducted every Thursday (March through October, from 3 to 7 p.m.) in beautiful downtown Hinesville.

- Vendors are invited to offer fresh produce, agricultural/farm items, baked goods, specialty foods, horticulture, arts and crafts, prepared foods, and other products, having the vision to help boost the local economy and promote Downtown Hinesville.
- Live music/entertainment performances are scheduled.
- Special themes and events are planned to coincide with Market activities throughout the season. *Peanut Butter & Jelly Drive, Army's Birthday, Blessings of the Animals, and Pink Out for Breast Cancer Awareness.*
- Non-profit booth space is available each week with a limit of 2 per Thursday.

### **THE HINESVILLE FARMERS & MAKERS MARKET MISSION**

*The Hinesville Farmers & Makers Market is designed to strengthen the local economy and enhance the quality of life by providing opportunities to purchase fresh, homegrown produce and products from area growers and local artisans to offer a venue for community togetherness.*

### **THE HINESVILLE FARMERS MARKET IS CONDUCTED ON THE THURSDAYS INDICATED BELOW FROM 3 TO 7 p.m.**

<b>March</b>	<b>7</b>	<b>14</b>	<b>21</b>	<b>28</b>		<b>July</b>			<b>18</b>		
<b>April</b>	<b>4</b>	<b>11</b>	<b>18</b>	<b>25</b>		<b>August</b>	<b>1</b>		<b>15</b>		<b>29</b>
<b>May</b>	<b>2</b>	<b>9</b>	<b>16</b>	<b>23</b>	<b>30</b>	<b>September</b>	<b>5</b>		<b>19</b>		
<b>June</b>	<b>6</b>	<b>13</b>	<b>20</b>	<b>27</b>		<b>October</b>	<b>3</b>		<b>17</b>		

*6/6- PB&J Drive, 6/13- Army Birthday, 10/03-Blessing of the Animals, 10/17- PINK out the Market  
 \*Additional themes on market days will be announced via Facebook page.*

<b>Staff:</b>	Michelle Ricketson Executive Director	Candice Bryant Program Assistant	Kenya Romero Main Street Manager
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## PRODUCT AND MERCHANDISE GUIDELINES

- The primary focus of the Hinesville Market is locally grown fresh produce and agricultural items. Merchandise available for sale must be produced or grown at local farms and gardens or developed (made by a local business).
- Out-of-state produce and brokered items must be pre-approved by the market manager, and each brokered item must be clearly indicated as such through signage.
- Crafts must be original creations crafted by the vendor and are subject to market management approval based on the type and quality of the product.
- Mass-produced items or franchised items such as Avon, Mary Kay, Paparazzi, Pampered Chef, Tupperware, etc., **are not eligible vendor products.**
- HDDA reserves the right to deny acceptance of any vendor or item that is not in keeping with the rules, quality, or expectation of the Hinesville Farmers & Makers Market.

## CATEGORIES - The Hinesville Market includes seven categories as defined below:

1. **PRODUCE:** Fresh, home-grown local produce; organically grown products are encouraged.
2. **HORTICULTURE:** Fresh cut and dried flowers, seeds/seedlings/flats, potted plants, bushes, and herbs.
3. **BAKED GOODS & SPECIALTY FOOD ITEMS:** Baked goods include bread, pies, cookies, cakes, and other homemade foods. Specialty Foods include jams, jellies, honey, granola and jerky. All must have labels with ingredients listed.
4. **CRAFTS:** Homemade items (candles, soaps, jewelry, art, textiles, and more).
5. **OTHER:** Agricultural/farm items that do not fall into the above categories (meats, eggs, cheese, poultry, seafood, nuts, wine, etc. – subject to appropriate certification as required by local/state/federal regulations).
6. **PREPARED FOODS:** Ready-to-eat items such as sandwiches, grilled items.
7. **MERCHANT:** Downtown Hinesville businesses may rent space to sell store merchandise. Merchant spaces may not be sub-let and are subject to all market rules. This category is only available to locally owned and operated Downtown Hinesville merchants. **(Application must be on file prior to the first market attended).**

In addition to maintaining the appropriate vendor mix, vendor selection is based on quality of product, date of application, and previous experience with the vendor. An application received is not a guarantee of a booth space.

To maintain a vibrant, appealing, and produce-focused market, and in accordance with Georgia Grown guidelines, the following vendor mix will be used as a general guide for selecting participants:

- Produce, farm/agricultural products: 40% minimum (no cap)
- Horticulture: 10% (up to 20%)
- Baked Goods:/ Specialty Foods: 20% (up to 30% if varied product)
- Arts & Crafts: 20% (preference for crafts complimentary to farm products: candles, soaps, garden/ yard items).
- Prepared Foods: 10% (vendors are selected based on product variety).
- Downtown Merchants: No limit. (Weekly participation based on space availability).

- Applicants not selected as seasonal vendors may be placed on a waiting list for weekly vendor openings or full-time spots as vacancies in the category occur.

## ATTENDANCE:

To maintain a full and active Market, all Market vendors are required to notify the HDDA office of any absences by **noon the day before market**. Advance notification of vendor absence before the day of the market is appreciated to allow weekly vendors' timely notification. Vendors should limit absences to three (3) per season. Excessive absences may result in loss of assigned space for the remainder of the season and will render a vendor ineligible to receive any discounts or bonus market events.

The market will be canceled if lightning is observed. We will monitor the weather conditions, and we care about the safety of our vendors, guests, and staff. The Market staff reserves the right to cancel the Market and will try to do so 24hrs in advance. HDDA staff will send a mass email and post on the Market Facebook page to notify vendors of Market cancelations. HDDA staff will send all communication electronically to the e-mail listed on the vendor application form.



## **CLEAN-UP AND TRASH REMOVAL:**

Vendors are responsible for collecting and removing their own trash. Roll carts and recycling bins are available for vendor use. Booth space must be cleaned at the end of each Market. Food vendors must place a mat or tarp under any areas where food is cooked to protect the ground surfaces.

## **PRODUCTS & LABELING:**

Vendors are required to comply with the State of Georgia Department of Agriculture guidelines for food products sold at events sponsored by non-profit organizations. All vendors are strongly encouraged to display product pricing in a clear and visible manner. All brokered produce must be declared through signage/labeling at every market.

**Vendors are responsible for obtaining all necessary licenses and certifications required by the State of Georgia. For more information on product and labeling guidelines, required licenses, and certificates, please contact the Georgia Department of Agriculture at (404) 656-3645, or visit their website.**

## **SALES TAX:**

Each vendor's responsibility is to know if they are required to collect and remit Georgia Sales Tax. The HDDA is not accountable for vendors who fail to meet this obligation. For more information, contact the GA Department of Revenue at (877) 423-6711.

## **ENVIRONMENTAL HEALTH:**

All Market vendors must comply with the State of Georgia Public Health regulations governing the preparation, handling, and presentation of food. Health Department staff may inspect booths during the set-up period to ensure standards are met. Vendors are responsible for obtaining all necessary licenses and permits required by the State of Georgia. Note: The GA Department of Agriculture governs baked goods (see contact information above).

## **EBT / SNAP:**

Eligible vendors may accept EBT/SNAP customers for purchases. Electronic Benefit Transfer (EBT) is an electronic system that allows a recipient to authorize the transfer of their government benefits from a federal account to a retailer account to pay for product(s) received. The Supplemental Nutrition Assistance Program, formerly known as "food stamps," helps low-income individuals and families purchase healthy foods. For more information, contact the Department of Family & Children Services at (877) 423-4746. A staff member will approach you if your products are eligible.

## **FARMERS MARKET NUTRITION PROGRAM (FMNP):**

Vendors seeking certification in the Farmers Market Nutrition Program (FMNP) for the first time must be certified through classroom instruction scheduled by the WIC District Office at (912) 262-2341.

## **LIABILITY:**

- All vendors are required to sign the Hold Harmless Clause included in this application. Vendors assume all responsibility for their booth's operation and any damages or injuries that may occur in that area during regular hours of Market operation or from consumption of products or goods. All merchandise will be handled and displayed at the vendor's risk, and HDDA assumes no responsibility for theft, accident, or natural disaster.
- The HDDA does not provide vendor insurance coverage – Main Street Program or the Hinesville Farmers Market or Market staff; therefore, each vendor must carry his or her own liability insurance. Vendors should contact their insurance providers to ensure proper market participation coverage and obtain a certificate listing the Hinesville Market.

## **VENDOR OPERATIONAL GUIDELINES**

- The official Hinesville Market hours are from 3 to 7 p.m. each Thursday, from March through October.
- Set-up time is from 2 to 3 p.m. Vendors may not enter the market area before 2:00 p.m. **unless approved by market staff.**
- Booths must be set up and ready for sales by 3 p.m. Vendors not checked-in by 3:30 p.m. may be relocated.
- Sales must be between 3 p.m. and 7 p.m.
- Vendors arriving late to market **MUST** check-in with the Market management prior to entering the market and may be denied permission to bring vehicle into the Market area, for public safety reasons.
- Vendors are responsible for all set-up items such as tables, chairs, canopies, canopies weights, and hand-washing stations. Shade during the summer months is highly recommended.



- Tents must be secured to sustain strong wind gusts as required by the City of Hinesville Inspections/ Fire departments and is a condition of our event permit. **(NO large, filled containers/cinder blocks secured with bungee cords). You are required to secure 25 lbs. to each tent leg. The weights must be tent weights, sandbags or of a similar fashion.**
- Use of electrical outlets for light use only. **Only whisper-soft/quiet generators such as the Honda EU series inverter models or equivalent are allowed and must be pre-approved by HDDA staff. Vendors using electrical outlets or operating generators without pre-approval are in violation of policy and will be required to discontinue use. Vendors may be asked to leave the Market without refund of vendor fees.**
- All prepared food vendors must have a 5-pound fire extinguisher with appropriate tagging.
- Vendors will not be permitted to bring children to the market. If bringing a child to the market is unavoidable, the child must always stay at the booth and be under direct supervision.
- Vendors are required to follow all COVID-19 procedures. Gentle Reminder... unless there is a medical condition, we strongly suggest a face mask be worn for our vendors and encourage all our market friends and guests to wear a face covering. Social distancing will be practiced, additional handwashing, and sanitizer stations will be available!
- Vendors will respect the integrity of the market, its customers and each other always. If a vendor is not communicating professionally, with others, that vendor may be asked to leave the market without refund of a vendor fee.

## SPACE RESERVATIONS:

- Each market space is approximately 10'x10'. Seasonal vendors enjoy a significant discount and are assigned a booth location for the entire season.
- Applications submitted without a deposit are considered incomplete.
- **REGULAR SEASON VENDOR:** 50% of payment is due before the first day of the market season (March 7), and the remaining balance is due April 25, 2024, Market.
- Completed applications will be "receipt dated" to be used in vendor selection/booth assignment requests. Once accepted, vendors withdrawing after April 25, 2024 market (for any reason) will not receive a deposit refund.
- **Weekly and Monthly vendors** will be accepted according to vendor type, product quality, category availability, and previous experience with the vendor. Once accepted, selections will be made on a first-come, first-served basis as requests and payments are received. All vendors must check in with the Market Manager for booth assignment. There is no guarantee a weekly/monthly space and/or a location will be available.

GENERAL VENDOR FEES	
<b>REGULAR SEASONAL VENDOR, 25 VISITS MARCH – OCTOBER</b>	<b>\$215.00</b>   50% payment due before 1st day of market season (March 7), balance due April 25 Market.
<b>MONTHLY VENDOR, 4 VISITS PER MONTH MARCH – OCTOBER</b>	<b>\$75.00</b>   Must be paid before you set up at each market attendance.
<b>WEEKLY VENDOR</b>	<b>\$25.00</b>   Per market attendance.
<b>DOWNTOWN MERCHANT</b>	<b>\$15.00</b>   Per market attendance.
PREPARED FOODS VENDORS FEES	
<b>REGULAR SEASONAL VENDOR, 25 VISITS MARCH – OCTOBER</b>	<b>\$350.00</b>   50% payment due before 1st day of market season (March 7), balance due April 25 Market.
<b>MONTHLY VENDOR (4 weeks) MARCH – OCTOBER</b>	<b>\$120.00</b>   Must be paid before you set up at each market attendance
<b>WEEKLY VENDOR</b>	<b>\$40.00</b>   Per market attendance.
<b>DOWNTOWN MERCHANT</b>	<b>\$20.00</b>   Per market attendance.