

Cane River Green Market Rules & Regulations

1. MISSION STATEMENT

The mission of the Cane River Green Market is to provide a viable, community based market for the sale of locally grown agricultural products, to encourage gardening, farming and production of agricultural goods by and for the community and to provide education on proper diet, exercise and nutrition.

2. ORGANIZATIONAL STRUCTURE

The Cane River Green Market is sponsored by the Natchitoches Main Street Program and is a project of the City of Natchitoches. The Main Street Manager serves as the market manager and supervises all day-to-day functions of the market. The market coordinator assists the market and serves as the onsite contact person on market days.

3. GENERAL RULES

- A. **Definition of Vendor:** All products sold must be grown, produced or handcrafted by the vendor. "Vendor" shall be defined as the producer of the goods sold and shall include the spouse, siblings, children, parents and employees of the vendor who assist in the cultivation or assembly of the product. However, jury approved co-ops will be allowed into the market. The resale of items purchased by the vendor shall not be permitted. All approved vendors are required to apply and be approved by the Vendor Jury Committee. **Local produce shall be grown within a 200 mile radius.** A site inspection is required for all new growers accepted into the market. Random inspections throughout the year will be conducted by market staff to insure compliance.
- B. **Application/Selection Process:** Any person interested in becoming a vendor for the market shall complete an application and submit it to the market office. Applications can be obtained on the website or by calling the office. **All vendors are required to complete an application yearly.** All growers are subject to a site visit and all other vendors must submit pictures or samples with their application. **All applications are due no later than April 8, 2016. Applications submitted after April 8, 2016 will only be considered if the vendor is a grower, has products that are not currently represented at the market, or has been a previously approved vendor at the Cane River Green Market.** All applicants will be notified of their acceptance by April 16, 2016. The market will accept vendors and assign spaces with 40% for growers of agricultural products, 30% for value-added vendors and 30% for vendors with handcrafted items. The market vendor jury committee reviews all applications and makes suggestions to the market staff on vendor selection.
- C. **Permitted Items for Sale:** Items allowed for sale shall include raw vegetables and fruits, edible plants, shelled peas and beans, bagged vegetables, seafood, eggs, honey, nuts, garlic, spices, grains, herbs, bedding plants; jury approved value-added items such as native wines, herbal vinegars, fruit syrups, jellies, jams, pickles and preserves, baked goods, cheeses, meats, etc. and handcrafted items such as woodwork, stained glass, artwork of all mediums, jewelry, soaps and other jury approved craft items. All items must meet local, state and federal guidelines including health regulations. **Vendors may only sell pre-approved items listed on the market application. Any changes to listed items must be approved by market staff and cannot be made day of market.**
- D. **Market Dates:** The Cane River Green Market is a seasonal market and operates Saturdays from late April through the end of July on the downtown riverbank. The market also has special fall markets each year. These dates are schedule each year as to not conflict with other fall festivals. Market hours are from 8 a.m.-12 p.m. rain or shine. The market will only close if there are severe weather conditions. The decision to close the market due to severe weather will be made by the Market Manager on the day of the market.
- E. **Vendor Fees:** All approved applicants who sell goods in the market are required to pay for the space they use. Vendor fees are collected during the Saturday market. Vendor fees will be collected as follows:
 - \$15 per market day for the 1st through 5th market days attending**
 - \$10 per market day for the 6th through 10th market days attending**
 - \$5 per market day for any markets attending after the 10th market**

For example, if a vendor attends only 7 market Saturdays, that vendor will pay \$15 each Saturday for the first 5 Saturdays and then \$10 for the remaining 2 Saturdays that they attend. If a vendor attends more than 10 market Saturdays, that vendor will pay \$15 for the first 5 Saturdays, \$10 for the next 5 Saturdays, and \$5 for any additional Saturdays that they attend. Market staff will be responsible for recording the number of markets each

vendor has attended to ensure proper vendor fee collection by having each vendor sign-in on a sign-in sheet when vendor fees are collected.

- F. **Vendor Spaces:** Vendors are responsible for providing their own display equipment (tables, chairs, tents, signage, etc.). **Vendor spaces are on a first come first serve basis, with the exception of shaded areas which are reserved for vendors of produce and heat-sensitive items until 7:15 a.m., at which time they are open to all vendors.** Shaded areas are not guaranteed to any vendor. All vendors are encouraged to provide their own tents that must be secured with weights for safety reasons. Each space shall not exceed 10' x 10' unless pre-approved by the Cane River Green Market.
- G. **Selling Guidelines:** All market vendors must display signage indicating their business name and where the products are from or grown. Prices for all items must be visible to customers via signs or prices tags. For items sold by weight, calibrated scales must be used. **All FMNP participants must display the signs given to them by the Department of Agriculture.** Samples of products are allowed and encouraged. **Smoking and consumption of alcohol is not allowed by market vendors within the market area.** Vendors are required to charge and remit local and state sales tax when applicable.
- H. **Arrival and Departure: Market hours are 8 a.m.-12 p.m.** There will be no selling before the market's 8 a.m. opening. Setup for the market may begin at 6:30 a.m. on Saturdays and no earlier. Vendors **must** unload and load as quickly as possible and remove vehicles from the market area. Please unload all items before you begin booth set up to avoid vehicle congestion. Vendors are required to be in their assigned space no later than 8 a.m. Selling shall occur only during market hours. **A vendor is not permitted to leave before the 12 p.m. close of the market. Vendors leaving before closing time without Cane River Green Market approval may result in expulsion for the duration of the market.** The market bell will ring noting the opening and closing of the market. Vendors are required to park in only designated areas.
- I. **Clean Up:** All vendors shall clean up their area at the end of each market. All vendors shall load their vehicles and be clear of the parking lot by 1:00 p.m. Vendors shall be responsible for the cleanliness of their selling areas. Vendors shall not use the public trash receptacles for disposal of produce boxes or unsold produce.
- J. **Vendor/Customer Conflict:** Any conflict, or potential conflict, which may arise between a vendor and a customer must be brought to the attention of the Market Coordinator for resolution, and should further action need to be taken, to the Natchitoches Main Street Program for resolution.
- K. **Kid Vendors: Children under the age of 16 years old may be permitted to sell at the market as a "Kid Vendor".** Kid Vendors must be approved prior to market through the application process. All market rules apply, unless otherwise ruled by the Board. The vendor fee for approved Kid Vendors is \$3.00 per day. All children are to have adult supervision at all times. Children are required to stay at their booths at all times.
- L. **Non-profit Organizations:** Non-profit organizations with missions related to farming, gardening, conservation, education, youth and nutrition are invited to participate in the market. Applications must be made in advance and market rules must be followed. Organizations are allowed one market day per season for fundraising opportunities. Market days must be approved by the Cane River Green Market. All rules and fees apply unless otherwise ruled by CRGM. The fee for these organizations may be waived at the discretion of the Main Street Office.
- M. **Guest Vendors:** Vendors may be given permission to participate in the market as guests for special events or some other limited purpose. Guest Vendor participation must be approved by the Cane River Green Market prior to participation in the market. Guest vendors may be exempted from fees if approved by the Main Street Office.
- N. **CRGM as a Vendor:** The Cane River Green Market reserves the right to sell items for benefit of the Market.
- O. **Market Staff:** The Cane River Green Market employees a market coordinator to work on the designated market days. The coordinator is responsible for managing the market tent, coordinating vendor placement and payments and facilitating special events and activities. The Cane River Green Market is a project of the City of Natchitoches and is managed by the Natchitoches Main Street Program.
- P. **Hold Harmless Clause/Insurance:** Each vendor is responsible for carrying his/her own product liability insurance. All vendors agree to hold harmless the Cane River Green Market and the City of Natchitoches for any loss, cost of damages or other expenses incurred in accidents or incidents at the market.
- Q. **Sole Discretion:** The Natchitoches Main Street Program reserves the right to make any and all decisions in the best interest of the market.
- R. **Token System:** The Cane River Green Market utilizes a token system for acceptance of food stamps (EBT/SNAP), credit cards (Visa, Mastercard, Discover) and debit cards. **All vendors are required to accept all**

forms of market tokens. Shoppers that purchase market tokens with a food stamp EBT (SNAP) card will receive black \$1 tokens. **Black tokens can only be used to purchase EBT eligible food items such as bread products, produce, meat, seafood, fish, poultry, eggs, dairy products, seeds, and plants which produce food to eat, and cold prepared foods not intended for immediate consumption.** All vendors with eligible products must accept SNAP tokens. Violations of this policy is strictly prohibited and any violation could result in disciplinary actions. Shoppers that purchase market tokens with a credit or debit card will be issued green \$1 tokens. **Green tokens may be used to purchase any item at the market.**

- S. **Farmers Market Nutrition Program (FMNP) Participation:** All farmers participating in the Farmers Market Nutrition Program (FMNP) must prominently display their Louisiana FMNP signs at their booths. Certified farmers may not redeem coupons accepted by unauthorized vendors. Under no circumstance may coupons be exchanged for cash, and no cash change may be returned to coupon shoppers. Violations of this policy may result in expulsion from the Cane River Green Market.

4. COMPLAINTS

- A. **Complaints:** Any complaint against any vendor regarding the origination of their produce or goods, or any other market matter, must be submitted by completing a “Vendor Concern Form”. These forms can be obtained from the market tent, on the market website or by contacting the market office and should be returned to the market staff by mail, email or by hand delivery. Resolution of complaint matters shall be the responsibility of the Market Coordinator and the Main Street Program. Together they shall determine, in their sole discretion, what type of investigation, if any, shall be conducted in response to written complaints; whether or not the written complaint is valid and appropriate and the time frame in which such a response shall be made.
- B. **Complaint resolution:** A vendor may receive citations for violating market rules or any provision that under minds the operation of the market. Citations are issued in the following manner:
- 1st violation** - Vendor receives verbal warning
 - 2nd violation** - Vendor receives written warning
 - 3rd violation** - Vendor can stay for that market day but will no longer be eligible to participate in the Cane River Green Market for the remainder of the season.

5. ADVISORY BOARD

The Cane River Green Market Advisory Board consists of no more than ten people representing both Green Market customers and vendors. The panel also includes members from the community involved in regional farming practices, traditional local food-ways, artisan organizations, community services and other relevant topics to the Cane River Green Market. The board acts in an advisory capacity to the Natchitoches Main Street Program and Green Market staff on policy matters relating to the market. The board will meet quarterly throughout the year. Special meetings may be called to address important matters. Board members are appointed by the Natchitoches Main Street Manager and serve a two year term that may be renewed. The advisory board may also be asked to serve on the vendor jury committee, recommend programming for the market and assist in vendor recruitment. The board is also asked to continually advocate and support the mission of the Cane River Green Market.

6. AGREEMENT

I have read and understand all Cane River Green Market rules and regulations. I will abide by all rules and understand that failure to abide by these rules may result in my expulsion from the Cane River Green Market.

Signature

Printed Name

Business Name

Date

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