



Thank you for your participation in the Clarkesville Market Place! Please read the information below as it pertains to the policy, application, location and operations of the Clarkesville Market Place.

Market Fees will be \$100.00 for the 2017 season.

Applications will be accepted starting April 3<sup>rd</sup>, 2017 for the 2017 growing season.

The location of the CMP is Downtown Clarkesville at the Gazebo. The physical address being 555 Monroe Street. The area around the gazebo and the parking spaces adjacent to the Gazebo will be used for vendor setup. Vendors will not be allowed to setup inside the Gazebo. The parking area behind the former courthouse will be used for vendor parking after setup.

The official opening date for the CMP will be May 6<sup>th</sup>, 2017. The last day of the CMP will be September 30<sup>th</sup>, 2017. Operating hours will be from 9:00AM until 12:00PM. Please note that any City or other sponsored events will supersede any market activities at that location. The City will designate another Downtown location if the need arises for that Saturday.

Space assignments will be determined by lottery for pre-paid vendors no later than seven (7) days before the first market date. No vendor shall sublease, sell, or permit anyone to use their space.

Approved vendors must arrive at the market location no later than 8:30AM Saturday or must have informed the office of the Zoning Administrator (706-754-4216) by 3PM Friday before if they are unable to attend. Vendors shall depart the market by no later than 12:30PM. Vendor spaces shall be clean of any trash or other materials before departure. **The dumpster behind the old courthouse is not for vendor use.**

For complete regulations, please view or download a copy of Article XXX Farmers Markets ordinance from the City of Clarkesville website @ [www.clarkesvillega.com](http://www.clarkesvillega.com)

## **Market Operations.**

**Tents** – All vendors are required to have their own tent (10 x 10 EZ-up or equivalent) set up by 8:40 each Saturday morning. Tents must always be safely secured from unexpected weather events with a minimum of 20 pound weights securely attached to each leg.

**Stall Appearance** – It is the responsibility of individual vendors to maintain a clean and healthful condition within their assigned area and to leave that area free of debris. Products should be displayed in an attractive manner. Vendors should have a clearly visible sign designating the name of their farm/business. Booths must be occupied by the vendor or a vendor representative at all times.

**Vendor Product Disclosure** – Vendors shall truthfully represent their products and operations. Because type of product and cultural practices are important to some customers, we encourage each produce vendor to post a description of growing practices, product inputs, and/or sourcing practices.

**Parking** – During operating hours on Saturday mornings, vendors must park all vehicles in a public lots outside of the market area. Vehicles may not be moved into or out of the market booth area during operating hours.

**Behavior** – Inappropriate language or behavior, profanity, or other harassment or abuse by a vendor or participant toward another vendor or participant, employee, or customer of the market is grounds for immediate and permanent expulsion from the market.

**Pets** - Due to health related concerns, vendors are not allowed to bring live animals to their booths, with the exception of certified service or guide animals.

**Taxes** - The City of Clarkesville is not responsible for product liability or the paying of sales taxes for individual vendors. This responsibility lies with the individual vendors.

### **Note:**

**Any persons or vendors arriving to sell without following the necessary guidelines will not be allowed to sell and will be asked to leave immediately.**

**Clarkesville Market Place**  
**Vendor Agreement**  
(To be filled out by ALL prospective vendors)  
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Perspective vendors must complete the appropriate application form and vendor agreement, and submit copies of the required licenses/permits/certifications and submit them to the City Clerk.

I Agree To:

1. Comply with the rules and regulations of the Clarkesville Market Place.
2. Consent to a site visit by the market manager and/or the Clarkesville Zoning Administrator if applicable.
3. Procure and maintain any and all permits and licenses (where applicable) and present copies at the market booth.
4. Comply with all applicable laws.
5. Indemnify, defend, and hold the City of Clarkesville, its representatives, employees, and volunteers harmless from any and all liability, loss, expense, or claims for injury or damage as a result of my participation with the Clarkesville Market Place to the extent such costs are not caused in by my negligence or intentional acts or omissions.
6. Only sell products listed on my application. I understand that I may expand my line of products/offerings beyond what is described in my application only upon prior written approval of the Zoning Administrator.

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Office Use Only:**

	Prepaid Seasonal Vendor?
	Application Denied? Reason?
	Fee Collected?
	Amount Collected?

**Clarkesville Market Place**  
**Non Produce Vendor Application**  
**(Arts & Crafts, Meat, Egg, Food Purveyor, etc)**  
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Business Name: \_\_\_\_\_

Owner/Manager: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Website: \_\_\_\_\_

Products to be sold at the market: \_\_\_\_\_

\_\_\_\_\_

Do you intend to vend every Saturday of the market season? Yes No (if no, please specify attendance plans)

\_\_\_\_\_

\_\_\_\_\_

Required: Provide name, e-mail, and phone number for all those who will be selling for the farm at the market.

All sellers/vendor representatives are required to be knowledgeable of production practices and product details.

**For Artisan Art & Craft Vendors:** Describe the artwork/craft items to be sold. Please be specific in listing all items you intend to sell. Selections are based upon this information. Any change must be approved prior to the event. We reserve the right to deny exhibit of any item not listed on application. Application must also include one photo of tent/booth set up, if available; and two to three close-up photos of craft/art item(s). Submitting samples of products is encouraged. Attach additional pages if necessary.

\_\_\_\_\_

\_\_\_\_\_

Price Range: \_\_\_\_\_

What is unique or exceptional about your products? \_\_\_\_\_

\_\_\_\_\_

Are locally or regionally produced or sourced materials used in your products? Please describe.

\_\_\_\_\_

**Clarksville Market Place**  
**Non Produce Vendor**  
**(Art & Craft, Meat, Egg, Food Purveyor, etc)**  
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Do you feature repurposed or recycled materials used in your products? Please describe.

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**For Meat, Dairy, or Egg Vendors:**

Name and location of processor: \_\_\_\_\_

Certified by the State of Georgia? Yes No

Certified Organic Processor? Yes No

Certified Organic Farm? Yes No

Certified by the USDA? Yes No

State Approved Candler? Yes No

Certified Commercial Kitchen? Yes No

**Processed & Prepared Foods Vendors:** All applicable foods must be produced in a certified commercial kitchen that has been inspected by the Department of Agriculture or Department of Health, depending on your classification. Exceptions for food products sold at events sponsored by non-profit organizations are: jams, jellies, cakes, cookies, fresh produce, breads, pies, honey. It is the vendor's responsibility to comply with any and all local, state, and federal requirements for licenses or certifications, i.e. food handlers license. All pre-made food must be wrapped and labeled according to GA Dept. of Agriculture guidelines. Prepared food vendors may not use the following products or ingredients that contain the following products: high fructose corn syrup, hydrogenated oils, dyes, chemicals, or preservatives. At least 50% of the ingredients in each food product must be organic or non-GMO ingredients. Prepared food vendors are asked to source products grown locally if possible.

I certify that the information in this application is, to the best of my knowledge, true and accurate and that I am a legal owner and/or representative of the above-named farm/business.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only:**

	Prepaid Seasonal Vendor?
	Application Denied? Reason?
	Fee Collected?
	Amount Collected?