

Shreveport Farmers' Market 2020 General Regulations

Saturdays: 8:00 a.m. – 1:00 p.m., May 30 – August 29, 2020

MISSION STATEMENT: *The mission of Shreveport Farmers' Market is to encourage a strong local food system; increase sustainability of independent local farmers, ranchers, and food producers; and foster stewardship of land and community through a public market.*

We provide a forum creating relationships among farmers, vendors, and our community while educating consumers, offering a venue for farmers to sell their goods and serving as a business incubator for food artisans. We bring together people from the Northwest Louisiana, Far East Texas, and the Southern Arkansas region. The City of Shreveport, Eldorado Resort Casino Shreveport, Shreveport-Bossier Convention and Tourist Bureau are the sponsors of the Shreveport Farmers' Market, and Red River Revel, Inc. is the managing agency. All entities are dedicated to the success of the Market because a well-maintained and well-operated market for the sale of high quality, homegrown products will benefit the producer, the consumer, the downtown area, and our community.

A Market Manager who will serve as an advisor and facilitator of the Market's operations will be provided by the Revel. This Manager has the complete backing and support of the Revel in carrying out his or her responsibilities.

- The Market is open to farmers who grow produce within a 150-mile radius of Shreveport and others who have articles for sale that are compatible with fresh Louisiana, Southern Arkansas, and East Texas homegrown produce. This includes other foodstuffs, plants, flowers, agricultural crafts, and/or services that are of high quality.
- The rental rate for a space is as follows:
 - The cost of a space varies by location, size, electrical needs, and duration of payment.
 - Vendors must pay in advance to the Shreveport Farmers' Market office.
 - Spaces are allocated according to many factors and are assigned at the discretion of the Market Manager. The manager may change vendors' location as deemed necessary.
- Space permitting, vendors can lease a maximum of three (3) spaces at the discretion of the market manager. If a truck or display extends into a second space, you will be charged for two spaces. No person renting a space shall be allowed to sell, sublet, or assign such space to another vendor.
- Booth space is either 10 x 10 or 8 x 10 depending on its location. It is marked by black tape corners and lettered rows with a number address.

Operating Rules

1. A vendor shall be defined as a person who offers for sale edible grains, fruits, flowers and/or vegetables; live plants, trees, shrubs and perishable cut flowers; ranch-raised inspected meats; apiary products, syrups and sugar; foods prepared from such produce including baked goods, jams, jellies, etc.; and such other general farm products such as eggs and firewood. All produce/products must be of high quality. No seconds may be sold. Some agriculturally-

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prominent crafts will be considered. Also, vendors of foods to be served hot at the market will be considered for our Market Café. We do not accept direct sale vendors.

2. Produce being raised and sold by the farmer directly to the consumer is exempt from the 5% state sales tax and the 4.6% local tax.
3. Value-added products being sold at the Market are subject to a 9.6% state and local sales tax. These include all canned goods, crafts, baked goods and specialty food items. All vendors are responsible for reporting sales to the Department of Revenue and Taxation. The Revel is not responsible for collecting or reporting taxes.
4. While good qualities of homegrown or homemade products are preferred at the Market, some products to supplement the stock are permissible only if in shortage of what is grown by participating farmers. You can only supplement up to 5% of produce that will aid shoppers, yet not compete with plentiful merchandise grown by your fellow farmers. (Must be approved by the Market Manager). Any substandard or inappropriate products will be barred from the Market.
5. **Supplemental products being sold at the Market that are not grown, produced or made by the vendor shall be properly signed as to indicate that the produce is not homegrown ("non-producer") or homemade.** Such products are for resale and are subject to the 9.6% state and local sales tax. Vendors are required to report all sales to the Department of Revenue and Taxation. The Revel is not responsible for collecting or reporting taxes.
6. In addition, **farmers/ranchers shall clearly display their name and location of their farm at their booth on a sign no smaller than 8" by 10"**. On it, farmers will state what percentage of what they sell was grown by them, is being resold for their neighbors, or bought from a wholesale source.
7. Vendors shall conform to the **applicable rules and regulations** of the Louisiana State Department of Agriculture. It is the responsibility of each vendor to obtain any and all licenses or permits necessary, and to follow safe procedures for the handling and storage of food. Complaints will be investigated and appropriate action decided by the Market Manager.
8. Any Market-approved, home-prepared food or product must be offered for sale in closed packages or sealed containers bearing a legible label stating the producer's name, contact information, and price, plus, as mandated by the State, **"not produced in a licensed commercial kitchen."** If the product requires special treatment for its preservation or use, that must be stated on the label. (ie. "must be refrigerated after opening" or "may contain allergens.")
9. All goods offered for sale by weight shall be weighed on **state-approved scales** in full view of the purchaser. Items sold by container must be **clearly priced**, or the **prices shown** on a sign clearly visible to the shopper.
10. Some common items like salsa, jam, and certain kinds of baked goods, may be limited, as to not take valuable space from another, less produced, item. The number of vendors selling those items will be controlled by the Market Manager.
11. Vendors shall provide their own tables for display of their goods, chairs, and change fund, and if electricity is available, a heavy-duty extension cord. There is an ATM on site, so be certain that you have plenty of change at your space. The Market Manager will NOT provide change. No more than four (4) electrical devices plugged in at any one time.

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12. No price fixing will be tolerated at the Market. Price fixing is defined as an agreement among competing vendors to sell at the same price.
13. Market hours will only be held according to days and hours listed in these rules. No business shall be transacted at the Farmers' Market other than during the stated hours.
14. Vendors are expected to arrive at the Market no later than one (1) hour prior to opening and be ready to sell 15 minutes prior to starting time. All vehicles in the pavilions must be removed 30 minutes before opening. If you cannot park directly at your space, you should unload, set up, and remove your vehicle from the market area immediately. Parking spaces are provided behind the Market office. (Depot Building)
15. No selling shall occur before the opening bell or after the closing bell.
16. No vendor may take a deposit or upfront payment of any kind for merchandise to be received at any time beyond the hours of operation of the market without prior consent of the Market Manager.
17. **Market vendors are required to stay during the entire market day.** If the vendor has sold out or has too few products remaining to warrant continued presence, he or she may obtain permission from the Market Manager prior to leaving for the day but only for unique reasons. Upon receipt of permission to leave, the vendor will post a sold out sign at his or her stall, and contact the manager to be escorted from the premises. Vendors are encouraged to bring ample amounts of their product, as leaving early presents many problems, and will not be allowed regularly.
18. Vendors are expected to clean up after themselves on a daily basis. All produce must be graded before it is brought to the Market to minimize the amount of spoilage. **All refuse and spoiled produce shall be removed from the Market site by the vendor.** On-site waste containers will be provided for **packing materials only**, which must be broken down. Boxes must be removed by the user.
19. **Spaces are rented during the duration of the season.** Rentals must be paid for **10 days in advance** and may be re-sold by the manager if the vendor is not present 30 minutes prior to opening. **We no longer accept per-day rentals.**
20. Anyone unable to attend should call the manager as soon as they know they cannot be there. This enables the manager to keep the market full. No call/no shows will result loss of payment and possibly space at market.
21. We employ a **“Three Strikes” Discipline Policy** for breaking rules. The first infraction will garner a verbal correction; the second, a written warning; the third, expulsion from the market.
22. The renter shall indemnify, defend and hold harmless Shreveport Farmers' Market, their sponsors and managing agency, employees and volunteers from and against all claims, damages, losses, and expenses arising out of the rented space's use if such claim is attributable to personal injury, bodily injury, disease of death, or injury to, or destruction of property, including the loss of uses there from, and is not caused by any negligent act or omission of willful misconduct of Shreveport Farmers' Market, their sponsors or their employees or volunteers acting within the scope of their employment.
23. Automobile insurance is required of all participants driving in the area of the market. Damages to property must be paid for by the person at fault, or their insurance company. Reasonable

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care should be taken when driving in the market area to avoid collision with structures, lights, cars, people, and electrical devices.

24. Certain items must be inspected by the State. These includes plants, flowers, and sweet potatoes.
25. DO NOT PARK on Crockett Street or in neighboring lot (used for handicapped citizens). This takes up valuable parking from our patrons. Use the parking provided behind the market office (Depot Building).
26. If you feel frightened or threatened by anyone, including other vendors, report it to the Market Manger immediately.

All vendors shall comply with the rules set forth by the Market management. The Market Manager will work directly with the vendors in enforcement and interpretation of said rules. If you are unable or unwilling to conform to the Market rules, please do not apply.

Submission of the application for participation shows you have read and agree to these rules and regulations, and thereby agree to comply with same.

Submission of an application does not guarantee a vendor space for the market. Management will maintain an alternate list for future available spaces. You will be contacted by the Market Manager when a place becomes available. Deadline for applicants is April 10, 2020.

Shreveport Farmers' Market
101 Crockett St., Ste. C
Shreveport, LA 71101
www.shreveportfarmersmarket.com
farmersmarket@redriverrevel.com
(318) 455-5788
Fax: (318) 226-9559