

Shreveport Farmers' Market 2022 General Regulations

Saturdays: 7:30 a.m. – 12:30 p.m., June 4 – August 27, 2022

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 Red River Revel Arts Festival. This Manager has the complete backing and support of the Red River Revel Arts Festival 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 electrical needs.
 - 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 painted corners and lettered rows with a number address.

Operating Rules

1. Prospective vendors must go through an application process to be eligible to be a vendor at the Shreveport Farmers' Market. Filling out an application does not mean that you will be asked to be a vendor, that you are eligible to be a vendor, or that you are guaranteed to be a vendor. All vendors must be approved for participation into the market annually. Annual renewal is NOT guaranteed. The application fee is non-refundable.

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2. 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-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.
3. Produce being raised and sold by the farmer directly to the consumer is exempt from the 4.45% state sales tax and the 4.6% local sales tax (Caddo Parish).
4. Value-added products being sold at the Market are subject to a 4.45% state sales tax and local 4.6% parish 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.
5. 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.
6. **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 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.
7. 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"**. 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 and displayed at their booth.
8. 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.
9. 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."** **Louisiana Cottage Laws must be followed.** 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.")
10. 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.
11. 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.

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12. All vendors shall allow Red River Revel Arts Festival/Shreveport Farmers' Market to inspect their production facilities at any time, with or without notice, so as to maintain the integrity of the market.
13. 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 (2) electrical devices plugged in at any one time.
14. 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.
15. 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.
16. Vendors are expected to arrive at the Market no later than 30 minutes 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)
17. No selling shall occur before the opening bell or after the closing bell.
18. 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.
19. Vendors using a generator for power are not allowed to refuel during the event. The generator must be off for at least 1 hour prior to refueling. The generator must be safe from public as well as spare gasoline/diesel.
20. If using electric, you must advise the Market Manager whether you have an 110v or 220v. You will also need to advise of the plug type and equipment being used. There are amp limits per space which you will be required to stay under at all times.
21. Concessions or Food Vendors (food being prepared on sight) including Food Trucks must provide a certificate of liability insurance. Grease cooking must have K Class extinguisher. Non grease cooking must have red fire extinguisher.
22. **Market vendors are required to stay during the entire market day.** If the vendor has sold out the vendor will post a sold out sign at his or her stall, but will not be allowed to leave the premises. Vendors are encouraged to bring ample amounts of their product, as leaving early presents many problems and will not be allowed unless it is an emergency.
23. 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.
24. **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.**

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25. 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.
26. 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.
27. 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.
28. 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 care should be taken when driving in the market area to avoid collision with structures, lights, cars, people, and electrical devices.
29. Certain items must be inspected by the State. These includes plants, flowers, and sweet potatoes.
30. All vendors must follow all applicable municipal, state, and federal laws regulating the safety of their products including but not limited to LA Cottage Food Law, the Food Safety Modernization Act (FSMA), Department of Health and Hospitals regulations, USDA/LDAF regulations, etc.
31. All authorized vendors participating in the Shreveport Farmers’ Market shall be individually and severally responsible to Red River Revel Arts Festival, the Shreveport Farmers’ Market, its board, officers, members, and volunteers for any loss, personal injury, deaths, and/or any other damage that may occur as a result of the vendors’ participation in the markets sponsored by the Red River Revel Arts Festival. All vendors hereby agree to indemnify and save Red River Revel Arts Festival harmless from any loss, cost, damages, and other expenses, including attorneys’ fees, suffered or incurred by Red River Revel Arts Festival by reason of the vendors’ participation in the markets sponsored by Red River Revel Arts Festival or that of its volunteers, agents and employees.
32. 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).
33. If you feel frightened or threatened by anyone, including other vendors, report it to the Market Manger immediately.

COVID-19 Precautions and Rules

1. Vendors, staff, volunteers and customers will abide by the State of Louisiana mask mandate as set forth by the Governor of Louisiana (if applicable).
2. Vendors, staff, volunteers and customers will practice social distancing based on the State of Louisiana event mandates.

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3. Vendors, staff, volunteers and customers will stay home if they have tested positive for or are showing COVID-19 symptoms, or have recently had close contact with a person with symptoms of, or diagnosed with, COVID-19.
4. Sampling will be permitted as long as it is individually wrapped or contained. No communal sampling will be allowed.
5. Per CDC guidelines, washing or sanitizing between customers is better than wearing gloves. If disposable gloves are worn, they are to be changed when a. switching tasks, or if you get interrupted causing possible contamination, b. Gloves torn or dirty, c. After touching face or hair, d. After 4 hours of continuous use.
6. All tables/surfaces must be wiped down with antibacterial/antiviral/disinfectant sprays every hour.
7. Greet one another without physical contact. Attempt to make the sales process as contactless as possible.
8. No more than two people per one booth space is allowed.
9. We will operate under the COVID-19 phase guidelines set forth by the Governor of the State of Louisiana during the events.

Complaints and Violations

1. Any complaint against any vendor regarding the origination of their produce or goods, or any other matter, must be directed to the Market Manager in writing. Verbal speculation alone is not grounds for investigation. Resolving matters of this nature is the sole responsibility of the Red River Revel Arts Festival.
2. Any complaint against any vendor regarding discrimination, harassment, or inappropriate conduct should be directed to the Market Manager. Resolving matters of this nature is the sole responsibility of the Red River Revel Arts Festival and its advisory bodies.
3. It is within the sole discretion of Red River Revel Arts Festival to determine if a vendor has violated any provision that undermines the smooth operations of the market. Such violations may include, but are not limited to:
 - a. Arriving late: Vendors must be at their table prepared to sell at the opening bell, so as to prevent disruptive carrying of products across the market.
 - b. No Call/No Show: Defined as not notifying the market staff (at least 72 hours prior to market) that the vendor will not be coming to market. The market allows for uncontrollable circumstances (i.e. closed/impassable roadways, equipment failure, weather, etc.) In those cases, the market should be reached at 318-455-9386.
 - c. Selling before the opening bell or after the closing bell.
 - d. Leaving before the closing bell.
 - e. Failing to pay market fees. Vendors cannot return to the market until payment is made.
 - f. Selling product not produced or harvested by the vendor (over the allowed 5%).
 - g. Harassment, sexual harassment, or discrimination.
 - h. Violation of required safety or health rules.
 - i. Not abiding by the Operating Rules or the COVID-19 Precautions and Rules listed above.

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The Red River Arts Festival may expel a vendor at any time. This is particularly true if there is a violation of any guideline or eligibility requirement. If a vendor cannot operate as a member of the market community in good faith, then they will be asked to leave. If violations take place, Red River Revel Arts Festival may take any action it deems necessary to preserve the integrity of the market, including vendor suspension, permanent vendor expulsion, or, in extreme cases, legal action. Red River Arts Festival has the sole right to expel a vendor at any time.

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.

If you are not accepted to the market, we will keep your application on file this year and 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 May 14, 2021.

Shreveport Farmers' Market
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